

Filling Out Interactive PDF Worksheets



If you choose to fill out the Worksheets on your computer instead of hand writing the information, follow the instructions below. **It's E-A-S-Y!**

OPEN the PDF.

It will open in **PREVIEW** or **ACROBAT** Reader.

CLICK to the right of **NAME**.

TYPE in your Your Name, then **TAB**

TYPE in your **SOCIAL SECURITY NO.**, then **TAB**.

Continue to **TAB** through the worksheet with your information

You can also click to the right of any listing to **TYPE** information into that field.

There are **RADIO BUTTONS** to indicate **YES** or **NO**. Click on your choice.

For **CHECKBOXES**, click to select.

The screenshot shows a PDF form titled "FREE ELECTRONIC FILING • TAX PREPARATION FOR ALL STATES" and "SELF-EMPLOYED & SMALL BUSINESS". It includes sections for INCOME, COST OF GOODS (MATERIALS), EXPENSES, and ESTIMATED TAXES PAID. A signature is visible at the top left of the form. Arrows from the text instructions point to the "Name" field and the "Social Security No." field.

You can **FILE > SAVE** the completed document. Rename if you wish. The PDF will be saved with all your information (and the ability to re-open and revise if you wish.)

If you want to **SAVE** the PDF with your information **embedded so nothing can be edited**, then **FILE > PRINT > SAVE AS PDF**.

