

## Adobe Acrobat PDF Fillable Form Information

Some of California Sea Grant forms are available as fillable PDFs. These are similar to other PDF forms we have available on our site, but they may be completed on the screen before printing or submitting them to California Sea Grant.

### Software Requirements:

To complete these forms on the screen, Adobe Acrobat 7.0 or above is recommended. Acrobat Reader (version 8.1.2 or newer) will also allow you to save your work, but older versions of Reader **will not let you save your partial, or completed form**. The latest version of Reader may be [downloaded](#) here.

### Completing the Fillable Form

- Download the PDF directly to your computer or to disk, for **(1) PC - right-click** on the link, then select **save link as** or **save target as** from the dropdown options, or **(2) Mac - control-click** on the link, then **save download linked file as** or **save link as** from the dropdown options. Make note of where the file is being saved so you can locate it later.
- Use Acrobat 7.0 (Standard or Professional) or newer to open the file. Acrobat Reader 8.1.2 or newer can also be used to update the file.
- After opening the file do a "save-as" and give the file a meaningful name (e.g., JBrownPrelim07.pdf or LeadPILastNameWhatFormYear.pdf). By doing this you have a clean copy of the form, if needed.
- Select the hand tool from the Acrobat toolbar menu. Use the hand tool to move the page around to view other areas.
- For field information on the number of characters and format, hold the cursor over a field. Note that this information doesn't appear if you tab into the field.
- Position the hand pointer inside a form field and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a field, a check box, a radio button, or an item from a list.
- To accept the field change and go to the next field, press TAB or use your mouse to click on the next form field.
- Most **large** fields will allow text formatting. To make a word **bold**, select the word in the form and select "**control (cntl) -B**" on your keyboard. (Mac: **Command or apple-B**). To make a word *italic*, select the word in the form and select "**control (cntl) -I**" on your keyboard. (Mac: **Command or apple-I**). To make a word underlined, select the word in the form and select "**control (cntl) -U**" on your keyboard. (Mac: **Command or apple-U**).
- Adobe Acrobat Professional only: use the "Touch up Text" tool in the Tool -> Advanced Editing menu. Select the word in the form with the touch-up tool and right-click (control-click for Mac) to select the properties menu. Change the font to match "bold" or "italic" as needed. (For example, select "TimesNewRoman,Bold" for **bold** or "TimesNewRoman,Italic" for *italic*.)
- After completing the entry in your last box click outside the field and save your document. If a form field is active (e.g., contains the blinking bar) the contents won't print.
- Save your form, then follow the submission instructions provided in the RFP.
- Use your browser's back button to return and download a copy of your form. You may also navigate from the sidebar menu.

If you have problems with the fillable PDF, please email [formadmin@seamail.ucsd.edu](mailto:formadmin@seamail.ucsd.edu), or call (858) 534-4441.