



M I C H I G A N P H A R M A C I S T S A S S O C I A T I O N

INSTRUCTIONS FOR COMPLETING FILLABLE PDF FORMS

In order to complete fillable PDF documents provided on the MPA Web site, you need to have the latest version of Adobe Acrobat Reader. Visit <http://get.adobe.com/reader> to find download the latest version.

Completing Fillable PDF Forms on Windows Operating System

- Ensure you have the most recent version of Adobe Reader
- Before attempting to complete this form, you must save it to a local drive on your computer. Do not attempt to complete the form in your Web site Internet browser. Right click on the file once it opens in a new window, click on “Save...” and choose a location on your computer. Save the file with your desired file name. Be sure to note the location of your saved file.
- Open Adobe Reader, and click on “File,” and then “Open.” Navigate to your saved file and open it in the software.
- Enter all required information.
- Save the form again with your completed information on your local drive.
- The form is now ready to e-mail to the contact specified on the form.

Completing Fillable PDF Forms on Mac Operating System

Important: Mac users MUST install Adobe Reader. Mac Preview will not work with fillable PDF forms.

- Install the most recent version of Adobe Reader at <http://get.adobe.com/reader>
- Before attempting to complete this form, you must save it to a local drive on your computer. Do not attempt to complete the form in your Web site Internet browser. Right click on the file once it opens in a new window, click on “Save...” and choose a location on your computer. Save the file with your desired file name. Be sure to note the location of your saved file.
- Open Adobe Reader, and click on “File,” and then “Open.” Navigate to your saved file and open it in the software.
- Enter all required information.
- Save the form again with your completed information on your local drive.

*If you have any questions regarding this process, please contact
MPA Director of Communications Leah Ball at Leah@MichiganPharmacists.org.*