



How to Use a Fillable PDF Form

What is a fillable PDF form worksheet?

A PDF form worksheet allows you to enter information and save the file as a PDF. In order to use a fillable PDF form worksheet, you will need to first install an app to read the pdf, then set this app as the default application for pdf files. This will also allow you to enter information and save the fillable PDF worksheet to your computer.

Please note, if you have questions about how to install Adobe Acrobat Reader DC, contact IT by phone 403.210.9300 or email it@ucalgary.ca.

Below are the instructions on how to download Adobe Acrobat Reader DC to your computer.

Instructions

Step 1: Install Adobe Acrobat Reader DC to your computer

Go to the [Adobe Acrobat Reader DC](#) website then choose **download Adobe Acrobat** located under Adobe Acrobat Reader DC. Follow the onscreen instructions.

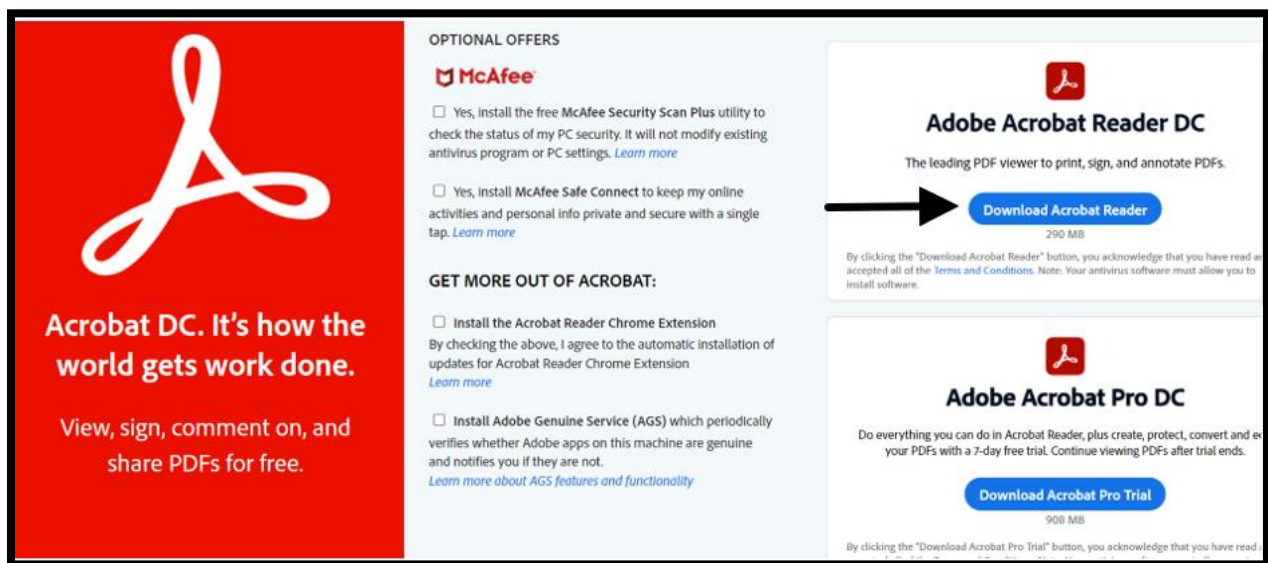


Figure 1 Acrobat Reader DC Download Webpage.

Step 2: Set Adobe Acrobat Reader DC as a default for PDF files

Once Adobe Acrobat Reader DC is downloaded to your computer, you will need to set the default for PDF files. From your computer, open Adobe Acrobat Reader DC, a window may open. If the window opens, a message will appear asking you to set the default PDF, select **Yes**.

If the window did not appear, you will have to go into the settings on your computer.

Change Windows PDF default

1. Open the **Start** menu.
2. Choose **Default Apps**, then **Apps**.

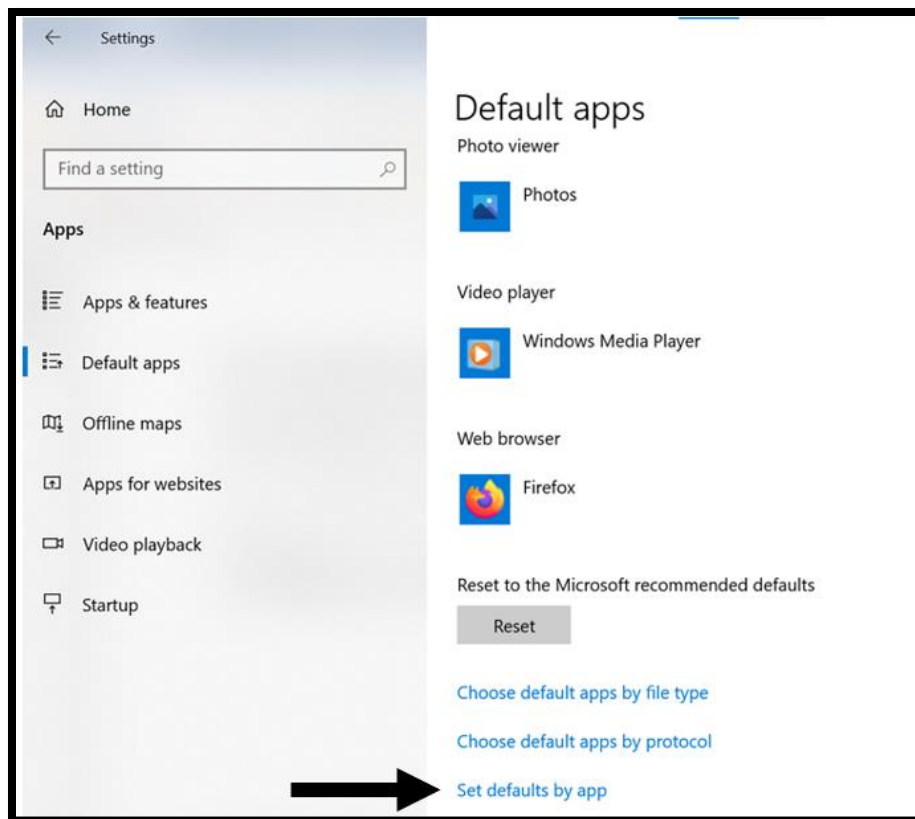


Figure 2 Windows Default apps.

3. Move down the menu and choose **Adobe Acrobat Reader DC**.

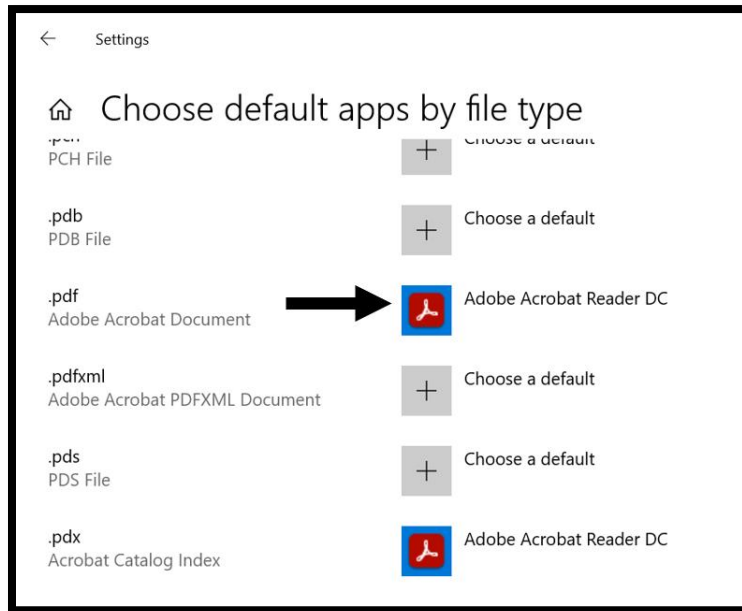


Figure 3 Choose default apps by file type for Windows.

Change Mac PDF default

1. Open the **Finder** app.
2. Right-click on any pdf file you have saved on your device, a dialog box will appear then choose **Get Info**.
3. Select the **arrow** next to **Open With** to expand this section.
4. Select the **dropdown arrow** to view the list of available apps.
5. Select **Adobe Acrobat Reader DC** from the list, then choose **Change All**.

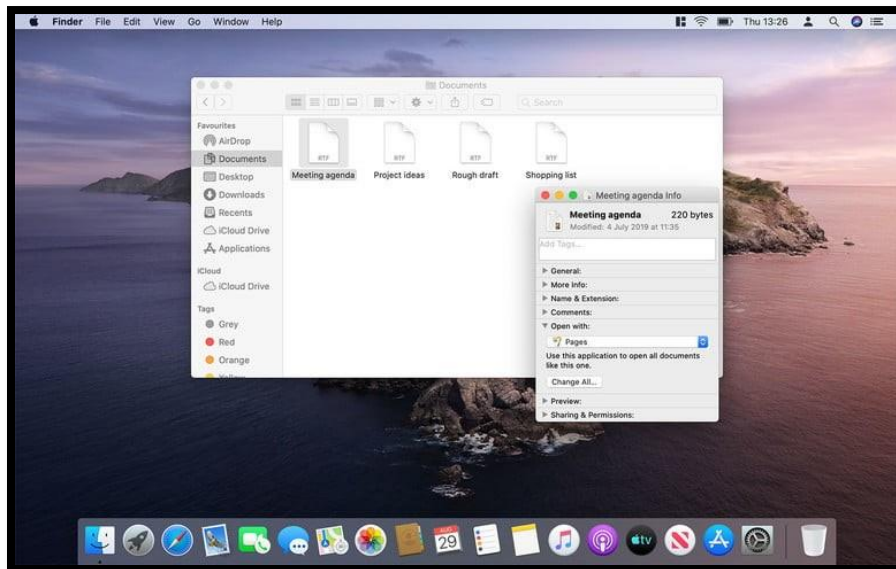


Figure 4 Mac Default for PDF.