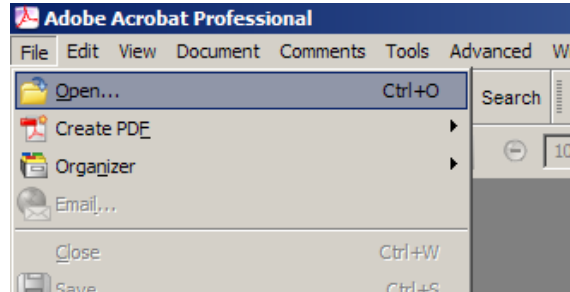


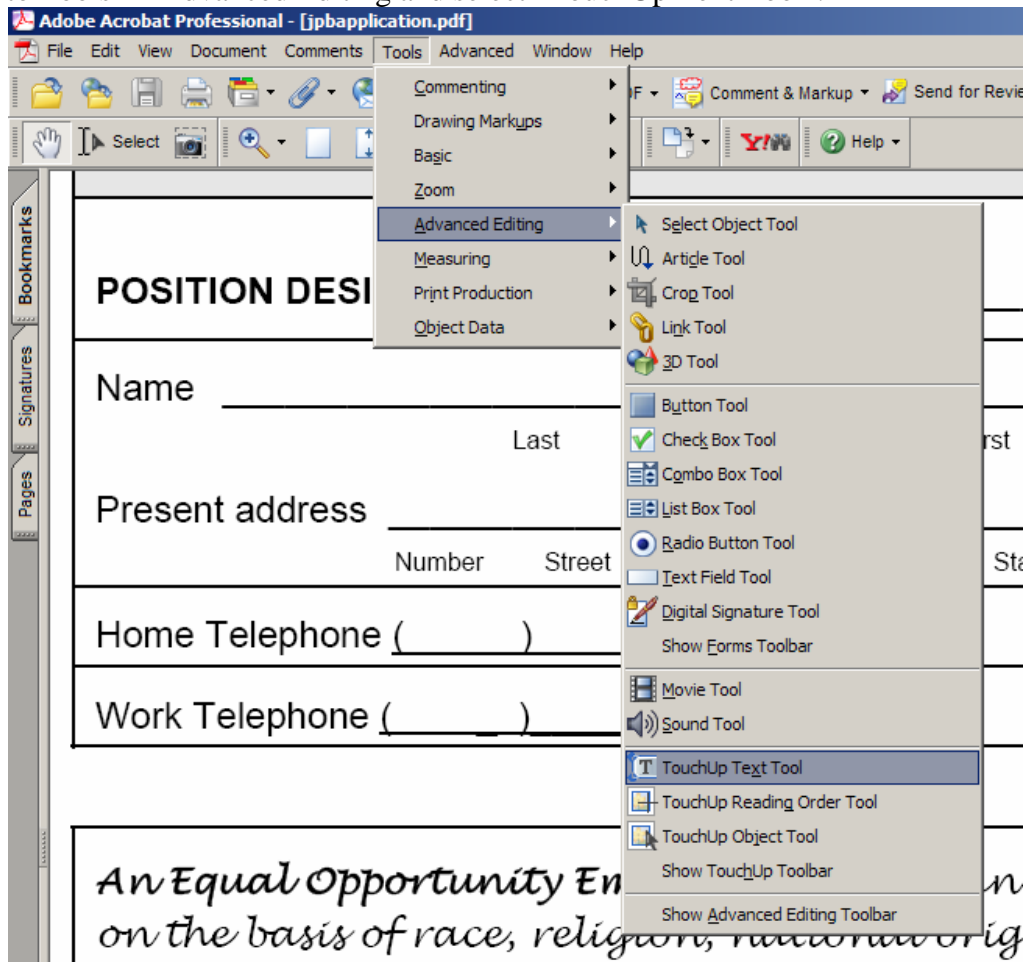
How to edit a PDF Form (when there's no place to type into it)

Sometimes forms that are available online as PDFs are not set up to be typed into. Instead of printing out the form and filling it out in pen, you can use Adobe Acrobat Pro to edit the form.

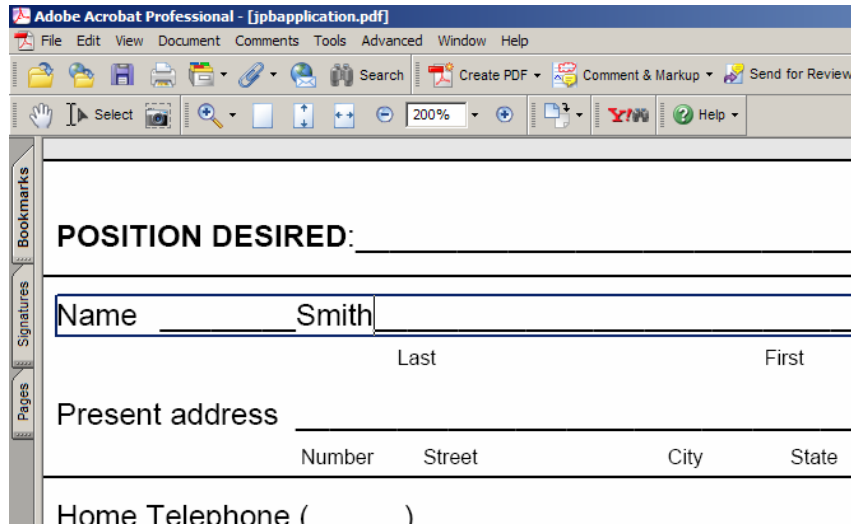
1. Open Adobe Acrobat Pro. Go to File → Open and browse to your document. Click open to open your document.



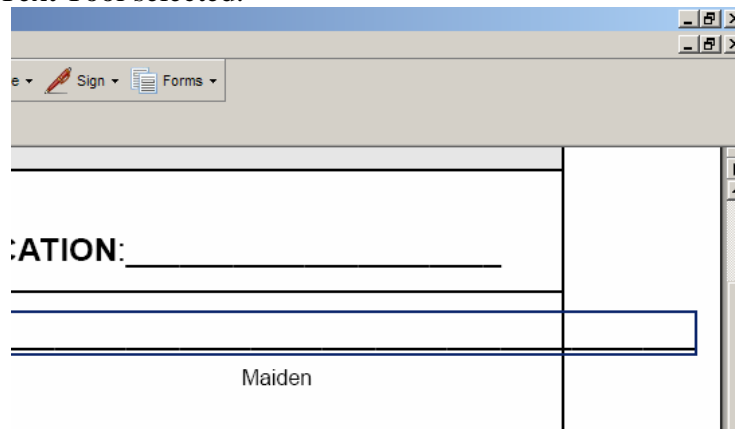
2. Go to Tools → Advanced Editing and select "TouchUp Text Tool".



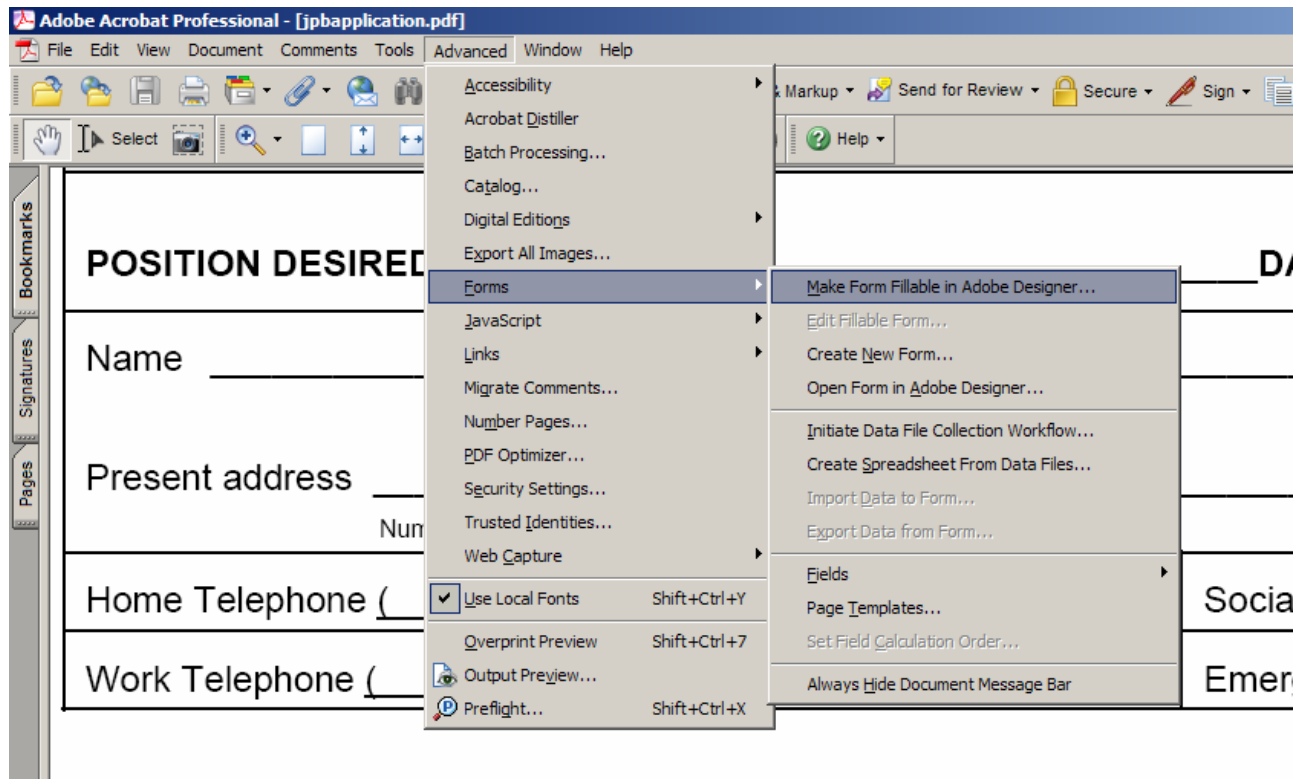
3. Click anywhere on the form where you want to insert text. A box will appear around that area, and you can now click within that box to set the cursor where you'd like to start typing. Type in the information to fill out the form.



4. If you're filling in a form with underlining on it, you will need to delete the extra underscores or the lines will run off the page. You can delete them by just clicking delete while you have the TouchUp Text Tool selected.



You can also use the Advanced → Forms → Make Form Fillable in Adobe Designer. A wizard will pop up and walk you through the process of converting the form into a fillable form. This doesn't always work with every type of form, and may significantly change the appearance of the PDF. The above directions will give you the most control over the way the final document will look.



Created August 9, 2007 - DK

