

Completing Fillable PDF Forms

This document provides instructions for how to complete fillable PDF forms for both Windows and Mac computers. Acrobat is required in order to use PDF Forms. If you are unable to complete this form using Adobe, please print and fill out the form, and then return by mail, email a photo or scan the form to return it.

Do not attempt to complete fillable forms within your internet browser as it will not save your work.

Mac users must install Adobe Acrobat/Reader. Mac Preview will not work with fillable PDF forms.

Completing the form in Mac OSX

OSX by default uses the application 'Preview' to render forms instead of Acrobat Reader. 'Preview' does not support PDF forms, therefore will not work while being used in this program.

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. Documents)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it. The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.
5. Complete the form and save the changes before emailing or printing.

Completing the form in Windows

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. My Documents)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to File->Open. Open the file from the location in which you saved it.
5. Complete the form and save the changes before emailing or printing

Return forms via email to jacksonholetutoring@gmail.com or by mail to Jackson Hole Tutoring, PO Box 969, Wilson, WY 83014.