1. Download the file to your computer.
2. Right Click on any **“.pdf**” file that you wish to fill out.
3. Click on “**Open with Adobe Reader X**”

*(*[***Click Here***](http://get.adobe.com/reader/otherversions/) *to download* ***Adobe Reader*** *if needed.)*



2.

1.

1. From the upper right menu bar select the “**Sign**” tab. T
2. then select “**Add Text**”
3. From the “**Add Text**” menu that appears select the font and the font size that you wish to use.

 (In most cases I choose font: “ **Times New Roman**” and font size “**12**”.)

1. Place the cursor and type away.



6.

7.

5.

4.

3.

1. When form is complete select “**File**” then “**Save As**” from dropdown menu.
2. Give file an appropriate name and save it in your documents folder or wherever.
3. Name must be different than original form.