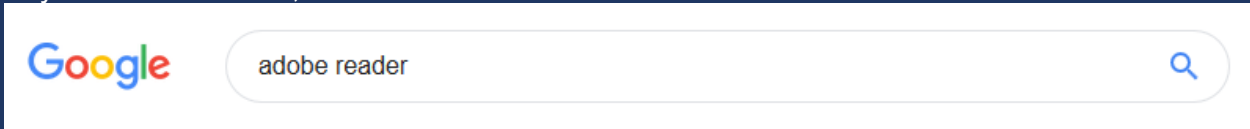


# Completing a form electronically

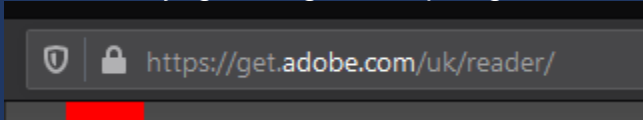


## Using Adobe Acrobat Reader Fill and Sign

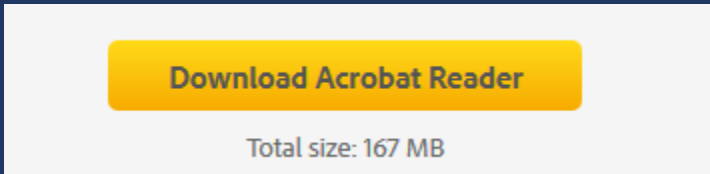
1. In your web browser, search for “adobe reader”:



Alternatively, go straight to <https://get.adobe.com/uk/reader/>:



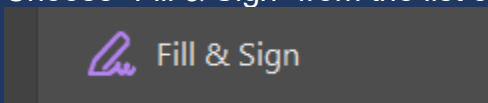
2. Click “Download Acrobat Reader” and follow the onscreen instructions:



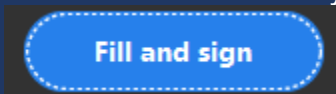
3. Open the PDF file you want to fill in electronically:



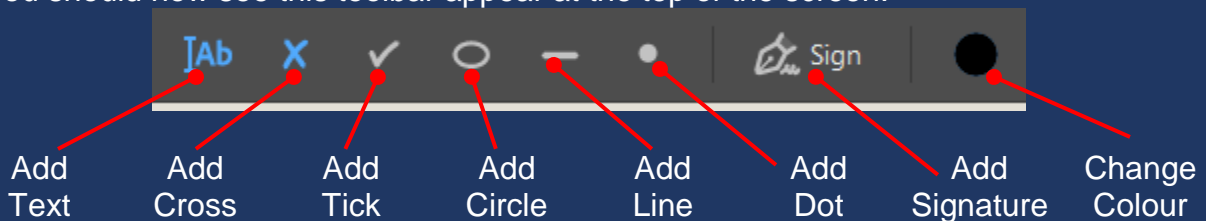
4. Choose “Fill & Sign” from the list of tools on the right side of the screen:



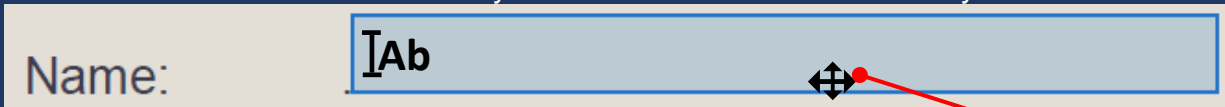
5. When asked “What do you want to do?” click “Fill and sign”:



6. You should now see this toolbar appear at the top of the screen:

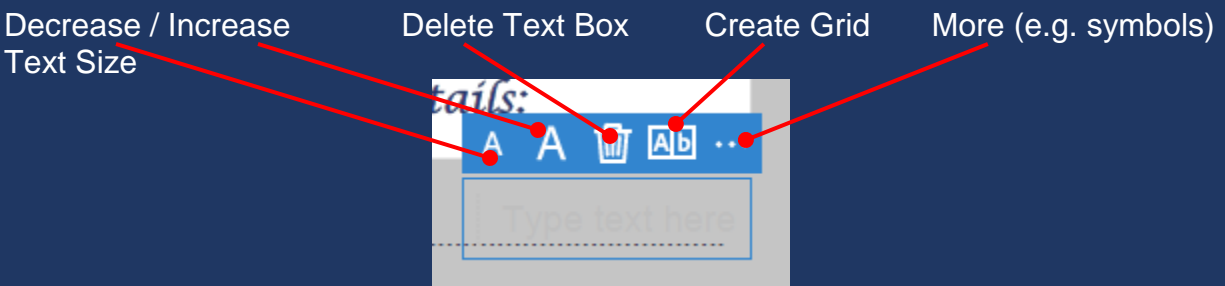


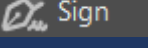
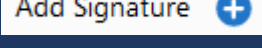

- 7. Select Add Text and place the cursor where you want to start typing or to add a symbol – Adobe Reader should automatically lock onto the closest line when you click:

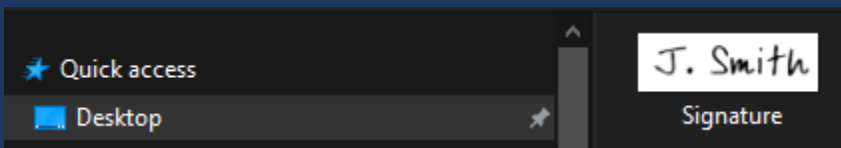


If you need to move a text box, point the arrow at the edge of the box and this symbol will appear. Hold down the left mouse button and drag the text box to a new location.

- 8. The following tools appear above the text box:

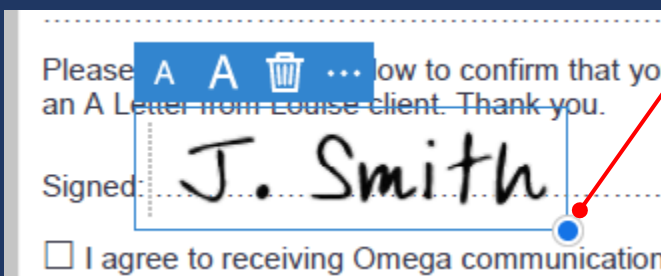


- 9. To add your signature, click  Sign, then  Add Signature + and  Image. Browse your computer to find and select the picture of your signature:



Click .

- 10. Your signature will now appear on the page as a floating object. Move it where you want it to go and click it into place. Click, hold and drag this button to resize your signature.



- 11. Don't forget to save your completed form; the save button is in the top left corner:

