

## Guidelines for Ensuring Fillable PDFs are Saved Properly

Fillable PDF forms may appear blank when viewed in certain platforms like Moodle's built-in viewer due to compatibility issues or improperly saved data. To avoid this issue, follow these steps to ensure your PDF form data is embedded and visible to all viewers.

### Why Fillable PDFs May Appear Blank

#### 1. PDF Form Data Not Embedded:

- a. If the form is not "flattened," the data remains in a separate layer, which might not render correctly in some PDF viewers, including Moodle's.

#### 2. PDF Reader Differences:

- a. Different PDF readers (e.g., Adobe Acrobat, web browsers) handle data differently. Some may save the data in a way that is incompatible with Moodle's viewer.

## Steps to Save Fillable PDF Forms Properly

Follow these steps to ensure your PDF form data is embedded and visible:

### 1. Open the Fillable PDF in a Web Browser

- Use a modern web browser like **Google Chrome**, **Firefox**, or **Microsoft Edge**, as they have built-in PDF viewers compatible with fillable forms.

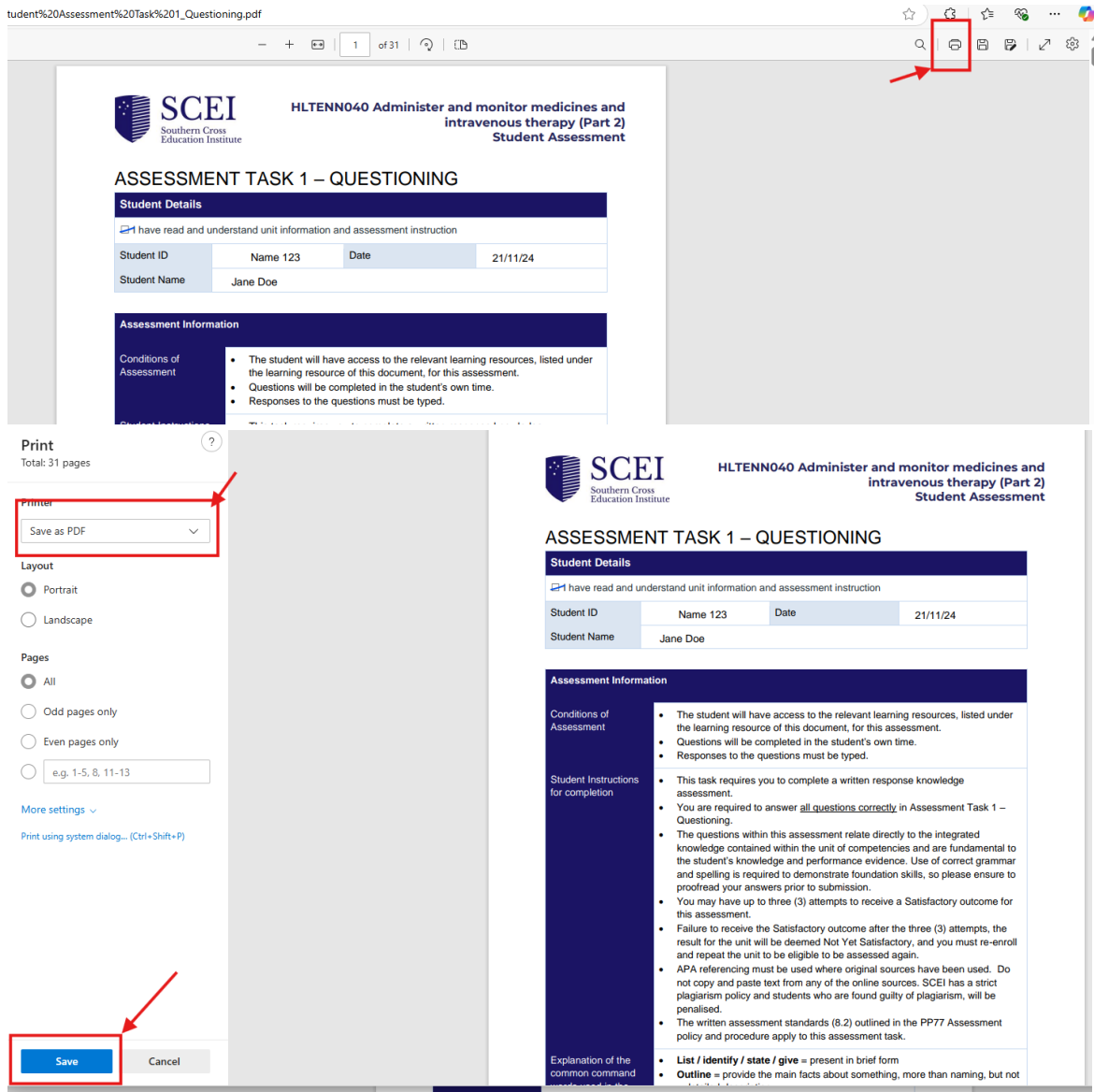
### 2. Fill Out the PDF Form

- Complete all the necessary fields within the browser-based PDF viewer.

### 3. Use the Print to PDF Function

- Instead of saving the file directly, use the **Print to PDF** option to ensure the form data is embedded:
  - **Windows:** Press Ctrl+P
  - **Mac:** Press Cmd+P

- In the print dialog, select **Save as PDF** or **Print to PDF** as the printer.

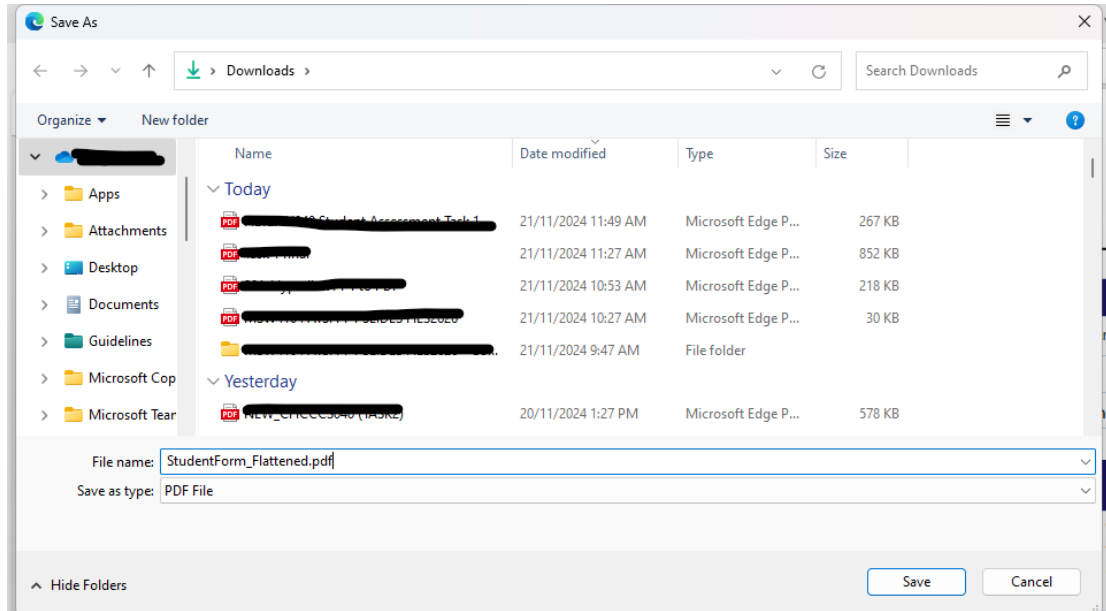


The screenshot shows a PDF viewer window with a print dialog box open. The document content is partially visible in the background, including the SCEI logo and the title 'HLTENN040 Administer and monitor medicines and intravenous therapy (Part 2) Student Assessment'. The print dialog box has the following sections:

- Printer:** A dropdown menu is set to 'Save as PDF'.
- Layout:** 'Portrait' is selected.
- Pages:** 'All' is selected.
- Buttons:** 'Save' and 'Cancel' buttons are at the bottom.

#### 4. Save the Flattened PDF

- Choose a location to save the new PDF file.



- Give the file a descriptive name (e.g., "StudentForm\_Flattened.pdf").