

## Filling out forms (Windows and Mac OS)

You can fill out forms in PDF documents in Acrobat Reader and then print the form with the data from Reader.

### 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. The arrow pointer allows you to select a button, a check box, a radio button, or an item from a list.

**3** After entering text or selecting an item, check box, or radio button, do one of the following:

Press Tab to accept the form field change and go to the next form field.

Press Shift+Tab to accept the form field change and go to the previous form field.

Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.

In a multiline text form field, Enter or Return goes to the next line in the same form field. You can use Enter on the keypad to accept a change and deselect the current form field.

Press Escape to reject the form field change and deselect the current form field.

Pressing Escape when you are in Full Screen mode causes you to exit Full Screen mode. Pressing Escape a second time rejects the form field change and deselects the current form field.

***Important:*** Saving to disk, either by exporting form data or saving the filled-in form, is available only in Adobe Acrobat.

### To clear a form in a browser window:

Do one of the following:

Select a Reset Form button, if one exists.

Exit the Acrobat viewer without saving the file, and start again.

Clicking the Reload button or the Go Back button, or following a link in a World Wide Web browser window, does not clear a form.

***Important:*** There is no undo for this action.