PROCEDURE FOR FILLING, SAVING & TAKING PRINT-OUTS OF THE PDF FORMS

Step-1 : Open the PDF File with Adobe Reader

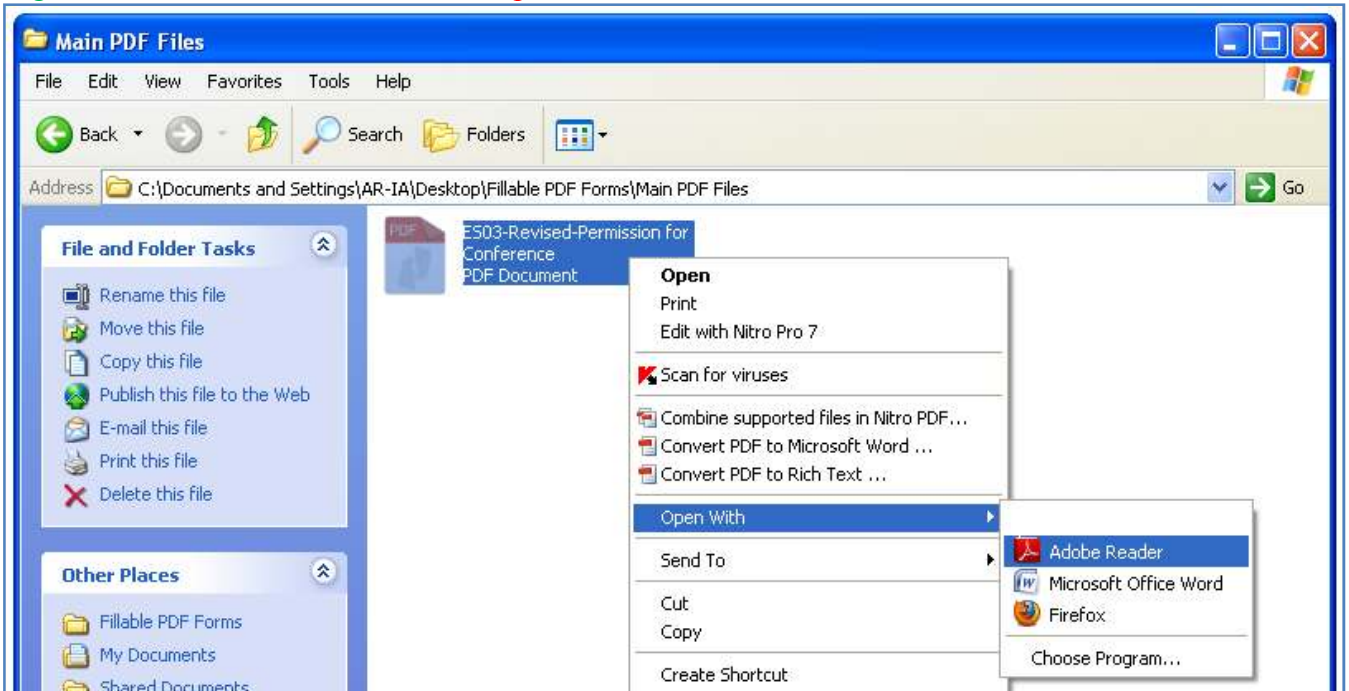Right-click on the PDF File > Select "Open With" > Select "Adobe Reader"

Figure-1: Opening PDF Files using Adobe Reader

Step-2 : Highlight the Editable Fields

Since the file is in PDF Format, Adobe Reader cannot edit all the fields but allows only using the previously-allowed editable fields to choose options by clicking on the check-boxes or to enter text in the text-fields. Hence, it will be convenient to fill the Form if all such fields are highlighted.

Once the file is opened by the Adobe Reader, note the pink colour bar below the Adobe Reader Tool Bar. Click on "Highlight Existing Fields" available at the Right-Hand side of the pink colour bar. All the previously-allowed (usable) fields in the PDF Form will be highlighted with light-blue colour.
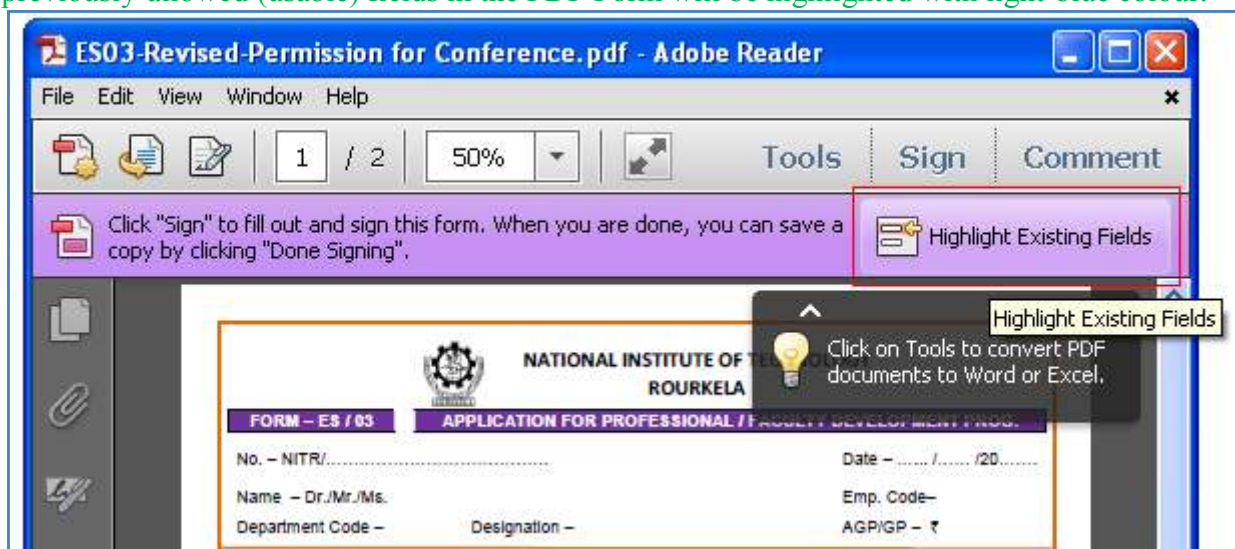

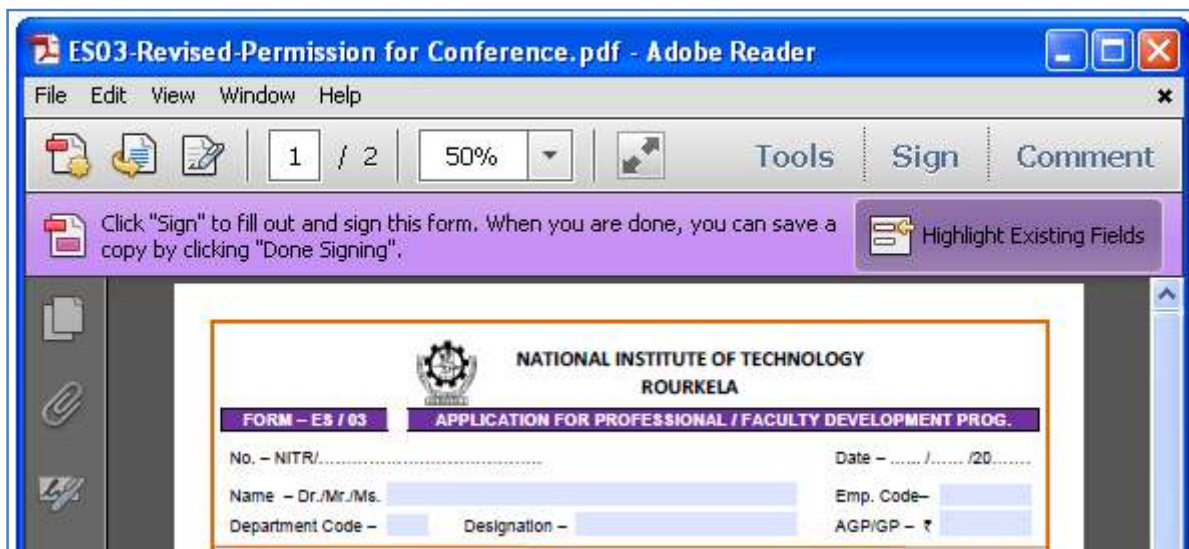Figure-2A: Note the "Highlight Existing Fields" button within the red-coloured rectangle

Figure-2B: Note that the editable fields (e.g. Name) have been highlighted in light-blue colour

Step-3 : Entering Text

Click on any of the highlighted fields. A pop-up window appears stating "Form Can Be Filled and Signed Electronically". The window also says that when you are done, you can save a copy by clicking "Done Signing". Tick/Check the "Don't show again" box and select "Close" button appearing at the bottom-right corner. The pop-up window will disappear and the selected field becomes white (other fields remain highlighted in light-blue as usual). Start typing your text in the selected field.

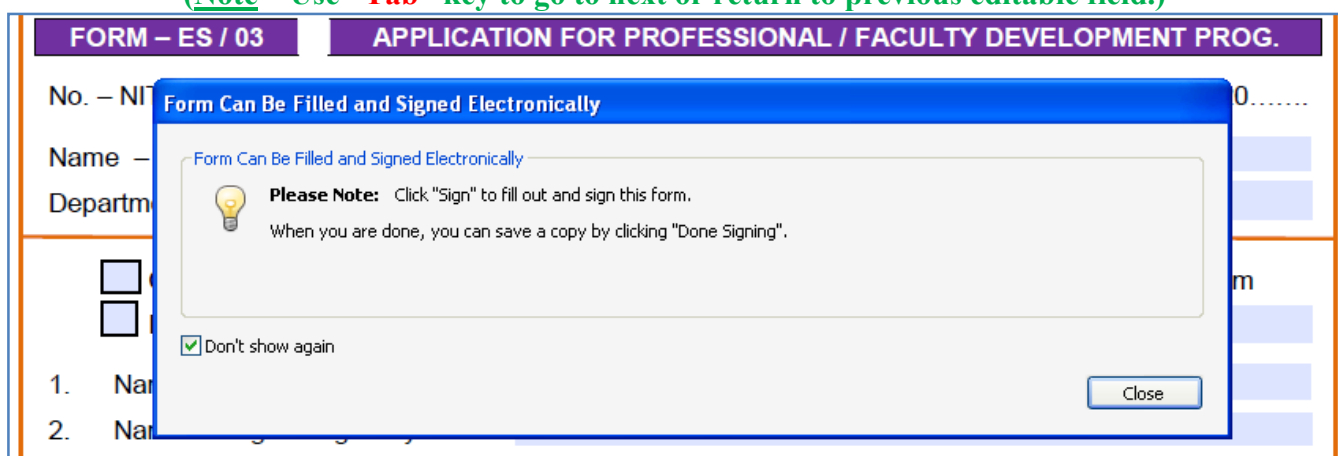**(Note – Use "Tab" key to go to next or return to previous editable field.)**

Figure-3A: Pop-up Window appearing just before entering text in the Form for the first time

Figure-3B: Entering text in the editable fields (entered texts are shown in red-coloured rectangle

Step-4 : Selecting Check-boxes

Apart from text fields, there may be certain Check-boxes in the form which are used to select one (or more) option(s) out of the many fields. For example, Form – ES/03 requires to select venue of the Program either in India or abroad. To select any such check-box, just left-click on the desired check-box. A "tick-mark" will appear in that check-box (e.g. as in Inside India option)

Figure-4: Selected "Check-Boxes have been shown in red-coloured rectangle

Step-5 : Saving the Completed Form

Completed forms can be saved by Adobe Reader (Version 10 or above) through "SIGN Button" available in the Adobe Reader Tool Bar. When done (completed filling all required fields) click the "SIGN" button. A banner will appear at the right-side screen, choose "Done Signing" option available in the banner. The "Done Signing Pop-up Window" will appear asking to confirm the changes made (i.e. entry of texts and selection of check-boxes) to the PDF Form. Click "Confirm". The pop-up window will disappear and a new "Save As Pop-up Window" will appear.

Further procedure is same as for saving any document in MS-Word/Excel. That is, choose the desired Directory & Folder and give the desired File Name then click "Save". The filled-in PDF file will be saved. After the file is saved, a new pop-up window will appear asking to "Deliver Your Signed Document". Choose "Not Now" option in the pop-up window. That's it. You are fully done.
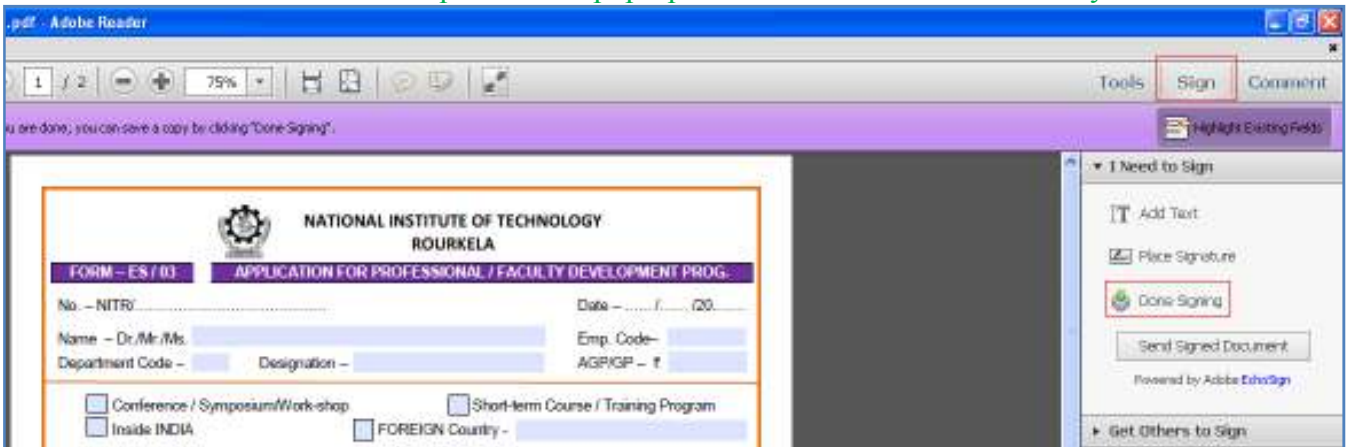

Figure-5A: The "SIGN Button" and "Done Signing" option are shown in red-coloured rectangle

Figure-5B: The "Done Signing Pop-up Window" asking to confirm the changes/entries

Figure-5C: Choose "Not Now" in the "Deliver Your Signed Document" pop-up window

Step-6 : Taking Print-outs

Print-outs of the original (i.e. unfilled) or completed form can be taken by following the usual methods.
a. Open the Original or Filled-in PDF File using Adobe Reader as explained in Step-1.
b. Select "Print Icon" in the Adobe Reader Tool Bar. OR Use key-board short cut "Ctrl+p". OR
c. Select "File Menu" from the Menu Bar and then select "Print" option.
d. **Set Page Size as A4 for the Print-outs as explained at Step-7.**

{**Important** – Take print of Page-2 only on the back side of Page-1 in the same sheet of paper.}

Step-7 : Setting Page Size as A4 for Print-outs

Unless the page size is set as A4, the print-outs will be reduced in size thereby making the form and its contents appearing smaller. This can be avoided by setting the Print Paper Size as A4. After getting the "Print Pop-up Window" as explained at Step-6, do the following:
a. Select the desired "Printer" (if more than one is connected to your computer).
b. Click on "Properties" button appearing next to "Printer Name". A new pop-up window appears.
c. Click "Paper/Quality" option and look for "Paper Option".
d. In the "Size is" drop-down list, choose "A4" and click "OK" button. Pop-up window disappears.
e. Click "Print" button in the main "Print Pop-up Window".
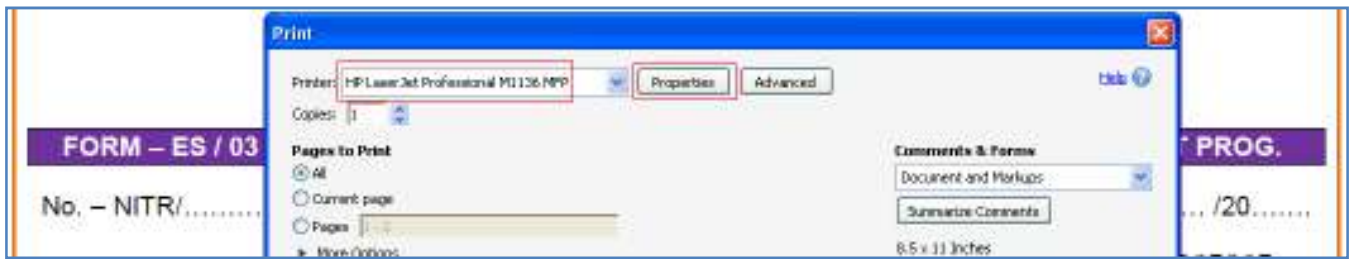(Note – Depending upon the Printer selected, above procedure may change slightly for each Printer)

Figure-7A: Selecting "Printer" and "Properties" in the "Print" pop-up window

Figure-7B: Selecting "Paper Size" as A4 in the "Properties" pop-up window

Step-8 : Re-using the PDF Files

The Original Editable PDF Files can be reused for generating new filled forms as and when required. To reuse the Original PDF File, follow the above steps each time and save the completed forms as explained at Step-5. However, the completed PDF Files saved (as explained at Step-5) in Adobe Reader can be used only for taking print-outs but cannot be used for editing. This limitation of Adobe Reader can be overcome by using any Professional Class of PDF Creator (such as Adobe Acrobat Pro).

{**Appeal** - As a responsible person, please do not use any pirated/crack version of PDF program}