

How to Fill Out PDFs Using (Free) Adobe Acrobat Reader On Your Mobile Device



1. Download the app in your app store.

Android: https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en_US

iPhone: <https://apps.apple.com/us/app/adobe-acrobat-reader-for-pdf/id469337564>

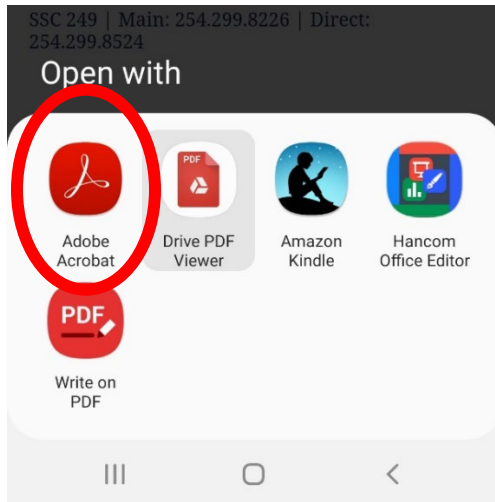
2. Create an account.

You can use your existing Google, Apple, or Facebook account.

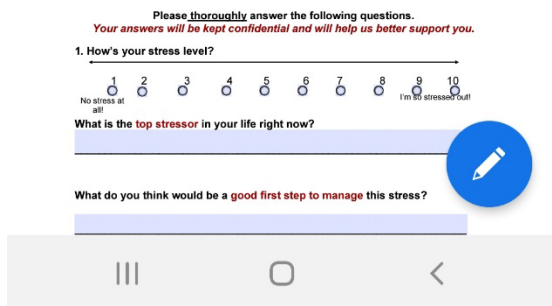
3. Exit the app. Open the document (from your email or the web).

Android users:

When prompted, choose to open with Adobe Acrobat Reader.



Then click the blue pencil icon.



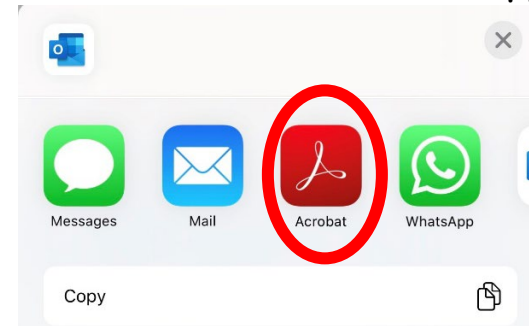
iPhone users:

Select the icon with the up arrow.

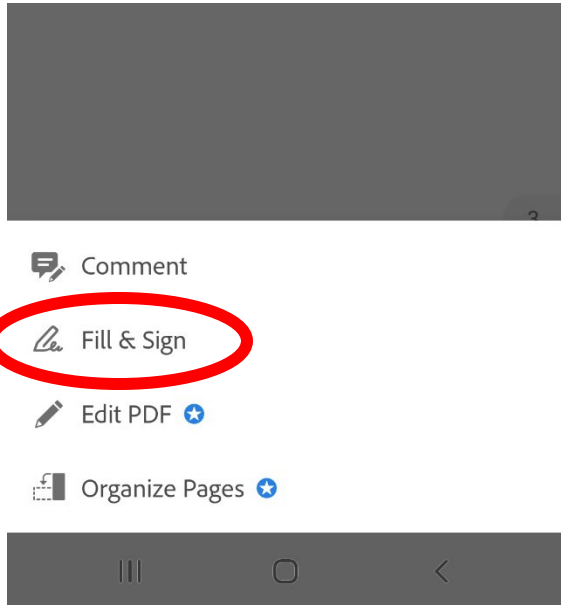
Depending on your phone, this might be at the bottom or top right of your screen.



(If prompted, select "Share File via" then) Select Acrobat from the list of apps shown.



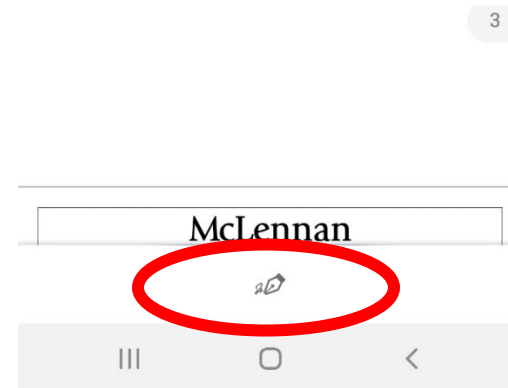
4. Select “Fill & Sign.”



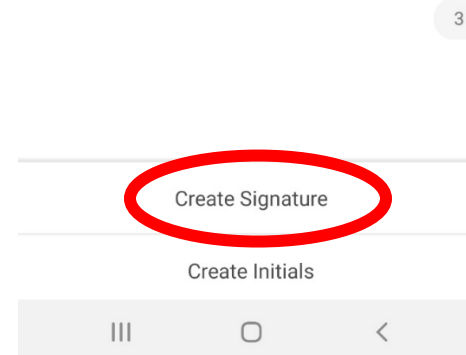
5. Touch each blue field individually to fill out the form.

Check the document carefully for small checkboxes or buttons and make sure the right ones are selected.

6. When you have finished filling out all blue fields, touch on any white space in the document so that the “signature” icon appears at the bottom. Select it.



7. Select “Create Signature.”

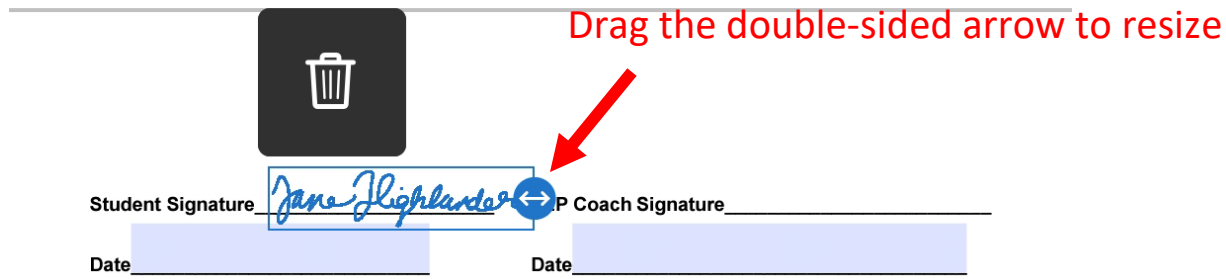


8. Use your finger to create your signature, then click “DONE.”
If you make a mistake, use the “Clear” option to start over.



9. Touch anywhere on the document to place your signature. Use your finger to drag it to the correct spot, resize, or discard it. Select the check mark (or on iPhone: DONE) when done.

On an iPhone, this might say “DONE” instead of a checkmark



You’re done! Access the file from your recent documents to email/share as needed.