

Instructions for PDF Forms

Steps

1. Open the **fillable PDF file** in Adobe Acrobat Reader. If you have Adobe Acrobat as your default **PDF** reader, double-click the **file** to open it. ...
2. Click one of the **fillable** text fields to edit it. ...
3. Fill out all the **fillable** text fields. ...
4. **Unless you have** Adobe Acrobat Reader you **cannot** save the printable forms. You can either:

Option 1 - Print to a PDF File

Option 2 - You can print the form out and then copy it and then scan it back in.
5. **SCAN** it into the Faculty upload or **Mail** to:

Krystal Nail

Office of Gifted and Talented

Arkansas Department of Education

Four Capital Mall, Mail Slot 28

Little Rock, AR 72201