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Use Adobe Acrobat to fill out forms [1]

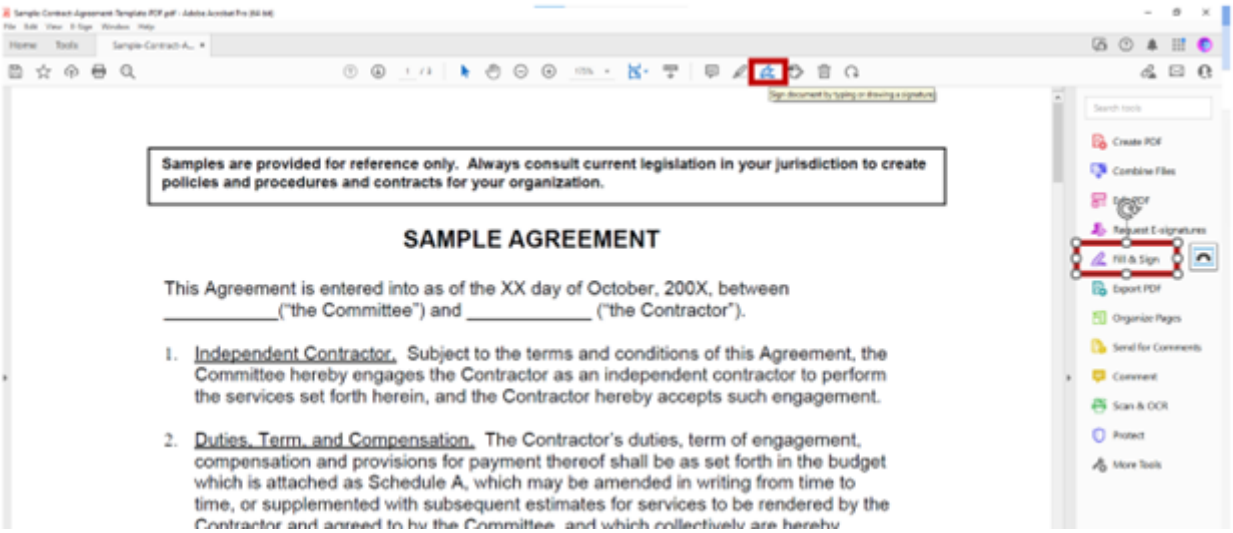
April 26, 2023 by ES and UIS Communications [2]

Adobe Acrobat is a powerful application for filling out electronic forms quickly. The Fill & Sign functionality is the only tool you'll need to fill out fields, add your personalized signature and send to any recipient using Acrobat.

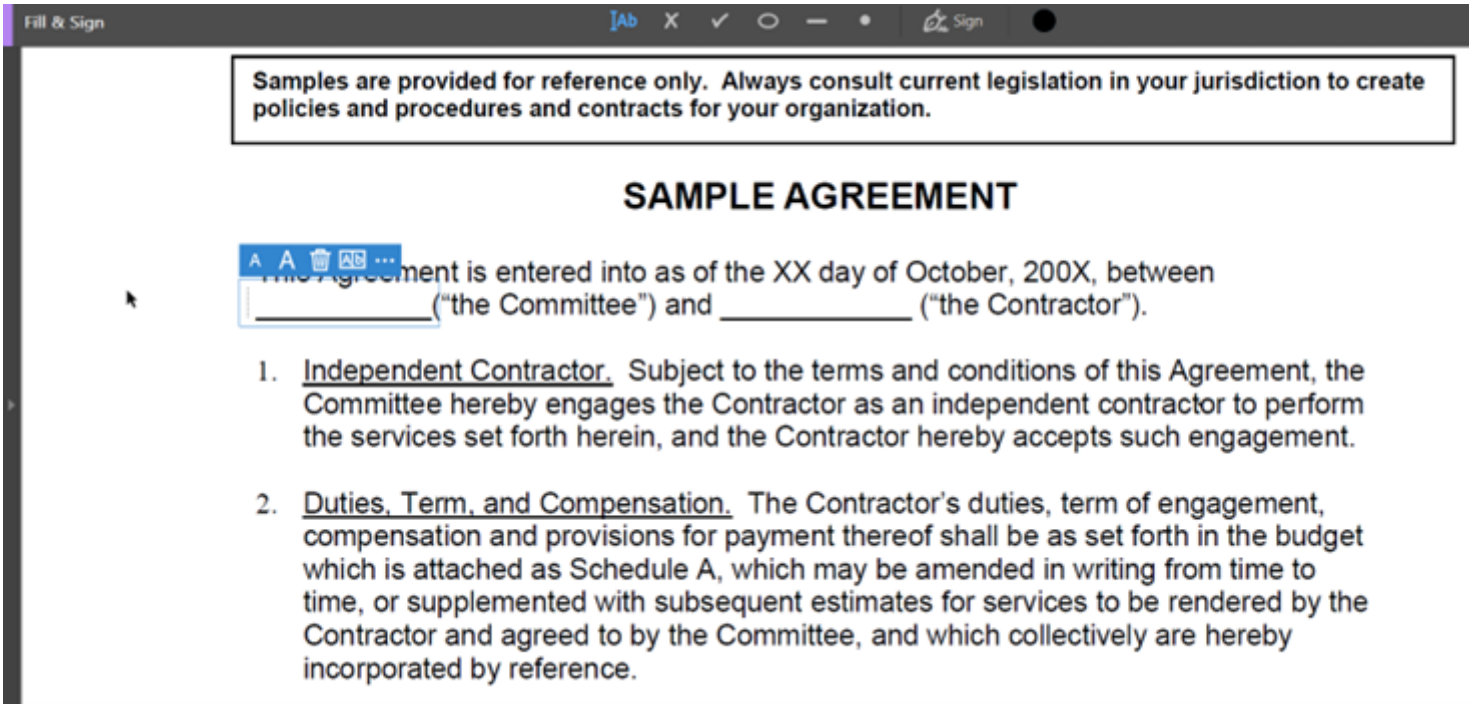
Filling out forms

1. Open the PDF document or form in Adobe Acrobat.

2. Click **Fill & Sign** in the right pane or click the **Sign** icon in the toolbar.



3. Hover the mouse over a form field and if a blue box appears, that field is fillable. Click the blue box, and your cursor will be placed automatically. Type your text to complete the field. Similarly, for a checkbox, click in the field to select the option.

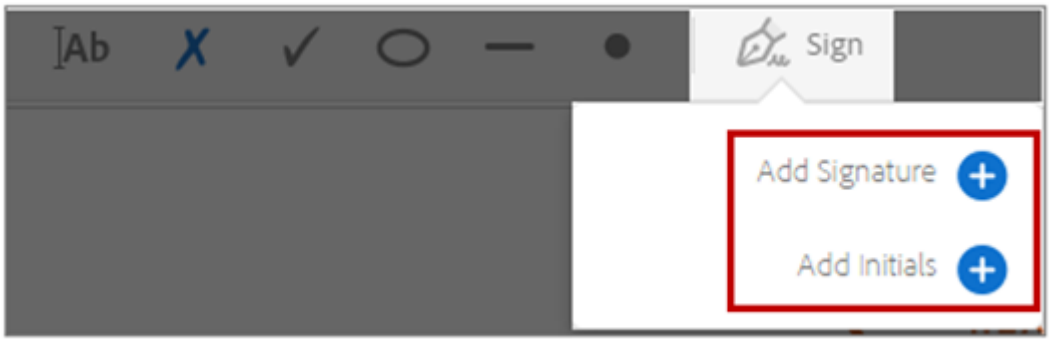


Signing and initialing forms

--To sign a PDF form, you can type, draw or insert an image of your handwritten signature or initials.

1. Open the PDF document or form in Acrobat and click **Fill & Sign** in the right pane.

2. Click the **Sign** icon in the Fill & Sign toolbar, and then choose whether you want to add your signature or just use initials.



If you have already added signatures or initials, they are displayed as options to choose from. If you are signing for the first time, the Signature or Initials panel will pop up. Below is an example of the Signature panel.



3. Type, draw or import a signature image.

4. Check **Save Signature.** The added signature will be saved securely in Adobe Document Cloud for reuse.

5. Click **Apply**, then click at the place in the PDF where you want to place the signature or initial.

6. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in the toolbar.

7. Save the newly signed document.

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