# Instructions to fill in PDF forms

Note: These instructions can be used for most PDF documents not just the ones on the Town's web site.

Save form from web site

Depending on the browser you are using, Internet Explorer, Chrome, Edge or Firefox, you will need to save the form to your PC.

<u>Edge Browser</u>: The save feature is in the upper left-hand corner. Click on the "floppy disk" icon to save the form.
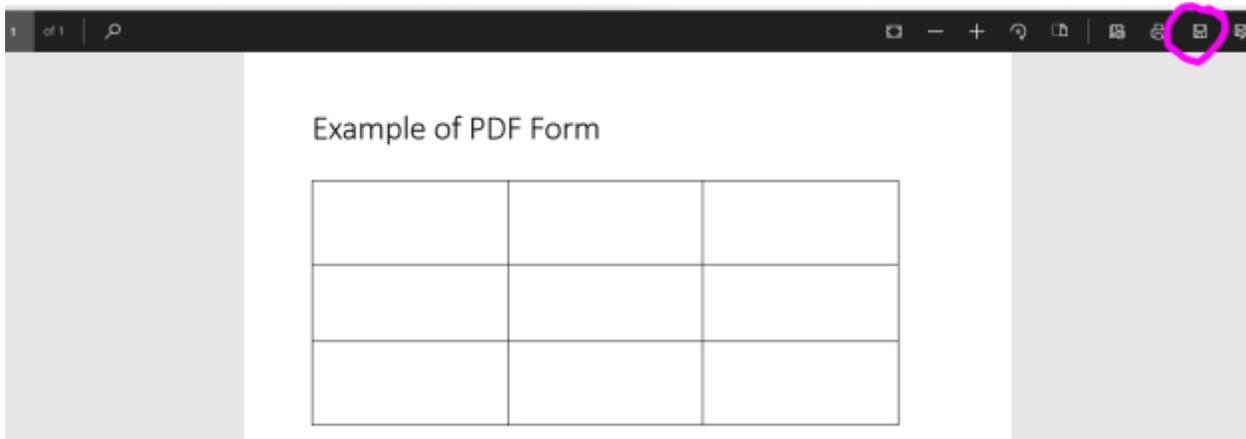
Example of PDF Form

<u>Internet Explorer</u>: The save feature is in the lower half of the screen. Click on the "floppy disk" icon to save the form.

Example of PDF Form

Chrome: The save feature is the downward facing arrow with a line under it.
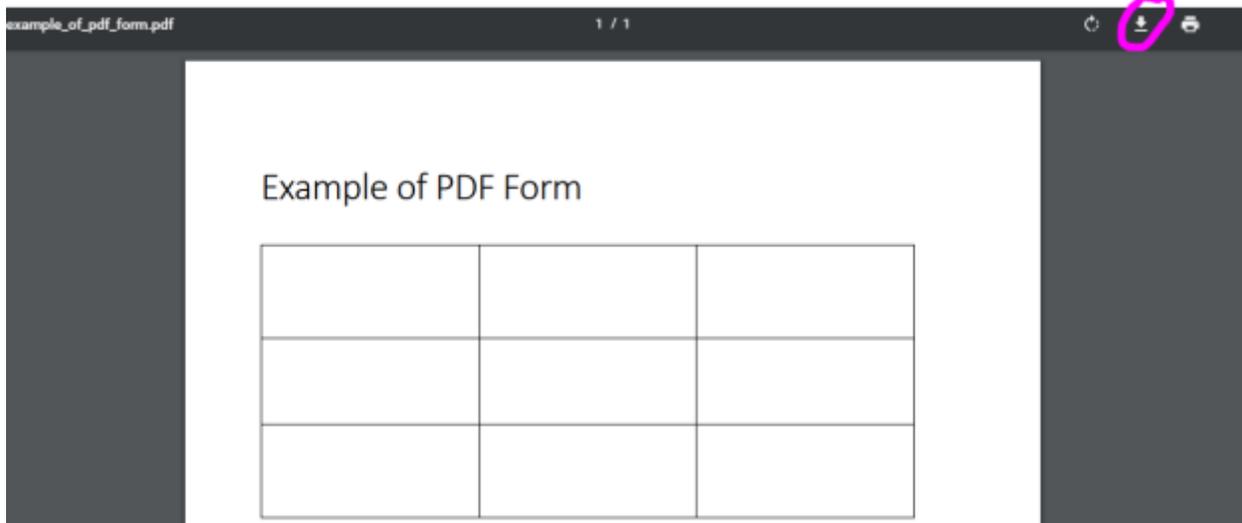
Open the saved form and fill in the information

Now that you have the form, click on it and it should open automatically using Adobe Reader.

When the form is open, look for the "Fill & Sign" option. Its location differs depending on the version of Adobe Reader you are running.   If you do not have the "Fill & Sign" option you should update your Adobe Reader software to the latest version.
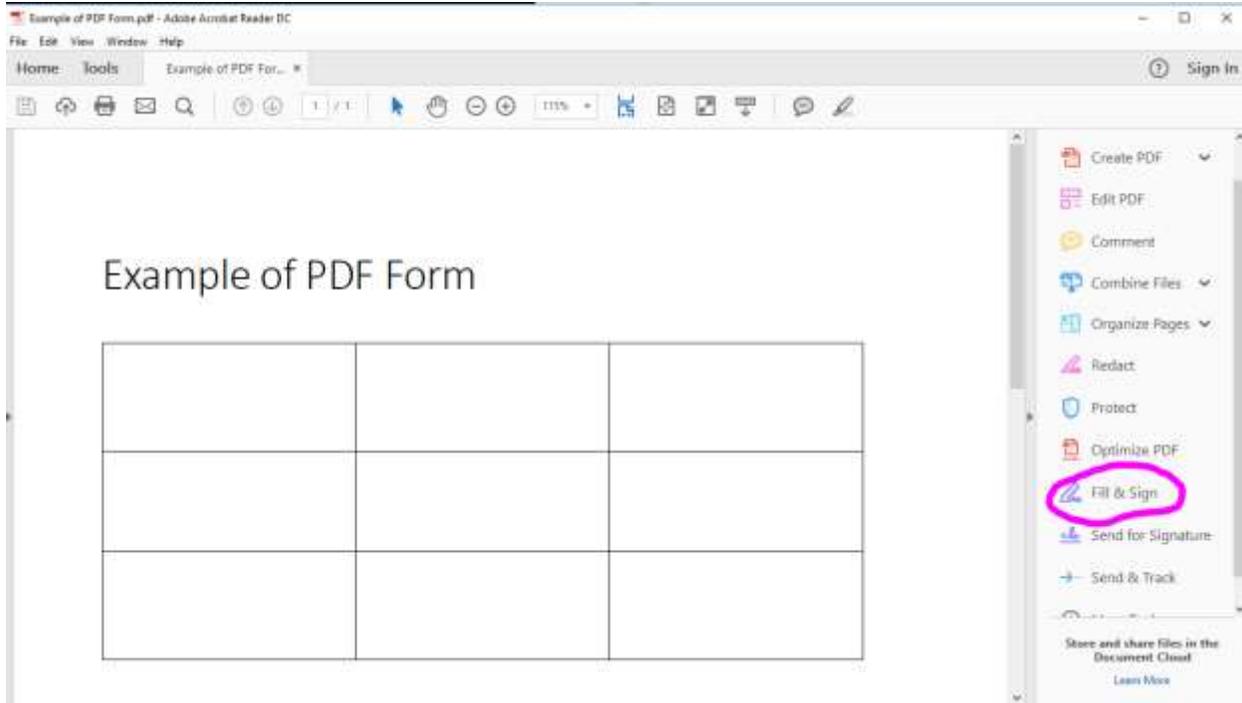
On the form, click or place your cursor in the area where you want to place your information.   You can increase the size by selecting the "A" multiple times. You can move the text box if you want to center it. Once done, move your mouse to the next field and click. A new text box will appear where you can enter your information.

Example of PDF Form
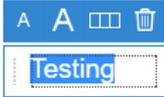
If you look at the top or side, you will see other useful tools such as the "Check mark" which you can use to mark boxes you need. Select the "Check mark" then move your mouse to where you want the mark to be and click.
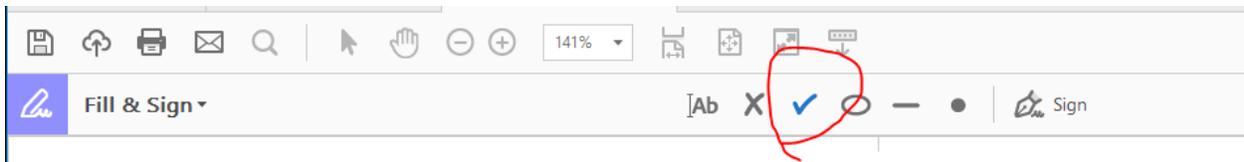
Once you finish filling out the form you can then save it, print it, or email it as needed.

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