

## Instructions for Completing and Printing Editable PDF Form

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### System Requirements:

Hill College recommends Adobe Reader X and above to be installed on your desktop computer. Click the following link to download the latest [Adobe Reader](#)

\*\*\*Note\*\*\*

\*All Hill College computers have version X or XI installed, no installation required. The system requirements are for external users only.

\*Be sure to uncheck the "Install the Acrobat Reader Chrome Extension" unless preferred. Also Opt out the Optional offers as well for a clean install.

\* The filling of the form fields is not supported on mobile devices.

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### Completing Fill-in PDF Form

Adobe Reader allows you to fill in, print out, and save the completed form. If you are completing these forms electronically, the forms use the features provided through Adobe products.

Each "editable" form is set up to move from left to right across the page. Once the form opens, click on the first field that requires information at the top left-hand corner of the page and insert your text.

Once the information is entered, press the "**Tab**" button on your keyboard to move to the next field. To enter a checkmark, simply click inside the box or press the spacebar. Repeating either of these steps deletes the checkmark.

To verify that the full text is visible, print the page once you have completed the form (optional).

Please don't hit the paragraph return key after inserting text in the space provided. Hitting the "**Enter**" key may push the text out of the field's available space, causing it to disappear from the form. To check whether the contents of a field are visible, press the "**Tab**" key to close the field or click anywhere outside the field. If the inserted text is still not visible, try deleting or reinserting the text.

### Printing forms

To print the completed form, print from the "**File**" menu or select the print icon. Once the print dialogue box opens, select the "**fit to page**" option. This ensures that the page you see on the screen will correspond to the page printed by your printer. Failure to select this option may cause only parts of the form to be printed.