

WAYNE STATE
UNIVERSITY

COLLEGE OF FINE, PERFORMING
AND COMMUNICATION ARTS

Filling Out PDF Forms

1. Save or download the PDF form to your local hard drive.
2. Open the form. You may receive a message to Update Acrobat Reader.
 - a. If you need to update your version of Reader, close the form and update Reader from the Adobe website: <http://www.adobe.com>
 - b. After updating Adobe Acrobat Reader, re-open the form.
 - c. **Note that Adobe Acrobat Reader does not allow you to save this form with your entered information. You must enter all information and then print the form so plan to complete the form in one sitting.**
3. Be sure the “hand” tool is selected in Adobe Acrobat Reader and press the Tab key once to go to the first form field that can accept information. After entering information, continue using the Tab key to navigate through the form.
4. In the longer text fields, it is possible to cut and paste text from a word processor (MS Word, for example) directly into the text field of the PDF form. *Note that in the Faculty Research/Creative Grant and the Faculty Development Grant, each large text box (two per form) has a 2,000 character limit. An additional page may be appended if needed.*
5. Once you have completed all of the fields, you must print (unless you have Adobe Acrobat Professional). If you have any problems, please contact Lezlie Hart at aa3266@wayne.edu.