

How to fill-out a non-fillable PDF

Background: Adobe Reader can be used to open any PDF but it does not allow you to fill in the form unless it is a fillable PDF.

However, MS Edge will allow you to open a non-fillable PDF and let you enter data anywhere on the form in four different colors (red, blue, green or black) and vary the size of the font.

In order to make MS Edge the default application for PDF files you must right click on any PDF file you have saved on your computer and perform the following steps:

1. Right click on any PDF file
2. Go to properties
3. Go to Open with - Select MS Edge from the dropdown box if not currently the default application
4. Select - "Apply"
5. Select "OK"

MS Edge is now your default application to open any PDF file.


Now that MS Edge is your default application

If you receive a PDF file in your e-mail just download it to a folder where you can locate the file for editing.

If you are opening a PDF file from your browser you can likewise save it the same way.

Once you've saved your pdf file- go to "File Explorer" and double click the file and go to MS Edge to view/edit the PDF file.

Slide your cursor toward the top of the page and a Tool Bar will open

Place the cursor with the "Add Text"  icon wherever you need to fill in data, select the text color, enter your data, adjust the font size as desired use the cross bar icon to move the data line up, down, left or right.

Repeat for other entries, when finished you can save your PDF, use save as and give it a name different from the original blank form, add your Post num to the form name as follows : form name-Post xx

REVIEW THE AVAILABLE TOOLS

Highlighter Print Save As well as other tools
Eraser Add Text Save as

Note: review your input and use the "eraser" and/or "Add Text" to make corrections before you save or after you save the file before you mail or e-mail the file.

Once you have saved your filled in form, you can attach it to an e-mail print it for signature which can be mailed via Post Office or scanned and attached to an e-mail

