

# How to Download, Complete, and Save a Fillable PDF

In order to fill out a fillable PDF form you must (1) download the form; and then (2) complete and (3) save the form in a PDF Reader. The instructions below provide steps on how to do this.

## 1: Download the PDF

a) If the PDF is sent to you directly as an attachment in an email, right click on the file, select 'Save As...' and save it to your computer.

**OR**

b) If you are accessing the PDF by clicking on a link that you were sent, right click on the file once it appears in your internet browser (Safari, Google Chrome, Firefox, Microsoft Edge etc.), select 'Save As...' and save it to your computer.

## 2: Complete the PDF

a) **Please use a PDF reader to complete the PDF.** Adobe Acrobat Reader is recommended. You can download [Adobe Acrobat Reader for free here](#).

NOTE: The form will not save properly if you complete the form in an internet browser.

b) To open your previously downloaded PDF with Adobe Acrobat Reader, locate the file, right click on it, select 'Open with', then select Adobe Acrobat Reader.

c) Once the file is open in Adobe Acrobat Reader, simply click on the field you wish to complete and type in your information.

## 3: Saving the PDF

a) In Adobe Acrobat save the document and your entries by clicking on 'File', then 'Save As' and saving it to your computer. This method will allow you to save partially filled forms and return later to pick up where you left off.

b) If you would like to print the PDF using Adobe Acrobat, make sure the file is open in Adobe Acrobat, click 'File', then 'Print...'. Once you choose your printer settings, select 'Print' again.

