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How to Fill Out a PDF Form (Without Printing It)

Yes, you can do this — and it's easier than you think.

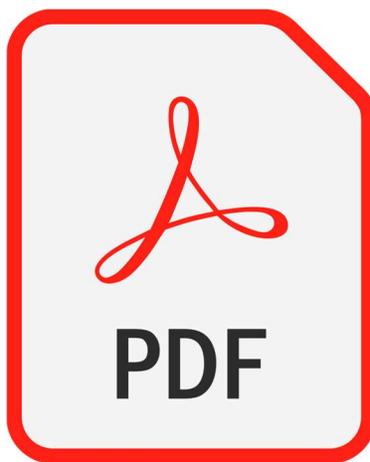
We've all been there.

You get an email from your doctor's office or insurance company with a form attached. It says:
"Please fill out the attached PDF and return it."

You open it and think:

"Am I supposed to print this? Fill it out with a pen? Scan it? I don't even have a printer!"

Don't worry. You **can** fill out that PDF right on your computer, tablet, or phone — and send it back **without printing a thing**. Here's how.



What You'll Need

- A **PDF file** (usually sent by email or downloaded from a website)
- One of these devices:



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- A **Windows PC**
 - A **Mac**
 - An **iPhone/iPad**
 - An **Android phone/tablet**
 - A free app (we'll show you which one)
-

On a Computer (Windows or Mac)

Option 1: Use Adobe Acrobat Reader (Free & Easy)

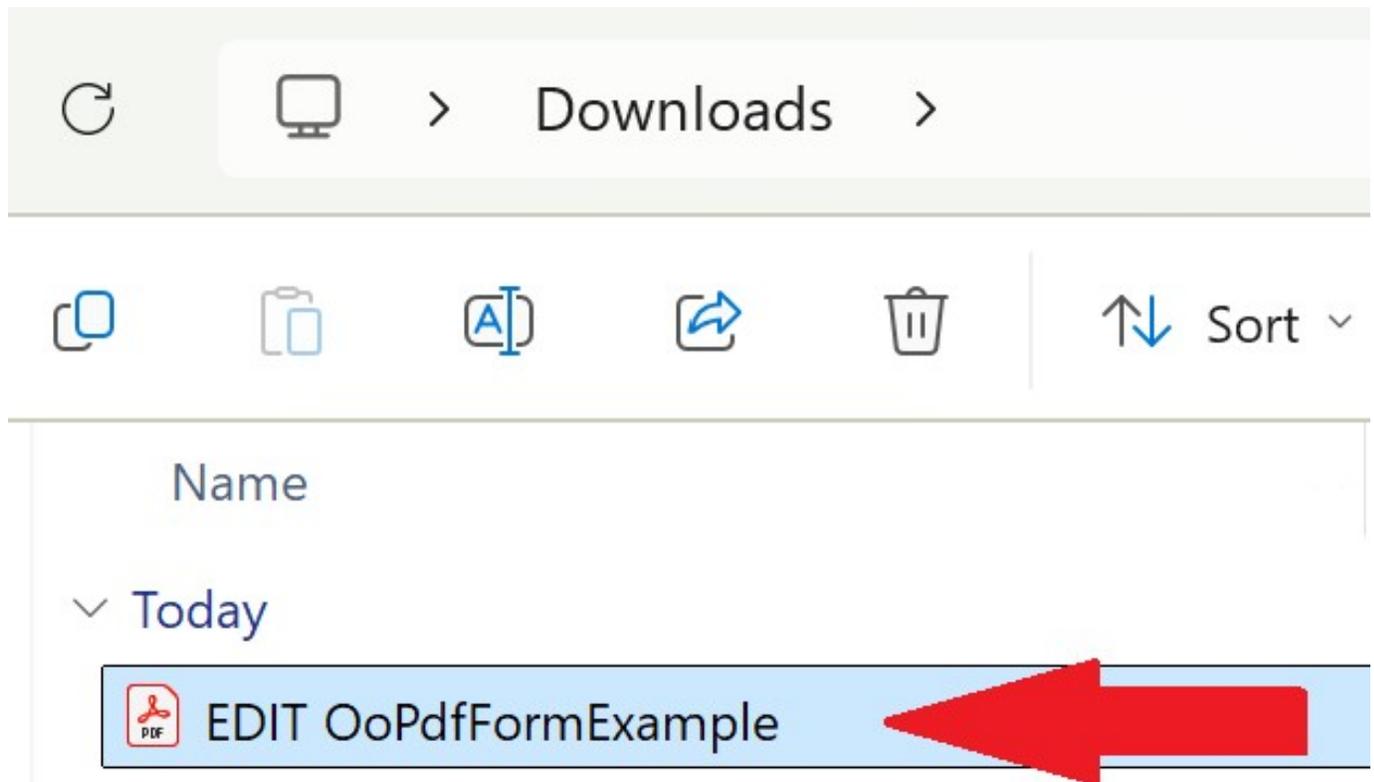
- 1.
1. Download and install [Adobe Acrobat Reader](#)
2. Open your PDF in Acrobat



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2. Click into any line to start typing

Given Name:

Work The Thing

Family Name:

ete rtert er tt

3. You can select items from a drop down menu.



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Favourite colour:

Red

Black

Brown

Red

Orange

Yellow

Green

Blue

Violet

Grey

White

Important: Save the document (File - Save).

4. You can even add checkmarks or your signature

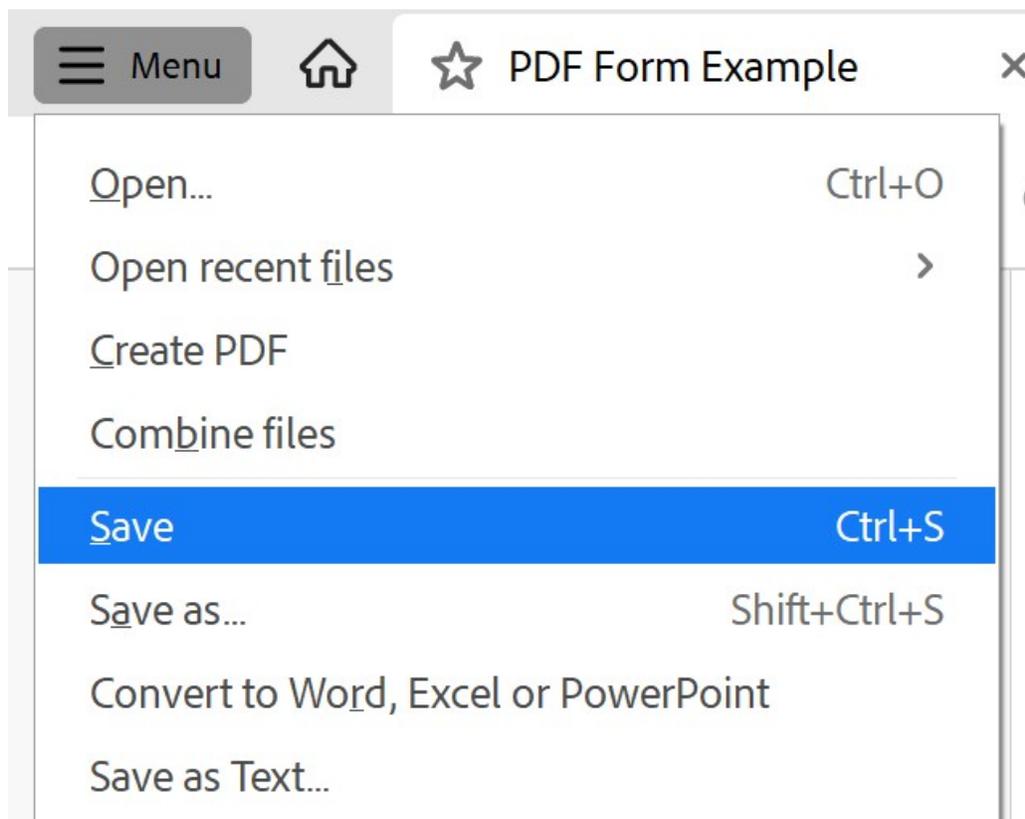
- ✓ When you're done, click **File > Save As** and rename it (e.g., filled-form.pdf)



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Option 2: Use Your Browser (Quick & Simple)

- If you **double-click** the PDF and it opens in your web browser (like Edge or Chrome), you can sometimes fill it in right there — try clicking into the boxes.
- Some browsers let you type and print, but **not save** your changes, so be careful.

On a Phone or Tablet

iPhone or iPad

1. Open the PDF in the **Mail app** or **Files app**
2. Tap the **Share** icon (a box with an arrow)



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3. Choose **“Markup”** or **“Fill & Sign”**
4. Tap the lines to type or use the pen tool to write
5. Tap **Done**, then **Save File To** or **Reply with Attachment**

Android Phone or Tablet

1. Download the free app **Adobe Fill & Sign** or **Adobe Acrobat Reader** from Google Play
2. Open the PDF in the app
3. Tap into fields to type, or use the pen tool for writing
4. Tap the share icon to **Save** or **Email**

Want to Add Your Signature?

Most of these apps let you **draw your signature with your finger or mouse**. You only need to do it once — the app will save it for next time.

How to Send It Back

Once you’ve filled out and saved the PDF:

- Open your email
- Click **Reply** (or start a new message)
- Click the **paperclip icon** to attach your filled-in PDF
- Add a short note if needed (e.g., “Here’s my completed form!”)
- Hit **Send**

Done. No printer, no scanner, no problem.

You Did It!



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Filling out forms online used to be a hassle, but now you can do it with just a few taps. Stick with *Work the Thing* and you'll keep learning how to make your tech life a whole lot smoother.



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