

Working with fillable PDFs on your iPhone or iPad

Section 1: Install Adobe Reader on your iPhone or iPad

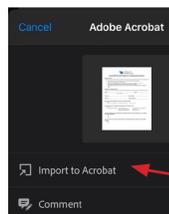
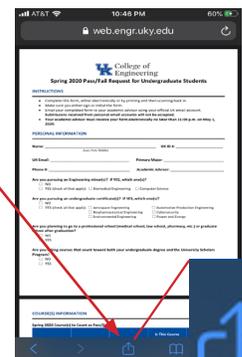
It's recommended that when working with fillable PDFs that you use Adobe Acrobat Reader (free) or Acrobat DC (available through UK's Adobe license). You can try the native PDF reader on your phone, but they may forward a blank document or not allow you to save the filled document.

1. Navigate to your app store, Apple AppStore or Google Play Store.
2. Search for Adobe Acrobat Reader, and install it on your phone. If you already have Acrobat DC installed on your phone, you do not need to install Reader.
3. Once the application has been installed on your phone, open the application and log in using your UK Adobe account. Pick **"Sign in or Sign up"** and sign in with your LinkBlueID@uky.edu userID and password.
4. If you haven't created an UK Adobe account, you can request one on download.uky.edu (Instructions: https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0011551&sys_kb_id=a48cbcc3dbbe3f00197d9447db9619d3).
5. You can also sign in with other logins if you're using Acrobat Reader. If you're using Acrobat DC, you'll need to use your UK Adobe account.

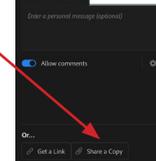
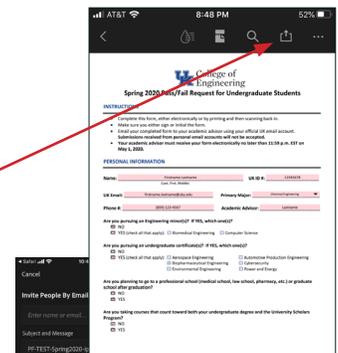


Section 2: Using Safari and Acrobat Reader with fillable PDFs

1. After you've installed Acrobat Reader, open Safari and navigate to the web page containing the fillable PDF you want to complete.
2. Click on the link PDF link to open it in the previewer.
3. When the PDF opens, click on the share icon at the bottom of the screen.
4. When the list of applications you can share the PDF with opens, pick **Acrobat**.
5. An Adobe Acrobat action screen should now open asking you what action you want take. Pick **Import to Acrobat**.

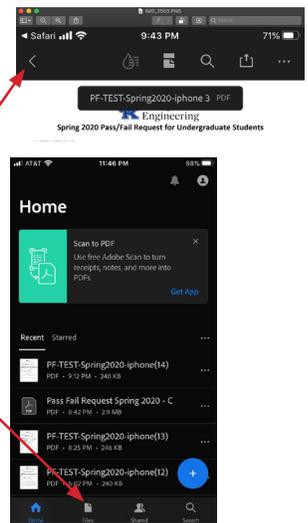
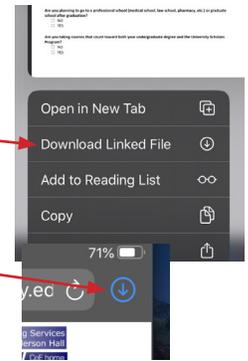


6. The document will open in Acrobat. Fill out the PDF and when you've completed it, click on the share icon at the top of the screen.
7. A screen saying "Invite People By Email" will appear. Do **NOT** enter email addresses here, instead click on the **"Share a Copy"** at the bottom of the screen. This will allow you to send using your regular email.
8. A dialog will appear asking which application to use in sharing the file.
9. Pick your normal email program from the list. The program should open, and the filled PDF should automatically be loaded as an attachment. Fill in the email address, a subject, body (optional), and hit send.



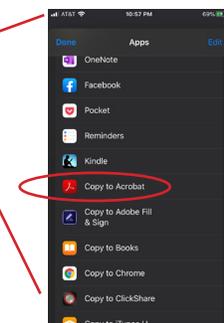
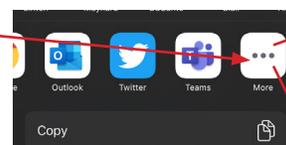
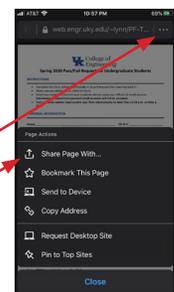
Section 3: Download the PDF to iPhone and open with Acrobat

1. After installing Acrobat Reader (or Acrobat DC), navigate to the web page containing the link to the fillable PDF document.
2. Press and hold the link containing the PDF. This will open a preview of the PDF document with a list of actions to choose from. Pick **Download Linked File**.
3. This should return you to the web page, but there will now be a blue circle with a downward pointing arrow in the upper-right corner. Pick this icon and a drop-down dialog with the name of the file to be downloaded will appear.
4. Click on the name of the file.
5. If it's a PDF file, it should open in the default PDF previewer. There should be a share icon in the lower left corner, and clicking on this icon will show a list of available actions. You may have to scroll down to see **Save to Files**, but picking this link will open a file manager that will allow you to save the file to your iPhone's local storage. You can also choose a cloud storage option if you don't have local storage.
 - 5a. You may also have the Adobe Acrobat app in the list of available actions. You can choose that here and it will load the fillable form into Acrobat. If you do this, refer to steps 6 through 9 in Section 2 to complete the form and email it.
6. With the fillable PDF saved to your iPhone (or cloud) storage, open Acrobat on your phone. If it does not open to the file manager screen in Acrobat, click on the back arrow in the upper left-hand corner until the file manager screen appears.
 - 6a. Click on the **File** icon at the bottom to bring up the file manager.
 - 6b. Click on **On the iPhone** to view files saved on your phone.
7. Navigate to the fillable PDF and click on it to open the document in Acrobat.
8. Refer to steps 6 through 9 in Section 2 to complete the PDF and send it via email.



Section 4: Using Firefox and Acrobat Reader with fillable PDFs

1. After installing Acrobat Reader, open Firefox and navigate to the web page with the fillable PDF you need to complete.
2. Click on the PDF link to open it in Firefox.
3. Click on the three ellipsis in the upper-right corner to bring up a list of page actions.
4. Pick **Share Page With . . .** to open a list of applications you can load the PDF into.
5. From the list, pick **Acrobat**. If it's not in the application list, scroll to the right and pick **"More . . ."** and pick **Copy to Acrobat** from the list of suggested applications.



6. This will open the form in Acrobat. Refer to steps 6 through 9 of Section 2 to complete the PDF and send it via email.

Section 5: Using Chrome and Acrobat Reader with fillable PDFs

1. After you've install Acrobat Reader, open Chrome and navigate to the web page with the fillable PDF you need to complete.
2. Click on the PDF link to open the document in Chrome.
3. Click on **"OPEN IN . . ."** in the lower-right corner to bring up a list of applications you can open the PDF with.
4. Click on the **Adobe Acrobat** icon or **Import to Acrobat**.
5. An initial Adobe Acrobat screen will open. Click on **Import to Acrobat** to open the document in Acrobat. Refer to steps 5 through 9 of Section 2 to complete the PDF and send it via email.

