



# How to Complete & Sign RGS Adobe Acrobat Forms



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All RGS PDF Fillable Forms **\*must\*** be completed in Adobe Acrobat Reader in order to function correctly.

If the form is not completed in Adobe Acrobat Reader, then you will have issues completing and signing the form.

If you are having difficulty completing any RGS PDF Fillable form, please check the troubleshooting steps below.

If you are still having difficulty completing your form after going through the troubleshooting steps below, please contact **Chelsea Collins** for technical assistance



**Chelsea.Collins**  
Executive Officer - RGSO

Chelsea.Collins@mic.ul.ie

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## Troubleshooting Steps

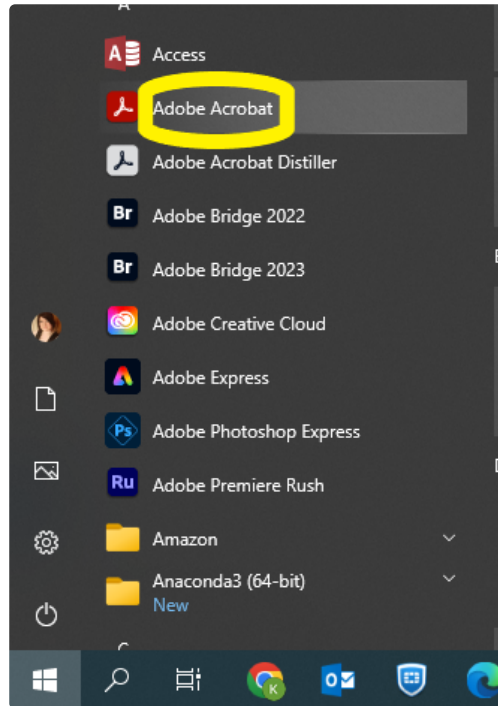
### Step 1 - Check that you have Adobe Acrobat Reader Installed

Please check the programs on your computer to see if you have Adobe Acrobat Reader installed on the device you are intending to complete your form on.

You can do this on a Windows PC by clicking on the START button and looking at the list of programs that appears, as per the image --->

If you do not see Adobe Acrobat or Adobe Acrobat Reader listed here, then it most likely is not installed on your computer.

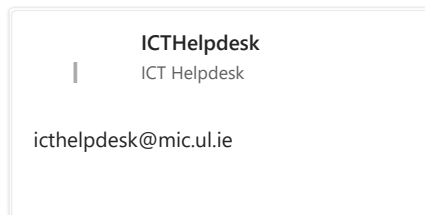
If you do have Adobe Acrobat or Adobe Acrobat Reader installed, please skip to [Step 2b](#)



Click on the Start Button and check if Adobe Acrobat or Adobe Acrobat Reader are listed in your programs

## Step 2a - Installing Adobe Acrobat Reader

If you are using an MIC owned computer, you will need to contact the ICTHelpdesk at this point for assistance in installing Adobe Reader

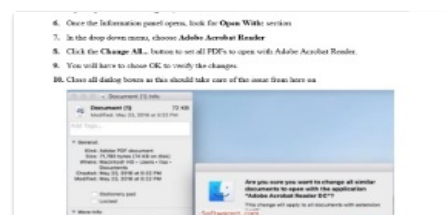


If you are using your own personal computer, you can install the program yourself.

Please follow the link below to download the Adobe Acrobat Reader software for free.



[Click here to download Adobe Acrobat Reader for Free](#)



Instructions to Install & Set Adobe Acrobat Reader of your default PDF opener

There are instructions linked above explain how to install this program on a MAC, Windows 10 and Windows 7 PC.

## Step 2b - Setting Adobe Acrobat as your default PDF opener

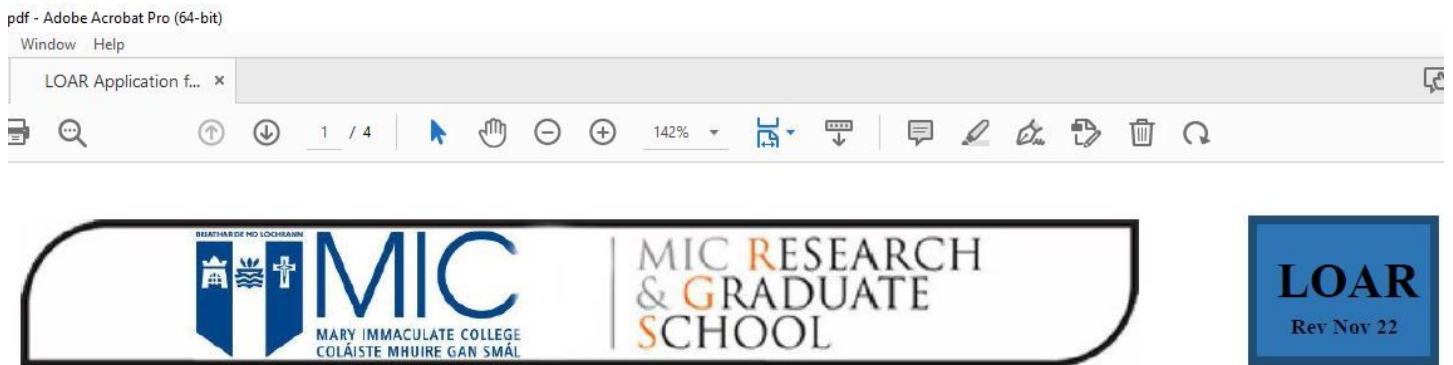
It is important that you set this program as the default opener of any PDF on your computer. Otherwise, when you click on the PDF to open it, it will still open in the wrong program even if you have Adobe Acrobat installed.

Most Windows computers will open PDFs in Edge by default. Below is an image of what a PDF open in Edge looks like:



A PDF opened in Edge will look like this

If the PDF is opened in Adobe, it will look like this:



## LEAVE OF ABSENCE: READMISSION FORM

A PDF opened in Adobe will look like this

You can see that the web browser link is missing from the top, and there are different options across the top of the file.

If the PDF is opening in Edge, you will need to change your default opener for PDFs from Edge to Adobe Acrobat Reader. This can be done using the instructions above.

## Step 3 - Signing Adobe Acrobat Forms

Once your form is open in Adobe Acrobat, you can type in your information and save it. If the form requires a signature you will need to create a digital signature for Adobe in order to sign it. You can find instructions on how to do this linked to the right.

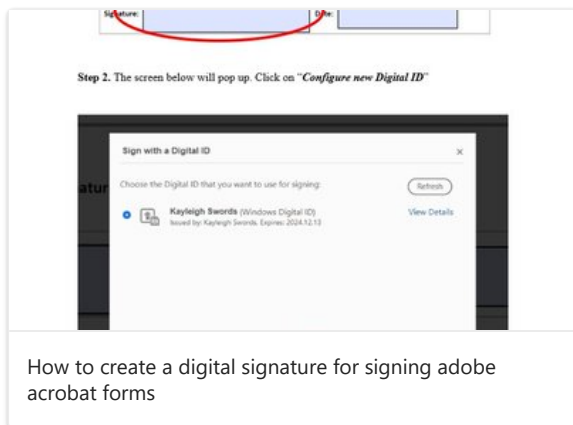
N.B. Please always retain an unsigned version of your form in case of any issues.

**Please do not use *Fill and Sign* to sign your form**



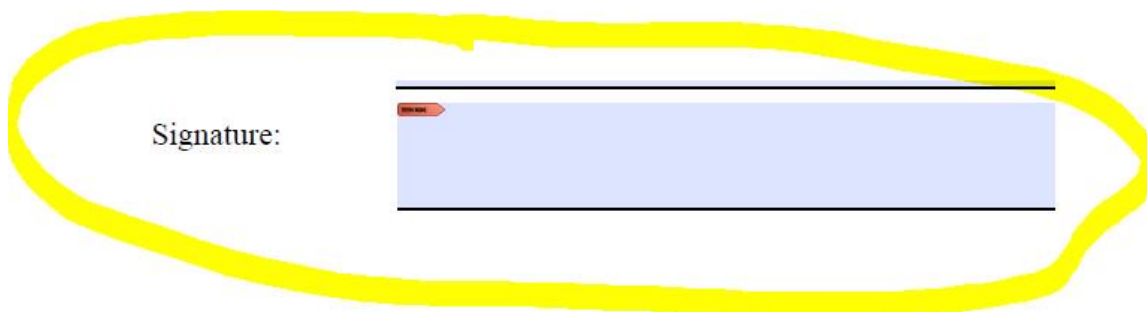
Please do not use the fill and sign option to sign your form

### How to create an Adobe Digital Signature



If you use the fill and sign option, the form will become locked. No one else will be able to make any changes or to sign the form. If this occurs you will need to revert to an unsigned version of the form and start again with the signing process.

Please click on the **signature panel** to sign your form and follow the instructions, or the instructions given in the document linked above.



Signature panel on a PDF form - Please click on this to sign your form

Finally, if these steps have not resolved your issues, please contact Chelsea Collins ([Chelsea.Collins@mic.ul.ie](mailto:Chelsea.Collins@mic.ul.ie)) for assistance.