

Learn Acrobat: Fill & Sign

Adobe

Types of PDF forms

- **Interactive forms:** These contain fields that you can select and fill in.
- **Flat forms:** These do not have interactive fields. It could be a paper form or PDF that hasn't been optimized for form filling. The Fill & Sign tool automatically detects the form fields like text fields, comb fields, checkboxes, and radio buttons. You can manually add text and other symbols anywhere on the form using the Fill & Sign tool if required.


You can complete the forms by entering information and adding your signatures. Acrobat also allows you to send your completed forms to others and securely save them in Adobe cloud storage.

Fill and sign PDF forms

To complete and sign PDF forms, open the form in Acrobat and then select **E-Sign** from the global bar. Alternatively, you can select **All tools > Fill & Sign**.

It displays the Fill & Sign tools in the left pane. You can now fill in the form fields and sign the form using the sign tools described in the following topics.

To fill text fields:

1. From the left panel, select Fill in form fields , and then select the field where you want to add text.
It displays a text field along with a toolbar.
2. Select the text field again and enter your text.
3. To reposition the text box to align it with the text field, select the textbox and hover over it. Once you see a plus icon with arrows, move the textbox to the desired position.
4. To edit the text, select the text box. Once you see the cursor and keypad, edit the text and then click elsewhere to enter.
5. To change the text size, select A or A as required.

Change text size Delete text field

To be completed by student:

Last Name: Smith

First Name: _____

ID Number: _____

Contact Email Address: _____

Contact Phone Number: _____

Documents Submitted:

☐ Letter of Explanation (recommended)

☐ Documentation

By signing, I understand that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. I understand if I do not meet successful completion as defined above, the Academic Renewal will be null and void. I understand the ramifications and accept all the terms of Academic Renewal.

Signature: _____ Date: _____

Note:

Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.

- To change the text color, select the color from the quick toolbar and select a desired color from the color palette.

The default color for signatures is black. To change the color of signatures, you must deselect the **Keep signatures black** checkbox.

To be completed by student:

Last Name: _____

First Name: Bob

ID Number: _____

Contact Email Address: _____

Contact Phone Number: _____

Documents Submitted:

☒ Letter of Explanation (recommended)

☐ Documentation

I understand that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. I understand if I do not meet successful completion as defined above, the Academic Renewal will be null and void. I understand the ramifications and accept all the terms of Academic Renewal.

Signature: _____ Date: _____

- To change the text style from normal to combed, from the textbox menu, select ellipsis (...) > **Character spacing**.

Find text or tools 🔍

To be completed by student:

Last Name: A A 🗑️

First Name: Bob ↔️ Character spacing

ID Number: _____

Contact Email Address: _____

Contact Phone Number: _____

Documents Submitted:

- ☐ Letter of Explanation (recommended)
- ☐ Documentation

By signing, I understand that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. I understand if I do not meet successful completion as defined above, the Academic Renewal will be null and void. I understand the ramifications and accept all the terms of Academic Renewal.

Signature: _____ Date: _____

It changes the text style from normal to combed. To increase or decrease the spacing, you can select the blue arrow icon and then drag it as desired.

To be completed

Last Name: S m i t h ↔️

First Name: Bob

8. Once done, select the next field space and then enter your text in the text box. Use the formatting options as desired.

Repeat the step to fill all the required fields in the form.

To fill radio option fields:

1. Hover over the field with the radio option.

It automatically displays the default checkmark or the selected radio field symbol.

The screenshot shows the 'Sign' tool interface. On the left, there's a sidebar with options like 'Request e-signatures' and 'More e-sign options'. The main area displays a form titled 'To be completed by student:'. The form includes fields for Last Name (Smith), First Name (Bob), ID Number (2222), Contact Email Address (bsmith@email.com), and Contact Phone Number (222-333-4444). Under 'Documents Submitted:', there are two radio button options: 'Letter of Explanation (recommended)' (which is selected with a blue checkmark) and 'Documentation'. Below the form, there's a disclaimer and a signature line.

2. Select the radio option field to enter the symbol.
3. To change the symbol, select the field again, and then from the menu, ellipsis (...) and then select another symbol.

It marks the field with the selected symbol.

This screenshot shows a close-up of the 'Documents Submitted:' section. A dropdown menu is open, showing options: 'Signature', 'Initials', 'Crossmark' (highlighted with an orange box), and 'Checkmark'. The 'Crossmark' option is selected. Below the dropdown, the 'Documents Submitted:' section shows the 'Letter of Explanation (recommended)' option selected with a blue checkmark, and the 'Documentation' option unselected.

To add signature and initials:


1. Create your signature and initials if not already done. To do so:

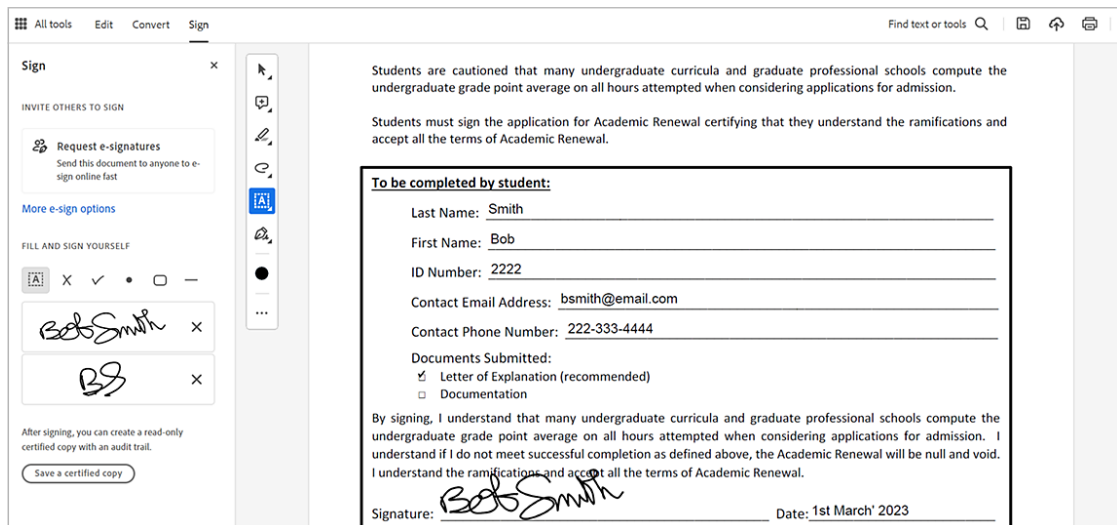
1. From the Quick action toolbar, select **Add your signature or initials**

2. To add a signature, select **Add signature**. In the dialog that appears, type or draw your signature and then select **Done**.
3. To add your initials, select **Add initials**. In the dialog that appears, type or draw your initials and then select **Done**.

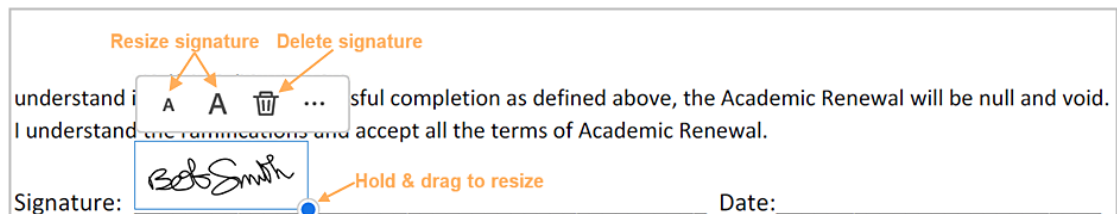
Note: You may also add an image as your signature or initials. To add an existing image, tap the image icon from the top menu. To take a new picture to be added as your signature, tap the camera icon and follow through with the workflow.

2. To add a signature:

1. From the Quick actions toolbar, select Add your signature or initials . Select **Add Signature**.
2. Your signature appears in the field.
Note: Once you add a signature or initial to a form and save it, you cannot edit it again.
3. To adjust the placement of your signature, hover over the signature till you see a plus icon, and then click and move the signature as desired.
4. To adjust the size of your signature, hover over the blue circle at the corner and then hold and drag it as desired.



The screenshot shows the 'Sign' dialog on the left and a form on the right. The dialog has sections for 'INVITE OTHERS TO SIGN' and 'FILL AND SIGN YOURSELF'. The form contains fields for 'Last Name', 'First Name', 'ID Number', 'Contact Email Address', and 'Contact Phone Number'. It also has a 'Documents Submitted' section with checkboxes for 'Letter of Explanation (recommended)' and 'Documentation'. A signature 'Bob Smith' is visible in the 'Signature' field, and the date '1st March' 2023' is in the 'Date' field.




This close-up shows the signature field with annotations. An orange arrow points to the 'A' icon with the text 'Resize signature'. Another orange arrow points to the trash icon with the text 'Delete signature'. A third orange arrow points to a blue circle at the bottom right corner of the signature with the text 'Hold & drag to resize'. The signature 'Bob Smith' is visible in the field.

Caution:

Once you add a signature or an initial to a form and save it, you cannot edit it again.

3. To add your initials:

1. From the Quick actions toolbar, select Add your signature or initials . Select **Add Initials**. Your initials appear in the field.
2. To adjust the placement of your signature, hover over it until you see a plus icon, and then click and move the signature as desired.
3. To adjust the size of your signature, hover over the blue circle at the corner and then hold and drag it as desired.

Note:

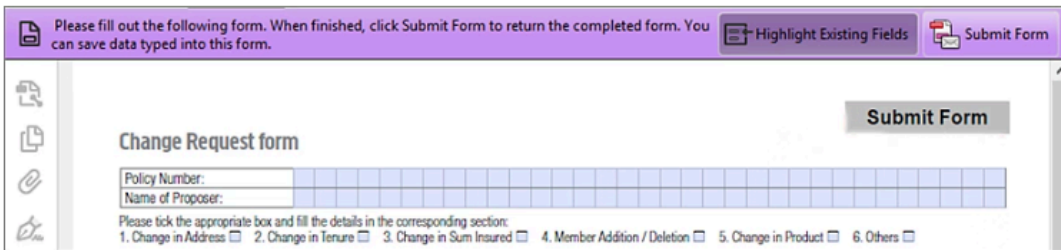
If you want to use an image as your signature or initials:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

Fill in PDF Forms

Is the form fillable?

Not all forms are fillable. Sometimes form creators don't convert their PDFs to interactive *fillable* forms. Or, they intentionally design a form that you can fill in only by hand or with the **Fill & Sign** tool. These non-interactive forms are called *flat* forms.



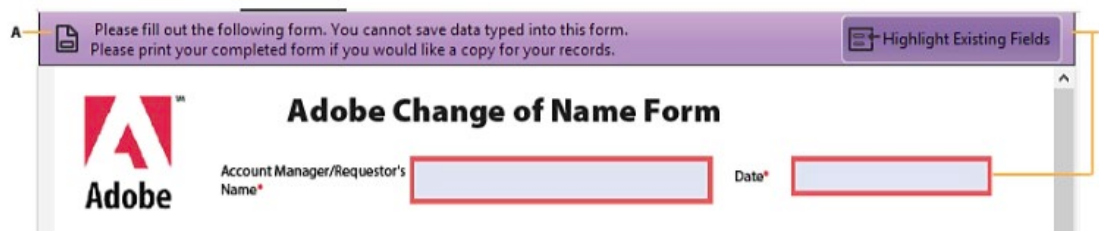
Interactive fillable form in Acrobat Reader: Highlight where you should type



Non-interactive flat form in Acrobat Reader: Use the Fill & Sign tools to add text and other symbols anywhere on the form



Fill in interactive forms

An *interactive* form contains fields that you can select or fill in.



Interactive fillable form

1. If necessary, select either the **Hand Tool** or the **Select Tool** from the context menu of the page (right-click on the page to open the context menu).

The pointer changes to a different icon as you move it over a field. For example, the **Hand**  tool changes to an I-beam  when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.

2. Select anywhere in the form to access options, such as radio buttons. Select inside a text field to type.

Press Tab to move forward or Shift+Tab to move backward.

3. When finished, submit the form to either send the data to a server or create an email to send the data.

Auto-Complete forms (interactive forms only)

The **Auto-Complete** feature stores any entries that you type in an interactive form field. **Auto-Complete** then suggests or even automatically enters responses that match your typing in other form fields. The suggestions appear in a pop-up menu, from which you can select a match. The **Auto-Complete** feature is off by default, so you must enable it in the forms preferences if you want to use it.

To remove an entry from the **Auto-Complete** memory, such as a misspelled entry that you found and corrected later, edit the list in the preferences.

Note:

The forms preferences apply to the way that the application handles open forms as you work. The preferences aren't saved with the PDF forms themselves.

Enable the Auto-Complete option

1. From the hamburger menu, select **Preferences** (Windows®), or select **Acrobat / Acrobat Reader > Preferences** (macOS).
2. In the **Preferences** dialog, select **Forms** as the preference category.
3. Under **Auto-Complete**, choose **Basic** or **Advanced** from the menu.
4. Select **Remember Numerical Data** if you want the **Auto-Complete** memory to store numbers that you type into forms.

Note:

When you select an option in the **Auto-Complete** menu, a description of how it affects the **Auto-Complete** behavior appears in the text area below.

Delete an entry from the Auto-Complete memory

1. Open the **Preferences** dialog. From the hamburger menu, select **Preferences** (Windows®), or select **Acrobat / Acrobat Reader > Preferences** (macOS).
2. Select **Forms** on the left.
3. Click **Edit Entry List** under Auto-Complete.

4. In the **Auto-Complete Entry List** dialog box, do one of the following, and then select **Yes** to confirm:
 - To remove all entries, select **Remove All**.
 - To remove some of the entries, select the entries and click **Remove**. (Shift-select to select multiple adjacent entries; Ctrl-select to select multiple nonadjacent entries.)

Change flat forms to fillable (Acrobat Pro)

You can change a flat form to a fillable form by either using the **Prepare Form** tool or enabling the **Fill & Sign** tools. Acrobat and Acrobat Reader users can use the Fill & Sign tool to fill in flat forms.

Interactive form

To create an interactive form, use the **Prepare Forms** tool. See [Create a form from an existing document](#).

Flat form

To enable the **Fill & Sign** tools, from the hamburger menu (**File** menu in macOS) choose **Save As Other > Acrobat Reader Extended PDF > Enable More Tools (includes Form Fill-in & Save)**.

The tools are enabled for the current form only. When you create a different form, redo this task to enable Acrobat Reader users to use the tools.


Save forms

- To save the completed form, choose **Save As** from the hamburger menu (**File > Save As** in macOS) and rename the file.
- To remove extended Acrobat Reader features, choose **Save A Copy** (**File > Save A Copy** in macOS).
- To allow Acrobat Reader users to save the data they typed, choose one of the following depending upon your operating system:

Windows®: Save As Other > Acrobat Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save)

macOS: File > Save As Other > Acrobat Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save).

Print forms

1. Select **Print this file**  from the upper right.
 2. Choose an appropriate printer in the **Print** dialog box.
 3. In the **Comments And Forms** menu, choose one of the following, and then select **OK**:
 - (Interactive or flat form) To print the form and the typed entries, choose **Document**. This option prints text that you've typed using the **Add Text** tool.
 - (Interactive or flat form) To print the form, the typed entries, and any comments on the form, choose **Document And Markups**. This option prints text that you've typed using the **Add Text** tool.
 - (Interactive form only) To print only the typed entries and not the form itself, choose **Form Fields Only**.
-

Clear unsaved form entries

1. Choose **Tools > Prepare a form**. In the **Fields** side panel, choose **Clear Form** from the Options menu .

You can sign a document to attest to its contents or approve the document. This document explains how to sign a document or agreement using Acrobat or Reader desktop application.

To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or date. When you save the document, the signature and text become part of the PDF.

Note:

You can also capture a picture of your signature on mobile using Adobe Acrobat Reader mobile app and save it in Adobe cloud storage so that it's synced and available for use across your desktop and other mobile devices.

1. Open the PDF document. Select **E-sign** from the global bar.
2. Create your signature and initials if not already done. To do so:
 1. To add a signature, select Add signature. In the dialog that appears, type, draw, or add an image of your signature and then select Done.
 2. To add your initials, select Add initials. In the dialog that appears, type, draw, or add an image of your initials and then select Done.
3. Select your signature.
4. The form fields are detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box, the cursor will be placed at the right position automatically. Type your text to fill the field.

To fill the PDF form with your desired color, from the Quick actions toolbar, select the Color icon and then select a color.

By default, the signature color is black. To retain the default color of the signature, make sure the Keep signatures black option is unchecked.

5. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.

6. Select **Apply**, and then click on the place in the PDF where you want to place the signature or initial.
7. To move the placed signature or initial, select the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in the field toolbar.

Note:

If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

Sign an agreement

If you receive an email request for a signature from someone using Adobe Acrobat Sign, you can access the agreement from the link in your email or through your Acrobat or Acrobat Reader desktop application. You will see a notification that an agreement has been shared with you for signing.

You can sign the agreement using one of the following two ways:

Sign using Acrobat/Reader desktop application

1. Go to Acrobat or Acrobat Reader Home and then from under **Agreements**, select **Adobe Acrobat Sign**.

It takes you to the Adobe Acrobat Sign page where all the agreements shared or received for signature are displayed.

2. Double-click the agreement with the Waiting For You status, or select the agreement, and click **Sign** in the right-pane. The agreement opens.
3. Select the fields and enter the required information.
4. Select the signature field and then select **Apply**.

Note: If you are signing for the first time, you see the Signature or Initials panel as shown below.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
 - **Draw:** Draw your signature in the field.
 - **Image:** Browse and select an image of your signature.
 - **Mobile:** Select this option to create your signature on a mobile device. Enter your mobile number and click Send. A link is sent to your mobile. Clicking the link opens the web browser on your mobile device where you can draw or select an image of your signature.
 - **Save:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe cloud storage for reuse.
5. Once you complete all the fields and sign, select **Click To Sign**.

Sign using the email link

1. Select the link of the agreement received in your email for signing. The agreement opens in a web browser.
 2. Select the fields and enter the requested information.
 3. Select the signature field and then select **Apply**.
- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
 - **Draw:** Draw your signature in the field.
 - **Image:** Browse and select an image of your signature.
 - **Mobile:** Select this option to create your signature on a mobile device. Enter your mobile number and click Send. A link is sent to your mobile. Clicking the link opens the web browser on your mobile device where you can draw or select an image of your signature.
 - **Save:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe cloud storage for reuse.
4. Select **Click To Sign**.

Remove your signature or initials

You can remove your saved signature or initials from Acrobat:

1. Open a PDF in Acrobat.
2. Select your signature present on the page.
3. From the floating toolbar, select Delete