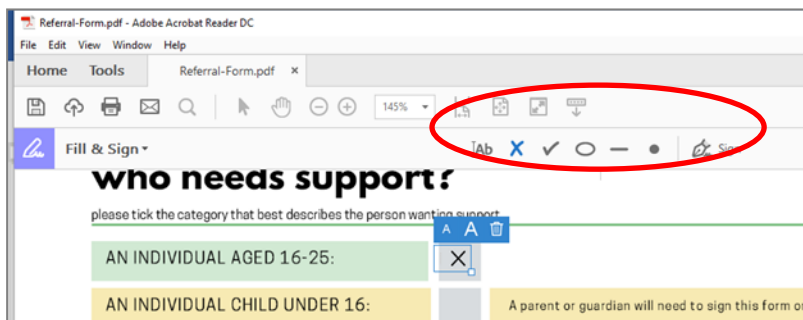
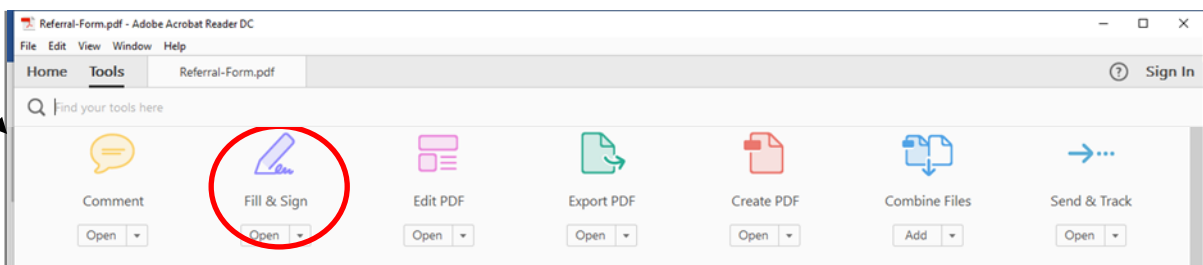
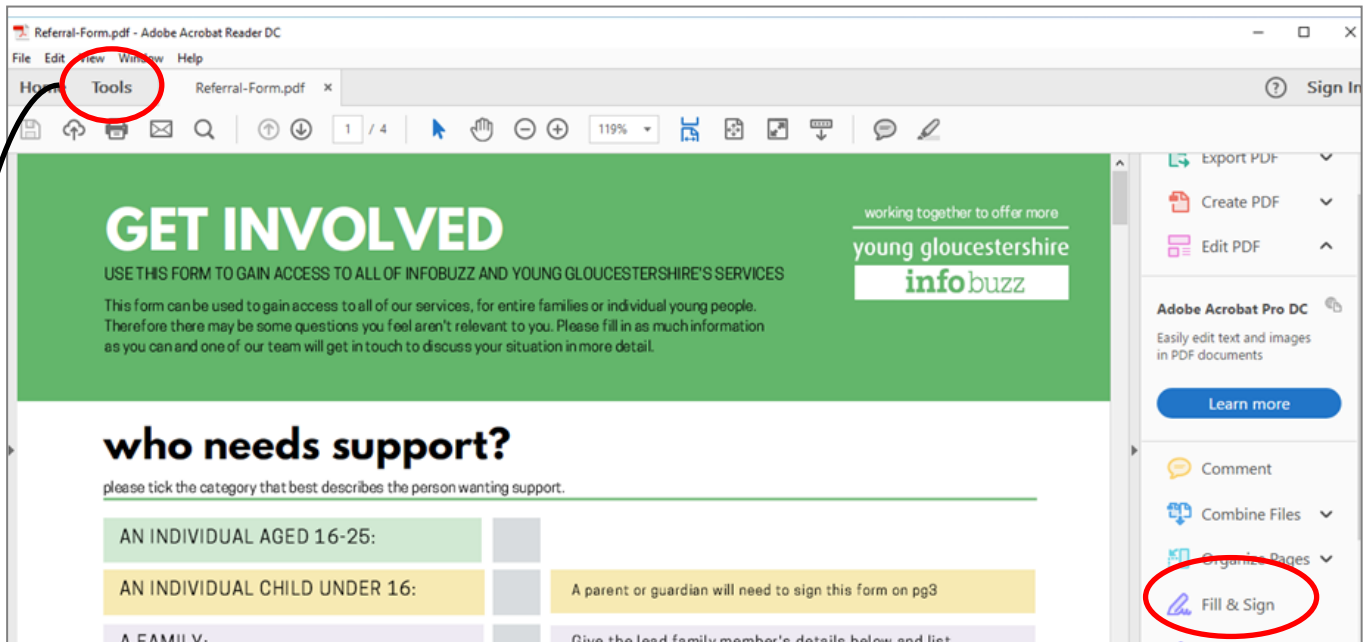


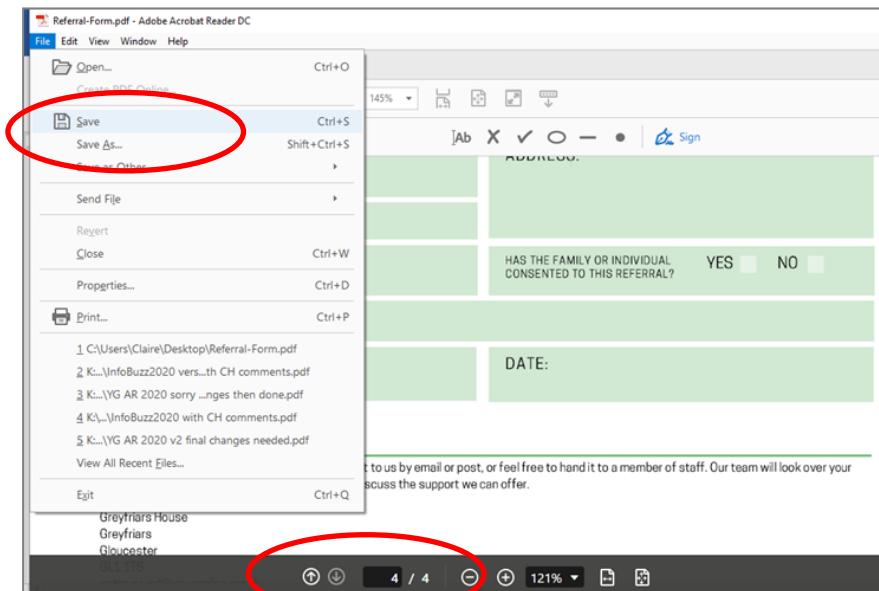
How to use fill and sign to complete a PDF form in Adobe Acrobat.

Download and save the pdf to your computer. Then open it from the place you have saved it with Adobe Acrobat Reader (It is the most commonly used program to read pdf documents.) You can download the latest version of Adobe Acrobat Reader for free here <https://get.adobe.com/uk/reader/>

Once open click on the 'Fill & Sign' icon to complete the form. You will find this in the right hand tool bar and if not, click 'Tools' in the top row and you can then add it to your tool bar by changing the drop-down to open.



Use the icons that will appear in the top rows to add text boxes anywhere on the document, ticks/crosses as needed and you can even click sign to type/draw or upload a signature.



Use the arrows at the bottom of the page to flick through a multiple page document. When finished click file and save as you would normally.

Any problems please contact Young Gloucestershire or Infobuzz where we will be happy to help you.
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