



# 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:

|         |  |  |  |
|---------|--|--|--|
| NAME    | John Smith                                   |  |  |
| ADDRESS | 8272 Moss Landing Rd, Moss Landing, CA 95039 |  |  |
| PHONE   | (landline) (831) 771-4400 (mobile)           |  |  |
| EMAIL   | smith@webprovider.com                        |  |  |

- 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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