



NO TYPEWRITER AVAILABLE? COMPLETE AN APPLICATION WITH ADOBE ACROBAT Or, HOW TO ENTER TEXT ON A PDF FILE

This is very handy for students who need to complete “typewritten” applications when a form or application has many lines to fill in, includes a chart, etc. If you only have paper copy, you must first scan the document into Adobe Acrobat. If the PDF file is accessed from the Internet, you may need to save the file first and then access it by opening it from Acrobat Pro. NOTE: **Some activities are only available in Acrobat Pro version and not the free downloadable Reader.** In addition, how text is entered using Acrobat Reader may be dependent upon the author’s enabling you to use particular tools.

Basic Form Filling with Interactive Fields:

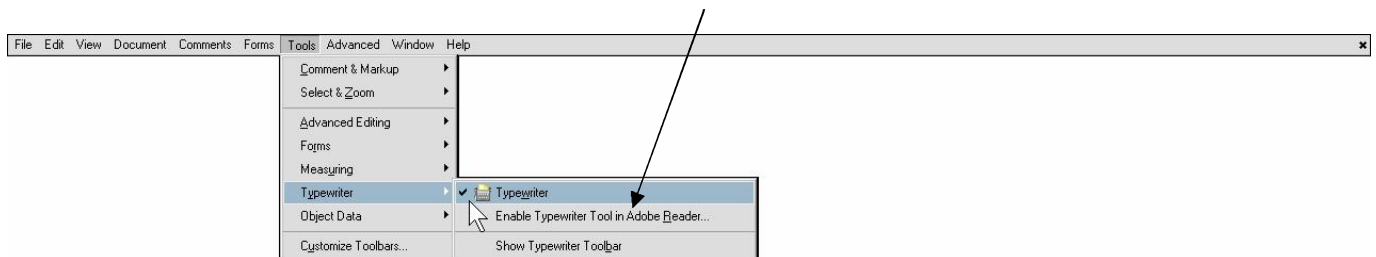
Many PDF already have interactive form fields. These PDF files were prepared to be interactive and one will be able to enter text Adobe Acrobat Reader. This is the message that indicates the form is prepared for text insertion. If you have trouble identifying where to insert text, select “Highlight fields”.



Click on a text field and enter text. Select checkboxes (mark with checkmark) by mouse clicking. When done you may print the file. See last page for printing; you must select “**Document and Markups**” to print the completed form with text entered. “Submit” by email if that is an option. If you attempt to save the file, you may receive a message in Adobe Acrobat Reader that indicates the file cannot be saved with the text you inserted. Option: Print the file, scan it and create the PDF file. You may be able to save the file in Adobe Acrobat Pro.

When PDF file has no Interactive Fields -Using the Typewriter Tool- available in Acrobat Pro; may/may not be available in the Reader

The Typewriter tool is the quickest and easiest method for inserting text in a PDF file. However, it is limited. One cannot change the font types, for example. If using Acrobat Reader, the Typewriter tool only works if the person creating the file in Acrobat Pro enabled it.



To use the Typewriter tool, select **Tools > Customize Toolbars > Typewriter Toolbar**
OR: **Tools > Typewriter > Show Typewriter Tool Bar.**



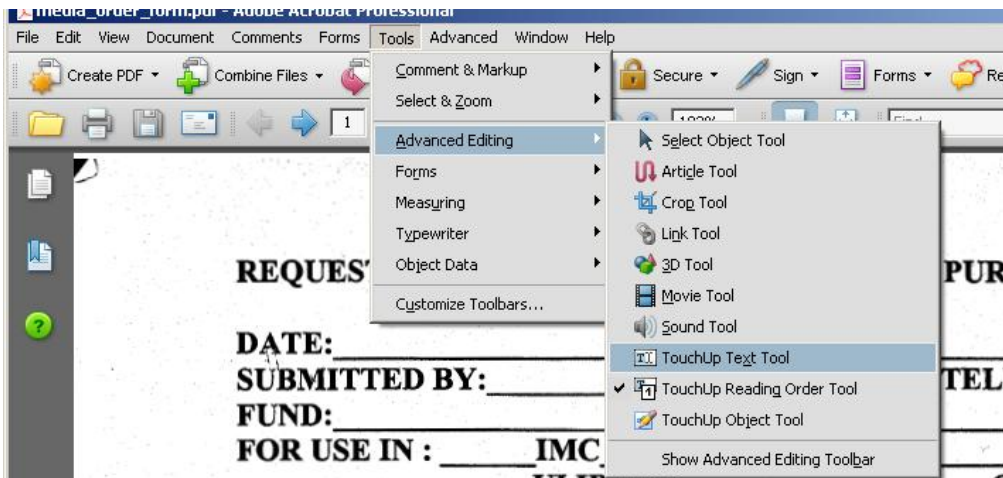
Click on the Typewriter and begin typing. TIP: When the Typewriter tool is ready for use, the mouse cursor will change to the letter “A”. If you move to another place in the document, you will need to select the Typewriter again. To edit, highlight text. Select the options on the Typewriter Tool Bar to change text size and line spacing.




Highlight text and right click to review more options. To move or

resize the text box, use the Select Tool  and drag the text block or one of its corners.

When PDF file has no Interactive Fields – Add Text Using the TouchUp Text tool available in Acrobat Pro; not available in the Reader



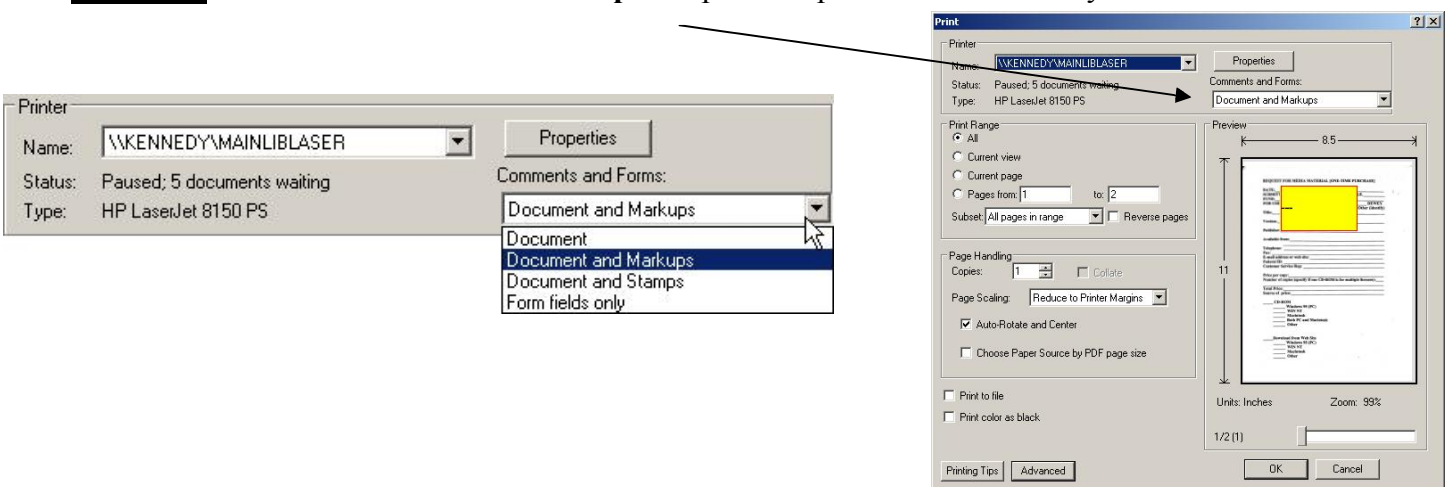
This option allows you to add text using the fonts available on the computer. Select **View > Toolbars > Advance Editing > TouchUp Text Tool** 

Press **Ctrl-click**.

A window opens; select the font and text direction. Press OK and add text. Click on text or highlight text and then right click for more options.



To Print select “Document and Markups” to print the pdf file with the text you’ve entered.



Prepared by Jeremy Albert, IMC Student Assistant, 10/2005; revised 12/2007 by Regina Conboy, for version. 8