


## GUIDANCE FOR FILLING IN OUR PDF FORMS

- ① **Download the file first, save it on the computer and then open it in Adobe Acrobat Reader.**
- **Always use Adobe Acrobat Reader to fill in our PDF forms (free download at <https://get.adobe.com/de/reader/>, update your version if necessary).**
- **Do not edit forms directly in the browser or other PDF viewer programs. There are often problems. Many browsers have integrated their own PDF viewers, but not all of them support the filling in of forms.**
- **You can jump to the next field with the TAB key  on the keyboard. This also applies to checkboxes. Checkboxes can be selected or deselected by pressing the space bar in the respective checkbox.**
- **Entries in form fields are not visible? Please deactivate the button [mark existing fields].**
- **Please save and print the completed form and check your entries in the printed document.**
- **If there are problems filling in our documents with the Adobe Acrobat Reader on **iOS operating systems**, please open the Adobe Acrobat Reader firstly and choose there the needed form. In some cases the Adobe Acrobat Reader must be uninstalled firstly and downloaded once again, the PDF form must be also downloaded anew.**
- **If there are still problems, please contact: [erasmus-praktika@ovgu.de](mailto:erasmus-praktika@ovgu.de)**