



August 7, 2015

Adobe Fillable Forms - For Windows

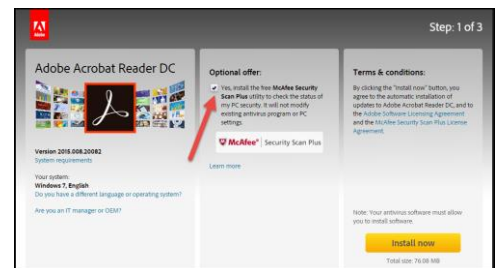
OVERVIEW

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

Adobe Acrobat Reader

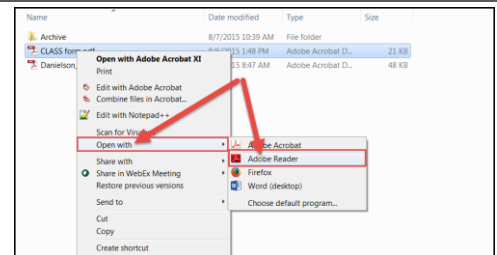
To properly fill out and save an Adobe Acrobat form, Adobe Reader or Adobe Acrobat Professional must be installed on your computer. To install Adobe Reader, please visit <https://get.adobe.com/reader/> and follow the installation instructions provided in the download.

Note: Please “deselect” the option to install McAfee Security Scan Plus if you already have an antivirus program installed on your computer.



Open and Edit an Adobe Form

Step 1. To ensure that your form is opening using Adobe Reader, right-click on the form you wish to open, then select **Open With > Adobe Reader**.

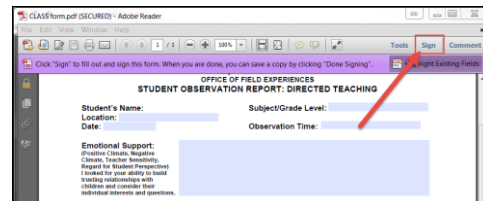


Step 2. If the fillable form fields are not blue in color, click the “Highlight Existing Fields” button in the top right corner of the page.



Otherwise, skip to step 3.

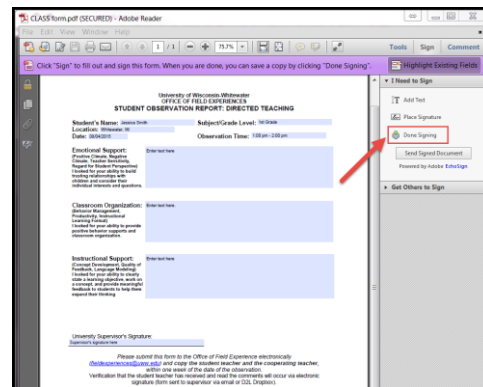
Step 3. Click the **Sign** button in the top right corner of the screen to edit your form.



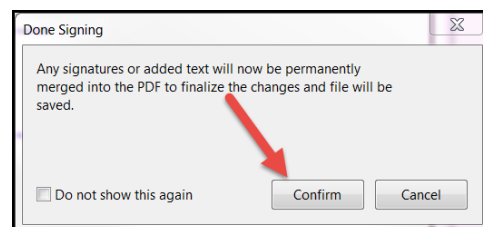
Step 4. Fill out all available form boxes.

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

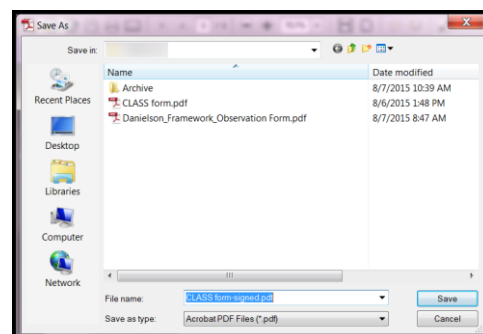
Step 5. Click the **Done Signing** button on the right side of the screen to save your changes.



Step 6. If prompted to “Confirm” your changes, click the **Confirm** button.



Step 7. You will be prompted to save the “Signed” version of your document. Please browse to the location you wish to save your file, then click **Save**.



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