



# SAVING A FILLABLE PDF IN GOOGLE CHROME

## 1 OPEN THE PDF IN GOOGLE CHROME

If the PDF isn't already open in Google Chrome, you can use your computer's "Open With" feature to open the PDF in Chrome:

- Windows – Right-click the PDF, select Open with in the drop-down menu, and click Google Chrome in the resulting pop-out list.
- Mac – Click the PDF once to select it, click File, select Open With in the drop-down menu, and click Google Chrome in the resulting pop-out list.

## 2 FILL OUT YOUR PDF

Click a text field in the PDF and fill it in, then repeat with the PDF's other text fields until you've filled out the whole PDF. Some PDF text fields, such as checkboxes, only need to be clicked in order to input an answer.

## 3 CLICK THE "⋮" ICON.

It's in the top-right corner of the Chrome window. A drop-down menu will appear.

## 4 CLICK "PRINT"

You'll find this option near the top of the drop-down menu. Doing so will open the Print menu on the left side of the Chrome window.

## 5 CLICK "CHANGE..."

This is below and to the right of the "Destination" heading. A pop-up window with different printing options will appear.

## 6 CLICK "SAVE AS PDF"

It's an option below the "Print Destinations" heading. The pop-up window will close.

## 7 CLICK "SAVE"

This blue button is at the top of the Print menu on the left side of the window. Clicking it prompts a "Save As" window to open.

## 8 ENTER A NAME FOR YOUR PDF

Type whatever you want to save your PDF as into the "File name" (Windows) or "Name" (Mac) text box in the Save As window.

## 9 SELECT A SAVE LOCATION

Click a folder on the left side of the window to select it as the location in which you want to save your filled-out PDF.

\*On a Mac, you may instead have to click the "Where" box and then click a folder in the resulting menu.

## 10 CLICK "SAVE"

It's at the bottom of the window. Doing so will save your filled-out PDF in your specified file location.

## 11 EMAIL TO CHSS ACADEMIC AFFAIRS

Email your PDF and any questions to [chssdean@gmu.edu](mailto:chssdean@gmu.edu)

