

Navigating Fillable PDF Forms Instructions

Using fillable PDF files is a great way to share documents with having to print, complete, scan and send files back. However, it can also be very frustrating if not done correctly. Issues such as blank forms being saved or sent following the completion is one of the most common. This document is designed to help you navigate a fillable PDF file with ease.

1. Download the file from the internet.
2. Open the file on your computer and save it to the desired location (desktop, documents, specific folder). The document will be stored in your "download" file, but remember these files are temporary and depending on your system set-up, maybe deleted very so often.
3. Once the document is saved in the appropriate location, use the "save as" function to make an or as many copies as you need. This will ensure you have a saved blank copy and a copy of the completed form. I would suggest adding the name of the organization or youth to the file name for ease of access in the future.
4. Once you have saved each copy of the form, you can now go in and complete the form.
5. Make sure to save your progress as you go and at the very end.
6. Close each file and then re-open them to make sure everything was saved.
7. Once the form is completed, attach it to an email or online file drive just like any other document.
8. Click send or submit to send the document.

Tips and tricks:

- Do not complete the form online and then try to save it. This will save a blank form.
- If you are completing the form for multiple youth with the same information, complete the information that is the same and then save each copy of the document and adding the youths name to the file name.
- Use the tab key to navigate forward through the different fields on the form.
- Use "shift" "Tab" to navigate in reverse order.
- Make use to complete each box, sometimes the form tab system may jump to other things.