

Need help filling out a PDF form?

Step 1: Save the form to your **local computer** or **desktop**. Do **NOT** attempt to edit the form directly from the browser/webpage.

Step 2: Make your edits to the form.

Step 3: Save As or Save and **rename** the file.

Step 4: Attach the file in an email and send it to the appropriate individual.

If you are having trouble using the form, see the information below or call the Service Desk at: 253.879.8585 or servicedesk@pugetsound.edu.

Mac users:

Download and install the most **RECENT** version of [Adobe Reader](#).

Once Adobe Reader is installed, launch the program.

Open and edit the fillable PDF form.

Refer to steps 1-4 above to complete the process.

Not all versions of Preview for Mac will edit and save PDFs. You may need to use Adobe Reader (or use Foxit Reader through [vDesk](#)). For assistance with installing and using vDesk, read our [documentation](#). If you need more information or assistance with vDesk or other PDF reading software, contact the [Service Desk](#).

Windows/PC users:

Download and install the most **RECENT** version of [Foxit Reader](#).

Once Foxit Reader is installed, launch the program.

Open and edit the fillable PDF form.

Refer to steps 1-4 above to complete the process.

If you are still unable to use the form, you may need to use Foxit Reader through [vDesk](#). For assistance with installing and using vDesk, read our [documentation](#). If you need more information or assistance with vDesk or other PDF reading software, contact the [Service Desk](#).