



How to Fill PDFs

Electronically Using Adobe Reader

When having to fill out a PDF form, some forms can be filled electronically. If your PDF form is fillable, here's how you fill it out and print the completed form. For more information, see [Adobe's Support Page](#) on completing electronic forms.

1. Make sure you have [Adobe Reader](#) installed on your computer.
 - Faculty or staff members with a valid SJSUOne ID can use [DocuSign](#) to have recipients fill out and sign documents online. Refer to our [DocuSign FAQs](#) for more information.
 - Download the fillable form onto your computer and open the file in Adobe Reader.
 - To make form fields easier to identify, click the **Highlight Existing Fields**  button on the document message bar, if necessary.
 - Select the **Hand Tool**. 
 - Select the fillable **highlighted** field on your form. An I-beam will appear for you to type in the text or arrow to select or check boxes.
 - Fill in the necessary information for each field.

Example:

STATUS (check one):

| | | | | | |
|--------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------------|--------------------------|
| Student | <input checked="" type="checkbox"/> | Staff – SJSU Research Foundation | <input type="checkbox"/> | Research Affiliate | <input type="checkbox"/> |
| Faculty | <input type="checkbox"/> | Staff – Tower Foundation | <input type="checkbox"/> | MLML Adjunct Faculty | <input type="checkbox"/> |
| Staff - SJSU | <input type="checkbox"/> | Research Faculty/Consortium Faculty | <input type="checkbox"/> | *Volunteer/Visiting Researcher | <input type="checkbox"/> |

incl interns, non-MLML colleagues, see instructions

CONTACT INFORMATION:

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- Once you have finished filling the form, **Save** your form by printing as a PDF in order to email or print.
 - **Windows:**
 - Select **File > Print**.
 - Choose **Adobe PDF** as the printer in the Print dialog box.

- Click **Print**. Type a name for your file, and click **Save**.
 - **MacOS:**
 - Select **File > Save As**.
 - Select a location to save, type a name for your file, and click **Save**.
 - To flatten your form so that it cannot be edited, open the file in the MacOS **Preview** application.
 - Select **File > Export As PDF...**
 - Select a location to save, type a name for your file, and click **Save**.
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