**Typing in a pdf File**

Open the PDF file by clicking on the file box.

Choose **Fill** & **Sign** from the Tools Menu at top or choose **Fill** & **Sign** from the right pane.

You will be taken to a screen which says: Who needs to fill and sign first? Click on the Me button.

Once the tool is chosen, the **Fill** & **Sign** tool is displayed.



Click on the part of the form you want to fill in, then type on the form to add text. This creates a ‘block’ of text which can be moved around on the form by dragging it.

After the fields have been filled in, save the form and rename it. Do this by clicking on the File button on the top line (left), then click on Save. Choose a name to save the form onto your computer. This form can be printed or emailed.

For an entry form, it’s a good idea to include your name in the file name.