

Instructions for Saving Fillable PDF Calendars

1. Fill out the PDF form. You will need to use a PDF reader to do this such as Adobe Reader. Adobe Reader can be downloaded for free online (<https://get.adobe.com/reader/>).
2. After filling in the calendar, go to file and select print.
3. For the printer option, select “Save as PDF” or “Adobe PDF” or any similar option that would be a PDF printer/writer.
4. Hit the print button. The document won’t print, but rather a new screen will pop up prompting you to select where to save the file as a pdf document and what to name it.
5. After saving the file, you can send the file as an attachment via email to both the site manager for your site and to sacc@rrcc.edu.