











Completing Adobe PDF forms

If a PDF form contains interactive form fields, you can fill in the form with the Basic toolbar's Hand  tool. When you place the Hand tool pointer over an interactive form field, the pointer icon changes from the Hand icon to the Pointing Hand icon , the Pointing Hand Plus icon , the Arrow icon , or the I-beam icon . If the form fields aren't interactive, the Hand icon  doesn't change; instead, you can print a noninteractive PDF form and fill it out by hand.

To fill out an interactive PDF form: Select the Hand tool . If you want to make form fields easier to identify in the PDF file, do any of the following in the Document Message Bar: To display a light blue color in the background of all form fields, select Highlight Fields. To display a red outline around all form fields that you're required to fill, select Highlight Required Fields. (This option appears only if the PDF form contains required fields.) 3. Position the pointer inside a form field, and click. The I-beam pointer allows you to type text; the Arrow icon  lets you select an item in a list box; the Pointing Finger icon  or the Pointing Hand Plus icon  lets you select a button, a check box, a radio button, or an item from a list. 4. After entering text or making a selection, do any of the following: Press Tab or Shift+Tab to accept the form field change and go to the next or previous field. Press Enter (Windows) or Return (Mac OS) to accept the text form field change and deselect the current field. If the current field is a check box, pressing Enter or Return turns the check box on or off. In a multiline text form field, pressing Enter or Return creates a paragraph return in the same form field. You can use Enter on the keypad to accept the change. Press Esc to reject the form field change and deselect the current form field. 5. Once you have filled in the appropriate form fields. **Print** the form.

To clear a form in a browser: Select the **Reset form button.**



Some text fields are dynamic, which means they automatically resize to accommodate the amount of data you enter.