

# How to Fill out a “Type-enabled” PDF Form

The survey can be filled out electronically, saved, printed and emailed. You will need Adobe Acrobat Reader 9.

[Use this link to connect to Adobe for a free download.](#)

1. After downloading the survey, Click on the Typewriter Tool Button found on the top of the page.
2. Click to place the cursor EXACTLY where you want to begin typing. The text is going to be well above the line. (The dotted line is a GUIDE LINE.)
3. Type carefully. It IS possible to go back and fix errors, but it is awkward. The typewriter tool creates a text box where ever you first click. The tab key and the Enter/Return key both work within that text box, but if you are filling out a form, it will be easier to let each line of the form act as a separate text box. So when you're ready to go to the next line, click in the right spot.
4. You can SAVE the PDF, with your newly-typed information, at any point. You might want to save various versions if a file is large.
5. If you MUST go back and change something you've typed earlier, slowly and carefully move the mouse's cursor over the text that needs to be edited. Watch for the cursor to change to a black arrow pointer. Click, and boundaries will show up. A second click on a text box with boundaries gives you an insertion point and you can safely make changes.

