

USEFUL TIPS FOR NAVIGATING FILLABLE PDFs DOCUMENTS

The following are useful tips for working with fillable pdf forms, in line with the product limitations and industry's best practices.

Accessibility Guidelines

- **Tab key** - Moves FROM one radio button GROUP to the next form field (not between individual buttons)
- **Arrow keys** (↑ ↓ ← →) - Navigate BETWEEN individual radio buttons WITHIN the same group
- **Shift + Tab** - Moves back to the previous form field/group

Keyboard Keys to Select Checkboxes/Radio Buttons in Adobe Acrobat

- Navigate to the checkbox or radio button using **Tab** key
- Press **Spacebar** to select/toggle it

Complete Keyboard Navigation Guide

Action	Key
Move to next form field	Tab
Move to previous form field	Shift + Tab
Select/Toggle checkbox	Spacebar
Select radio button	Spacebar or Arrow Keys
Submit form	Enter (on Submit button)

Step-by-Step Example

1. **Open your PDF form** in Adobe Acrobat
2. **Press Tab** repeatedly to navigate to the checkbox/radio button you want
3. **Press Spacebar** to select it
4. **Press Tab** to move to the next field

Additional Tips

- **Radio Buttons:** Use **Arrow Keys** (↑ ↓) to select between options, then **Spacebar** to confirm
- **Checkboxes:** **Spacebar** toggles on/off
- **Text Fields:** Type directly after tabbing to the field
- **Dropdown Lists:** Use **Arrow Keys** to navigate options