The Ivy League Connection

HOW TO FILL OUT A PDF FORM

Depending on your computer, your operating system and your applications, filling out a PDF form can either be extremely easy or it can be the source of nightmares for years to come.

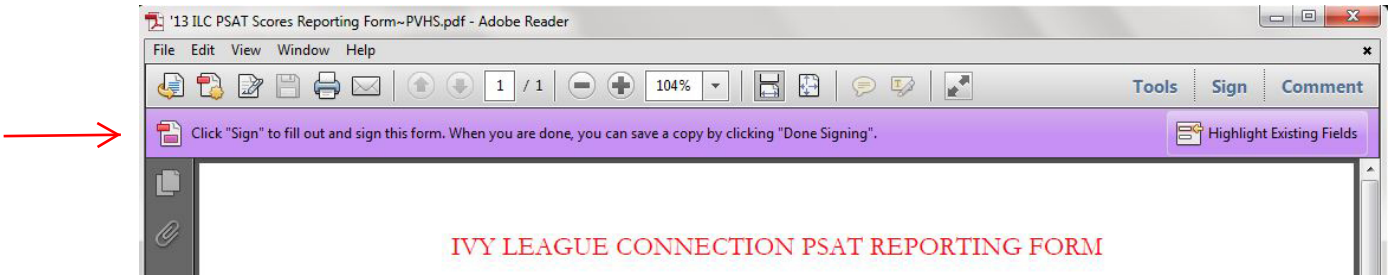
If you are having difficulty in filling out a PDF form—similar to some that are required as a part of the ILC application process—these instructions may ease some of those nightmares.

When looking at these instructions, you may be intimidated. Trust me in that the written instructions take much more time to read than the actual process.

OPEN THE FORM

Simple enough. Just double click the form.

This is what you should see:



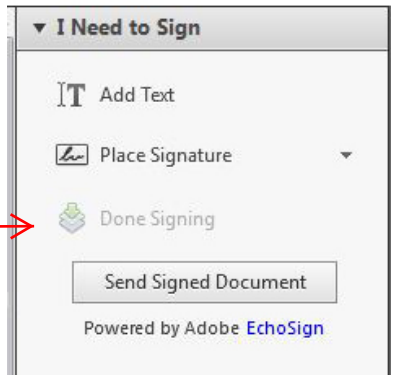
Notice the instructions in the purple box? Follow them.

OPEN UP THE SIGNATURE BOX

Notice in the upper right hand corner there is a box that looks like this:

Click on the SIGN option.

You will then get a window that looks like this:



Notice that "Done Signing" is inactive and in the background?

When opportunity knocks, some people answer the door while others just complain about the noise.

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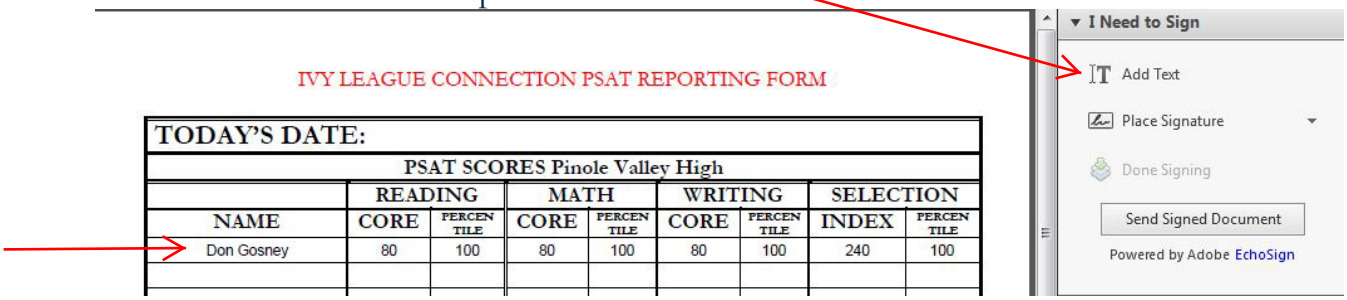
ADD TEXT

Click on the "Add Text" option and insert text:



THE KEY TO SAVING THE FORM

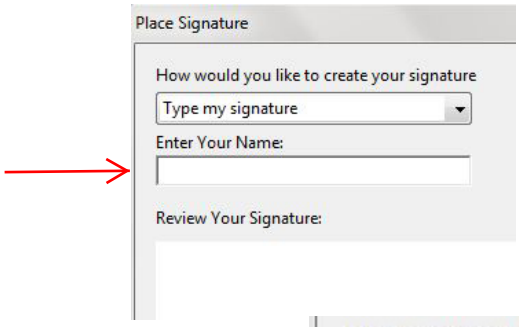
You may not be allowed to save the form until you have added a signature.

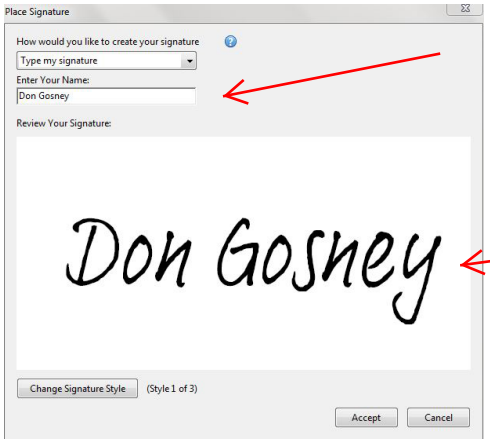
Notice that in the box you have a "Place Signature" option:

Click on that option.

CREATING A SIGNATURE

You can either create a signature that is your name or you can create a signature that is a simple period.

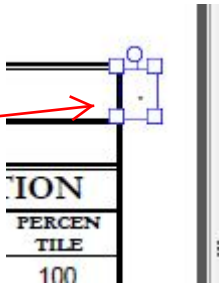




Once you have created a signature, your computer should remember the signature and you should not need to repeat this step.

PLACEMENT OF "SIGNATURE"

When you click the ACCEPT button your "signature" will then be placed somewhere on the form. Simply drag it to a place where it either serves your needs or is out of the way.



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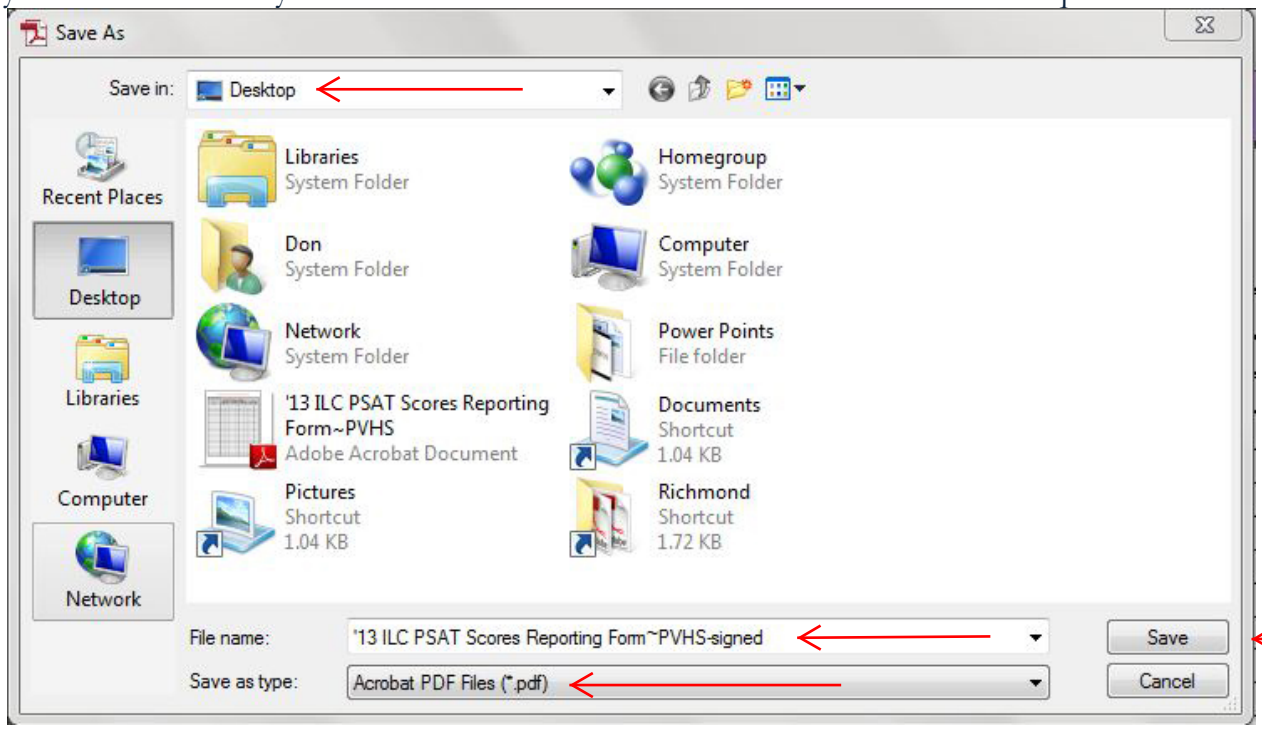
DONE SIGNING

Once you have placed your signature, the DONE SIGNING option will be activated and you can click it.

SAVING THE FORM

Once you've clicked on the DONE SIGNING option, a window will open allowing you to save the form. Title it as required and save where you would normally save documents. You can then email the form as required.



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