



# HOW TO COMPLETE FILLABLE FORMS

## RYERSON FILLABLE PDF FORMS ARE TO BE COMPLETED AND SAVED USING ADOBE READER XI

In support of Ryerson’s ongoing efforts to develop sustainable operating practices and reduce our carbon footprint, Undergraduate Admissions and Recruitment is now a paperless workplace. Beyond the environmental benefits of reducing paper use, going paperless means faster access to information and ease of document submission – for you!

Ryerson’s fillable PDF forms have been designed to be completed and saved using **Adobe Reader XI**, which can be downloaded for free at [www.adobe.com/reader](http://www.adobe.com/reader). Please note that older versions of Adobe Reader (X and below) *will not* save completed forms. Filling out forms with any other software (including Preview for Mac OSX) may cause unexpected errors.

There are *three easy and essential steps* to saving your form(s):

**Step 1:** Open the form with your browser, then save the form to a convenient location on your computer and close the form.

**Step 2:** Use Adobe Reader XI to open the form from where you saved it. Adobe Reader XI is available at no cost at [www.adobe.com/reader](http://www.adobe.com/reader).

**Step 3:** Fill out the form and save it.

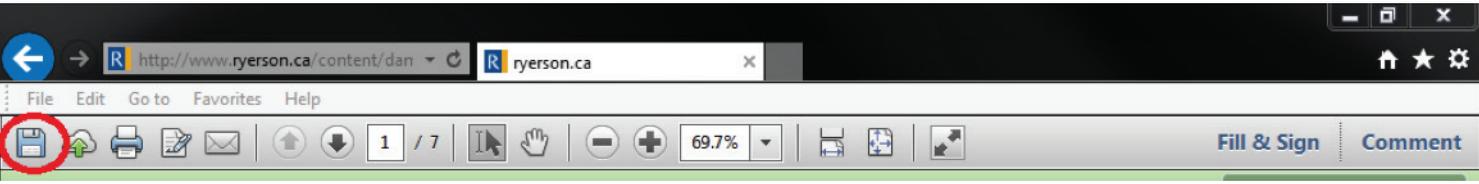
### The following are detailed instructions (with visual indicators) of how to save fillable pdf forms using Adobe Reader XI.

**Step 1:** Click on the form you would like to fill out. Your browser will open the form. Do not complete the form while it is open in your browser. Instead, click the save button (which is circled in red in the browser examples below) and save the form to a convenient location on your computer, such as your desktop, where you can locate the file easily.

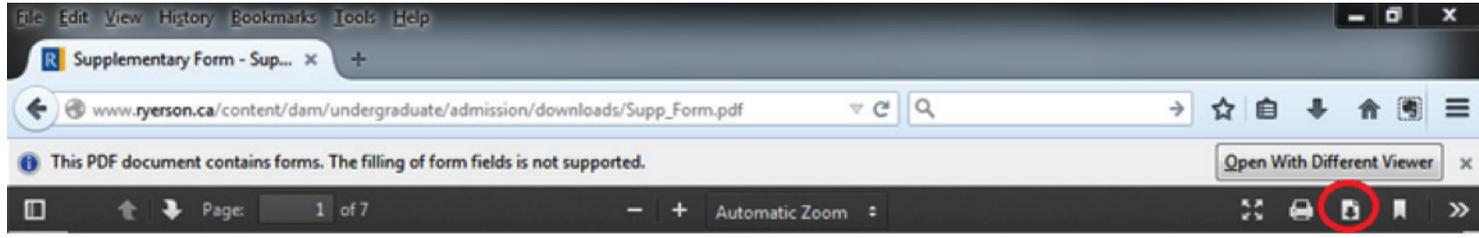
Google Chrome:



Microsoft Internet Explorer:



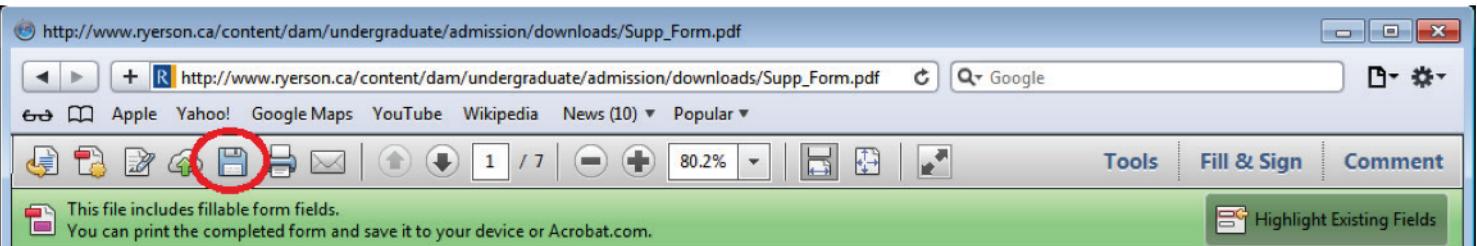
Mozilla Firefox:



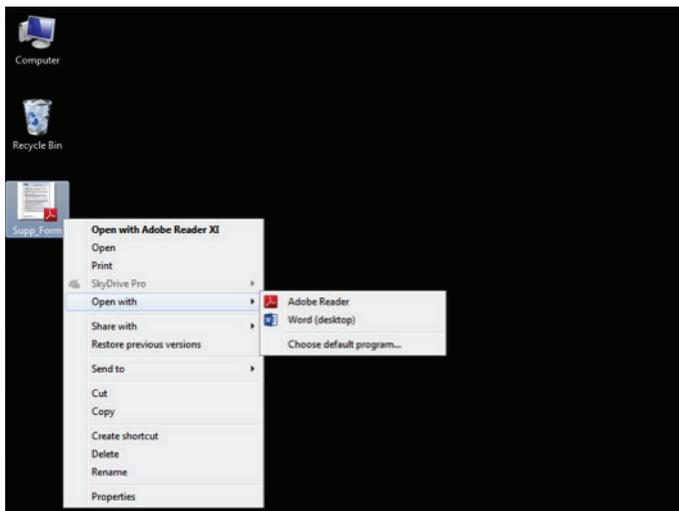


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Apple Safari



**Step 2:** Use Adobe Reader XI to open the form from where you saved it. Usually Adobe Reader is the default program to open PDF files, but you may have to right click the file and open it with Adobe Reader (see examples below).



**Step 3:** Fill out the form. When you are done, click the save button and save it. The following is an example of Ryerson's Supplementary form.

**RYERSON UNIVERSITY**

## SUPPLEMENTARY FORM

To Be Completed in Full and Submitted for Each Ryerson Program Applied To

**SECTION 1 - PERSONAL INFORMATION**

Ryerson      Eggy

AREA CODE PHONE NUMBER (416) 979-5000      AREA CODE BUSINESS NUMBER      PERSONAL CELL NUMBER      AREA CODE FOR BUSINESS

STATE OF BIRTH/PROVINCE      DATE OF BIRTH      DATE OF RESIDENCE

**SECTION 2 - PROGRAM INFORMATION**

PROGRAM APPLIED TO      BUSINESS MANAGEMENT DIRECT ENTRY (ONLY - MUST INDICATE MAJOR USE)

QUIC NUMBER      PERSON NUMBER      TERM AND YEAR COMMENCING  
FALL      WINTER      SPRING/SUMMER

**SECTION 3 - ACADEMIC HISTORY**

Please list all secondary schools attended or currently enrolled in.

YEAR TO YEAR	SECONDARY INSTITUTION	ADDRESS OF SCHOOL (CITY, COUNTRY)	GRADE/LEVEL	DIPLOMA AWARDED
TO				
TO				

You're done! Now simply submit the form(s) as instructed on the document.