





Filling out forms

Adobe PDF forms contain special fields that let you type text or select options. To fill out a PDF form, the author of the PDF form document must have set up the document in Adobe Acrobat Professional or the Acrobat Content Server with appropriate form fields. If you can't type text in form fields or select options, contact the author of the PDF form.

You can also print the form and export the form data to a separate file. Exporting form data allows you to save the existing data, or to transport it with an alternative method such as email. If you are filling out a PDF form from inside a Web browser, you may be able to submit the form over the Web. (See [Exporting and importing form data](#).)

To fill out a form:

1. Select the hand tool .
2. Position the pointer inside a form field, and click. The I-beam pointer allows you to type text. If your pointer appears as a pointing finger , you can select a button, a check box, a radio button, or an item from a list.
3. After entering text or making a selection, do one of the following:
 - Press Tab or Shift+Tab to accept the form field change and go to the next or previous field.
 - Press Enter (Windows) or Return (Mac OS) to accept the text form field change and deselect the current field. If the current field is a check box, pressing Enter or Return turns the check box on or off. In a multiline text form field, pressing Enter or Return creates a paragraph return in the same form field. You can use Enter on the keypad to accept the change.
 - Press Escape to reject the form field change and deselect the current form field. If you are in Full Screen mode, pressing Escape a second time causes you to exit Full Screen mode.
4. Once you have filled in the appropriate form fields, do one of the following:
 - Click the Submit Form button, if one exists. The button may be named differently, depending on the form author. Clicking this button sends the form data to a database across the Web or over your company intranet.
 - Choose File > Save As, and rename the file to save the form with the data you entered.
 - Export the form data. (See [Exporting and importing form data](#).)
 - Print the form. (See [Printing Adobe PDF documents](#).)

For information about how to fill in a digital signature form field, see [About adding signatures](#).

To clear a form in a browser window:

Do one of the following:

- Select the Reset Form button if one exists. You cannot undo this action.
- Exit the browser, and start again.

Clicking the Reload button or the Go Back button, or following a link in a browser window may not clear a form.

To clear a form in Acrobat Professional:

Choose File > Revert.

Related Subtopics:

[Using Auto-Complete](#)
[Setting Forms preferences](#)
