

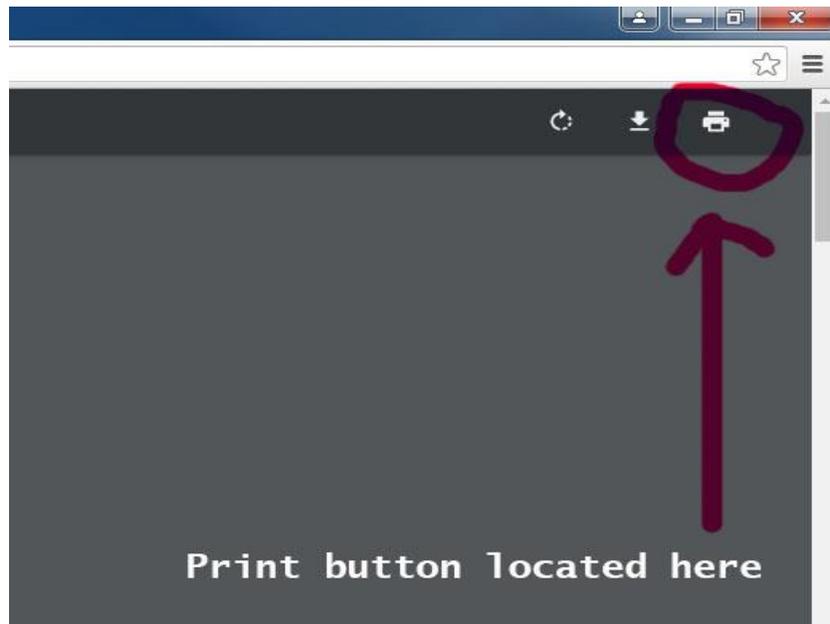
How to Save a Fillable PDF Form

1. If you do not see the fillable boxes on the form on your browser, you will have to either open the form with a different internet browser or download the document. To download the document:
 - a. Locate the download button on the top right of the screen (icon with a sheet of paper and a downward arrow) and click it.
 - b. Save the file as a PDF in an easy to find location.
 - c. Fill out the PDF completely (you will need Adobe Reader installed, it is available free to download online), and save it once you have completely filled it out. (Proceed to step 6)
2. Fill out the PDF form completely. You will need to have Adobe Reader installed on your computer, it is available as a free download.
3. Open the print menu
4. Select a printer that will save the file as a PDF. Examples of the printers you will see that will perform this function:
 - a. Adobe PDF
 - b. Microsoft XPS Document Writer
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-Note: there may also be an option to save the file as a PDF under the printers, that function will work as well.
5. Hit the print button (the document will not print). The option to save the document in either PDF, XPS, or another format will appear. Save the file in the new format in a place easy to locate.
6. Locate where you have saved the file on your computer. Either attach the PDF in an email to your county UW-Extension office OR print the PDF and mail it to your county UW-Extension office.

Below are screenshots which will help you locate the save/print options on your browser.

Print option for a PDF filled out online:



Save option for a fillable PDF that doesn't have the fill boxes:

