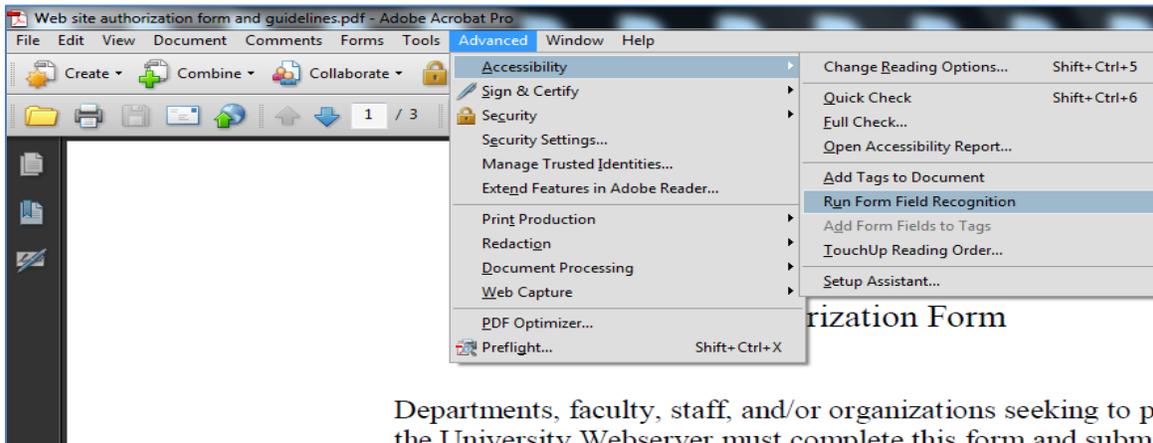


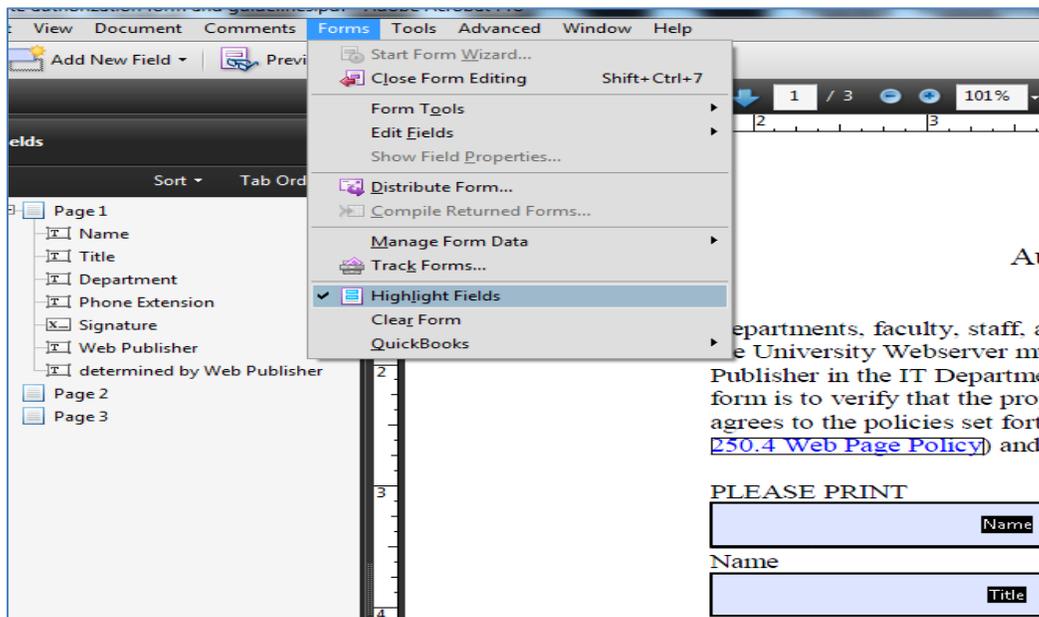
MAKE PDF FORMS FILLABLE

1. Open a PDF document, click **Advanced**, put your cursor over **Accessibility**, and click **Run Form Field Recognition**.

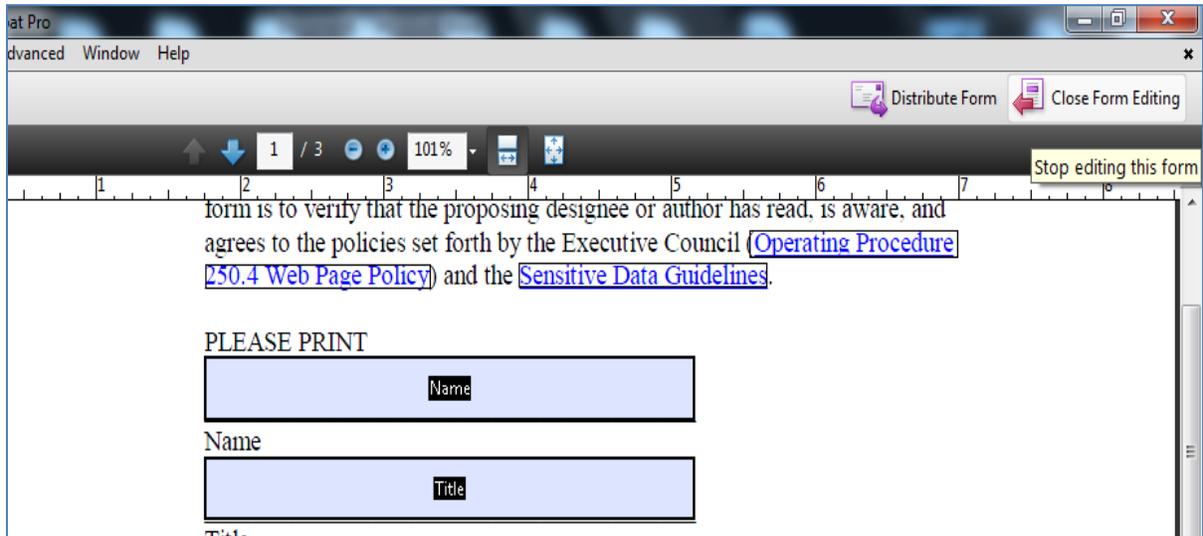


When form field recognition is complete, the form will pop up on your screen formatted with fillable fields.

2. If you wish to highlight the fillable areas, click **Forms** and scroll down and click on **Highlight Fields**.



3. When you are done editing, click **Close Form Editing** in the top right corner of page.



Questions? Contact the IT department 460-1036.