Acrobat DC: Completing PDF Forms

Overview

This fact sheet is specifically for users who are completing **PDF forms** electronically.
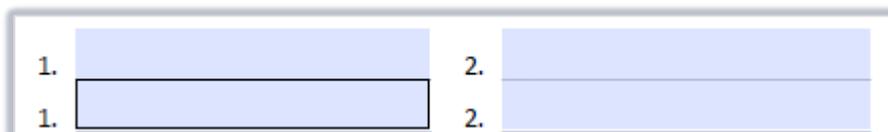
Before you start
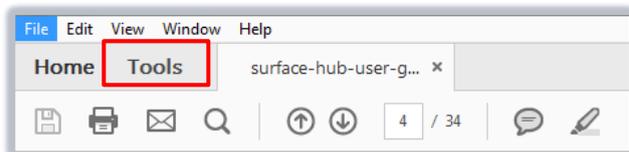
Software requirements

− Adobe Acrobat DC[1]

Completing form fields

1. Open **Adobe Acrobat DC**, click **File**, then **Open…**

2. Navigate to your PDF and click **Open.**

3. If the form fields are already visible (active form areas are pale blue) start to complete the form.

4. If not click on the **Tools** menu option:

5. Scroll down to the **Forms & Signatures** section.
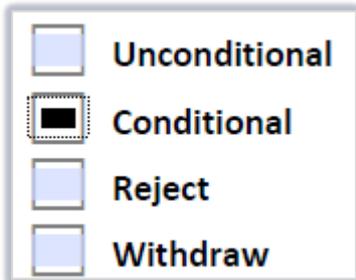
6. Click **Fill & Sign**.

Text fields

− Click in a text field to type content:

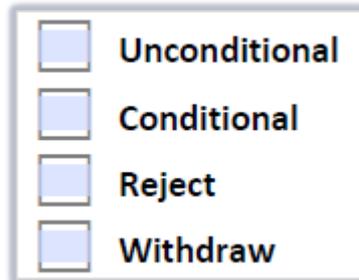− Text will automatically resize to fit, if necessary:

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[1] Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using MyIT.

Checkboxes

– To select a checkbox, click it once:
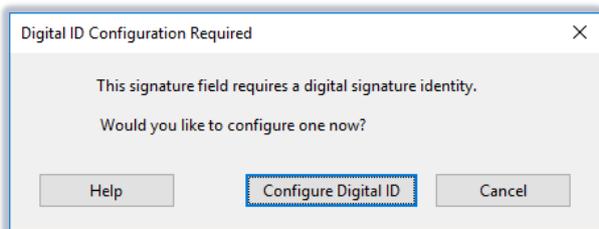

– To deselect a checkbox, click it again:
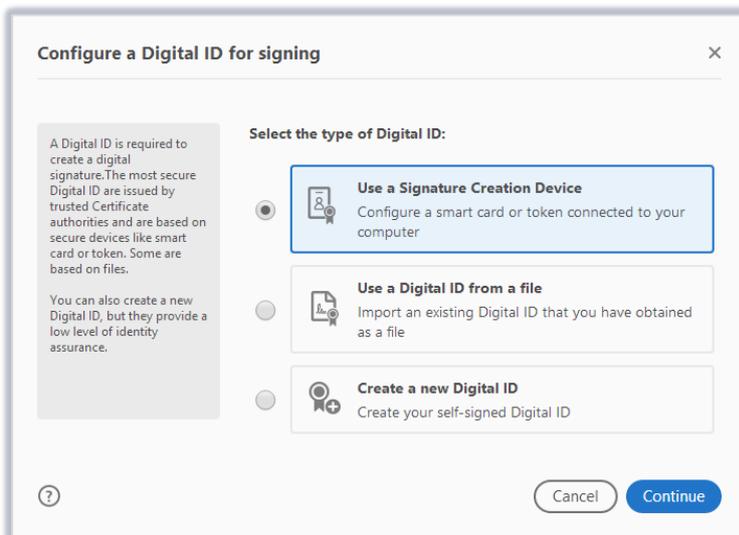

Signature fields

Signature fields display a red flag at the top left.

– When you click in a signature field, a pop-up opens requiring **Digital ID Configuration.**

– Click **Configure Digital ID** and choose your preferred method from the options below:

Additional Options

− If there are no form fields, the following options appear in the top toolbar.

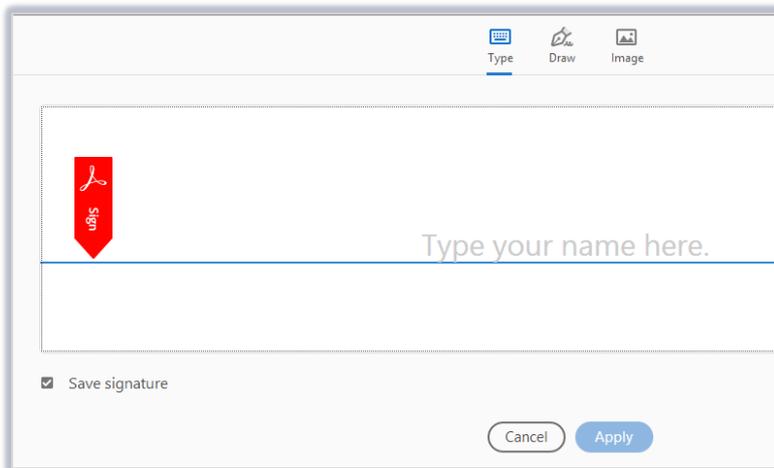Click on any of these, then click on the PDF to add a text box or one of the characters.

− If there is no signature field, you can still sign the form by using the **Sign** option on the **Fill & Sign** toolbar.

Click this and select either **Add Signature** or **Add initals**.

In either case, complete the window that appears.

You can enter this by typing, drawing or adding an image (e.g. a scanned image of your written signature).

7. Once everything is completed choose **Close** at top to return to the document.

8. Save the completed PDF form.

Further information and help

Use MyIT to report an issue with the IT Service Desk: https://myit.abdn.ac.uk