

PDF FORMS “HOW TO” FILL OUT ELECTRONICALLY

Since we are using new PDF forms (instead of Excel spreadsheets) for better conformity and it’s easily fillable for Time Sheets, Travel Reimbursement Forms, etc. (we will be updating all our forms and putting the new ones on our website as PDFs), here are instructions for how to fill them out electronically.

1. Go to our website: <https://www.osufst.org>
2. Click on Instructor (and hold the mouse down for the drop down menu).
3. Under the Forms column, click on Travel Reimbursement Form to download the PDF form.
4. Save the travel_reimbursement_form_blank.pdf form to your desktop.
5. Open Adobe Acrobat Reader.
6. Open the travel_reimbursement_form_blank.pdf form (navigate to your desktop and click on the pdf)
7. On the right-hand side of Adobe Acrobat Reader select Fill & Sign. A message will come up that says “The author of this form has specified the fields which you can fill. Click on any field to start filling form.” The fields outlined in **RED**, are **MUST FILL IN fields**.
8. Fill out the form making sure to fill the **RED** fields so that we have the information needed to complete your travel reimbursement claim.

PROBLEMS OPENING PDFS?

If you are having issues opening any of our PDFs, your Adobe Acrobat Reader may be out of date. Below are a couple of links giving a “how to” update your Adobe Acrobat Reader or fix the issue. Please follow the directions and see if one of these fixes the issue.

<https://helpx.adobe.com/acrobat/kb/cant-open-pdf.html>

Here are the directions from the link for your convenience:

Can't open PDF in your browser

Most modern web browsers can easily open PDFs. If you’re having trouble opening a specific PDF on a web page, try the suggestion below.

Download the PDF and open it in Acrobat Reader DC or Acrobat DC

Can't open PDF on your computer

If you can't open a PDF on your computer, try the suggestions below in the order they appear.

Install free Adobe Acrobat Reader DC on your computer
Set Acrobat Reader DC or Acrobat DC as the default PDF owner
Update Acrobat Reader DC or Acrobat DC
Repair Acrobat Reader DC or Acrobat DC
Still need help

<https://helpx.adobe.com/acrobat/kb/install-updates-reader-acrobat.html>

Here are the directions from the link for your convenience:

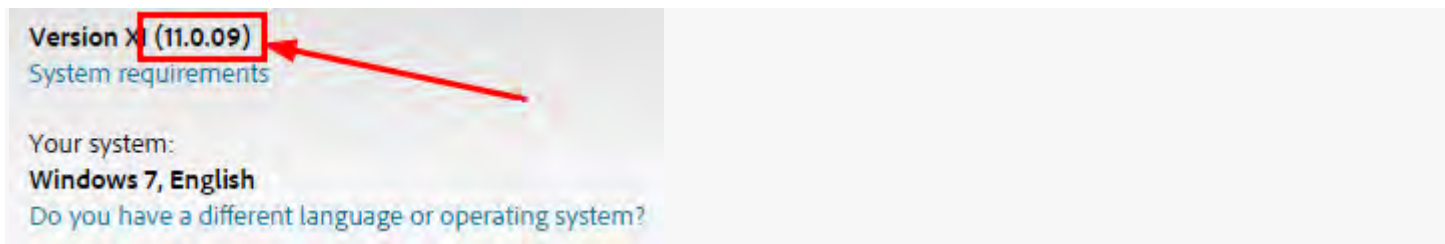
Updating automatically from the product

To install Adobe Reader and Acrobat updates from Adobe Updater, do the following:

1. Launch Adobe Reader or Acrobat.
2. Choose **Help > Check for Updates**.
3. Follow the steps in the Updater window to download and install the latest updates.

Updating Adobe Reader on the web

1. Open Reader and choose **Help > About Adobe Reader**. Note your product version.
2. Go to the Adobe Reader [Downloads](#) page. The web page automatically detects your OS and Reader version.
3. If the web page indicates that a newer version is available, choose **Install Now**.
4. Click the downloaded file and follow the instructions.



Updating Adobe Reader and Adobe Acrobat manually

Installers for all supported products also appear on the product download pages (except for the full Acrobat). You can download and manually install these products as follows:

1. Open the product.
2. Choose **Help > About Acrobat** or **Adobe Reader**.
3. Note the version.
4. Close the product.
5. If you do not have the latest version installed, download the needed installer from the following locations:

- [Adobe Reader full installers and updates for Windows](#)
 - [Adobe Reader full installers and updates for Mac OS](#)
 - [Adobe Acrobat updates for Windows](#)
 - [Adobe Acrobat updates for Mac OS](#)
6. Click the installer to start the installation process.

Here is a video you can watch and see how to update Adobe Acrobat Reader if the above instructions don't fix the issue:

<https://www.youtube.com/watch?v=PG5fX7uVxW0>