Acrobat DC: Completing PDF Forms

This fact sheet is specifically for users who are completing **PDF forms** electronically.

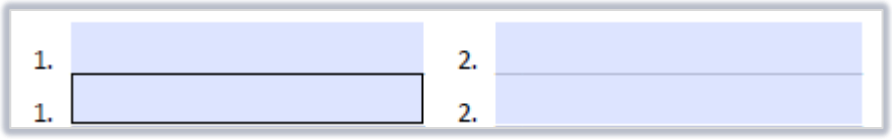
Before you start

Software requirements

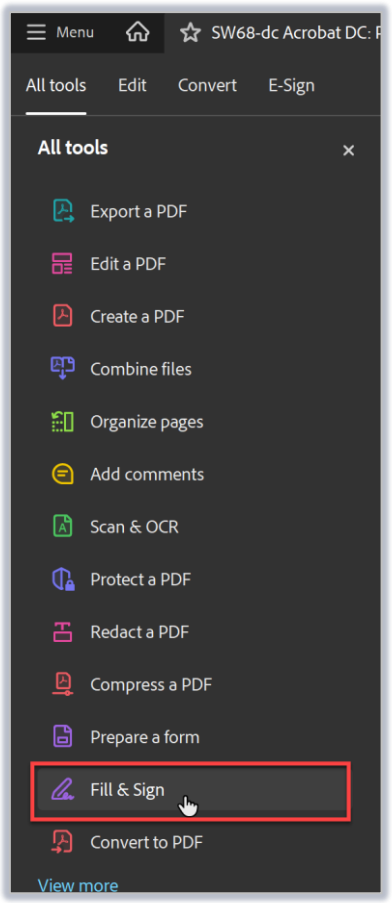
– Adobe Acrobat DC[1]

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 **All tools** and then **Fill & SIgn**



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

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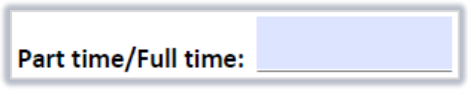
Text fields

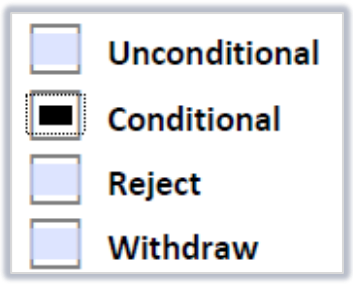
- Click in a text field to type content:



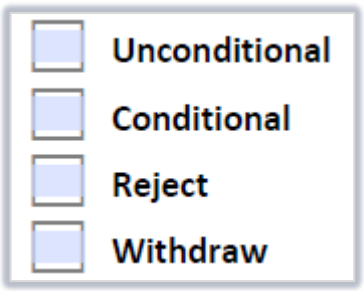
- Text will automatically resize to fit, if necessary:

Checkboxes

- To select a checkbox, click it once:



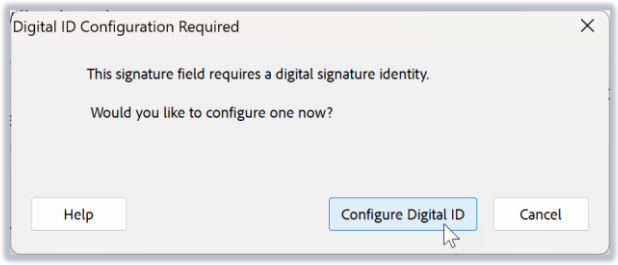
- To deselect a checkbox, click it again:



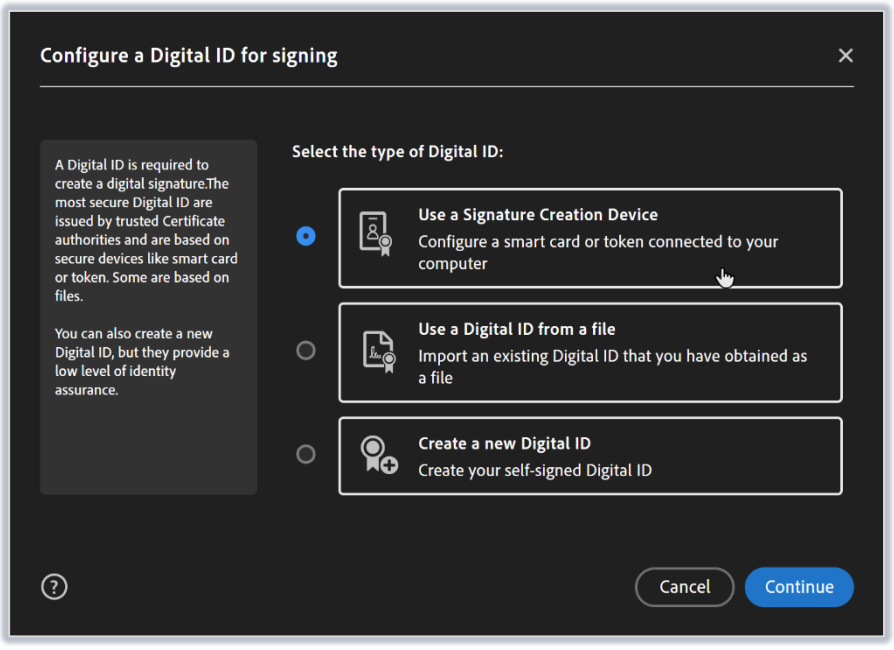
Signature fields

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:



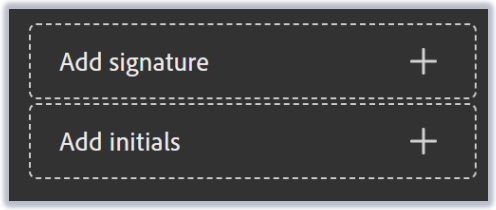
Additional Options

– 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

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).

5. Once everything is completed choose **Apply** to return to the document.
6. 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