



August 7, 2015

## Adobe Fillable Forms - For Mac

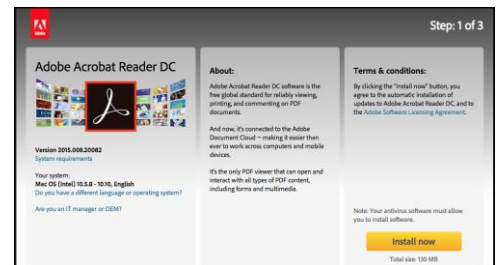
### OVERVIEW

This guide will walk you through the steps to open, complete, and save an Adobe fillable using Adobe Acrobat Reader on a Mac computer.

### Adobe Acrobat Reader

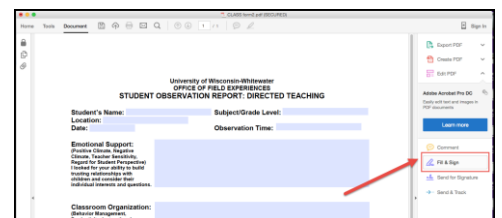
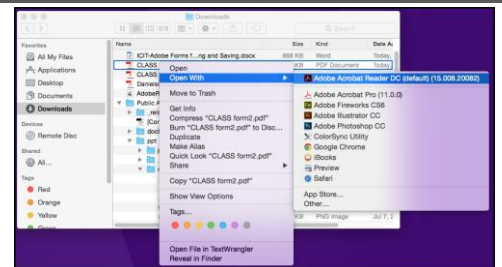
To properly fill out and save an Adobe Acrobat form, Adobe Reader or Adobe Acrobat Professional must be installed on your computer. To install Adobe Reader, please visit <https://get.adobe.com/reader/> and follow the installation instructions provided in the download.

Click the **Install now** button to begin your installation of Adobe Acrobat Reader.



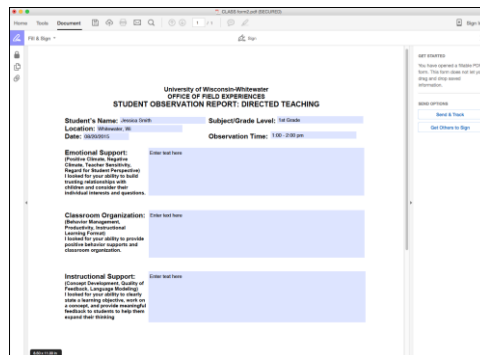
### Open and Edit an Adobe Form

- Step 1.** To ensure that your form is opening using Adobe Reader, select the file you wish to open.
- Step 2.** Click the "Control" button on your keyboard, select your file again, then choose **Open With > Adobe Acrobat Reader DC**.
- Step 3.** Click the **Fill and Sign** button, on the right side toolbar, to edit your form.

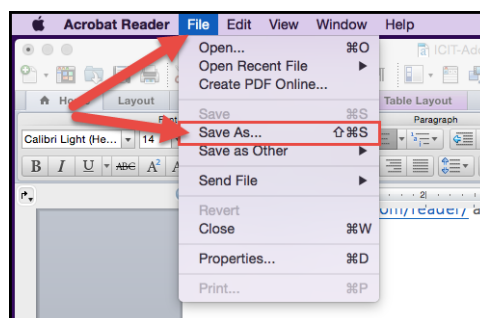


**Step 4.** Fill in all available form boxes.

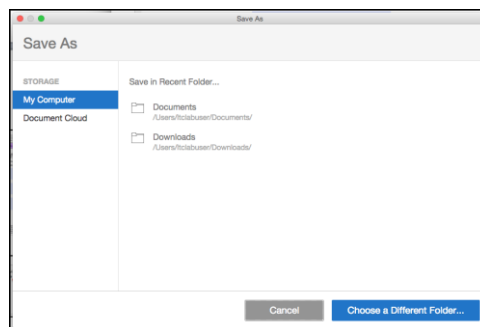
**Note:** Some text boxes only allow for a limited number of characters.

A screenshot of a web-based form titled "STUDENT OBSERVATION REPORT: DIRECTED TEACHING" from the University of Wisconsin-Whitewater Office of Field Experiences. The form includes fields for Student's Name, Location, Date, Subject/Grade Level, and Observation Time. Below these are three large text areas labeled "Emotional Support", "Classroom Organization", and "Instructional Support", each with a brief description of what to observe and a "Enter text here" prompt.

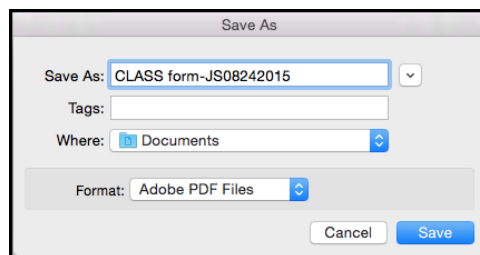
**Step 5.** From the top Mac Menu toolbar, select **File > Save As**.



**Step 6.** Select the location to save your completed form.



**Step 7.** Rename your completed form, then click the **Save** button.



*Please email this form to the Office of Field Experience electronically ([fieldexperiences@uww.edu](mailto:fieldexperiences@uww.edu)) and **copy the student teacher and the cooperating teacher**, within one week of the date of the observation.*