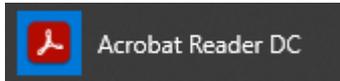


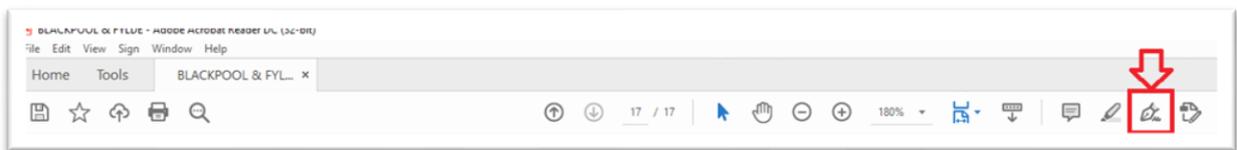
# Filling and signing documents with Adobe Acrobat Reader DC

Download and install Acrobat Reader DC from the Adobe website.

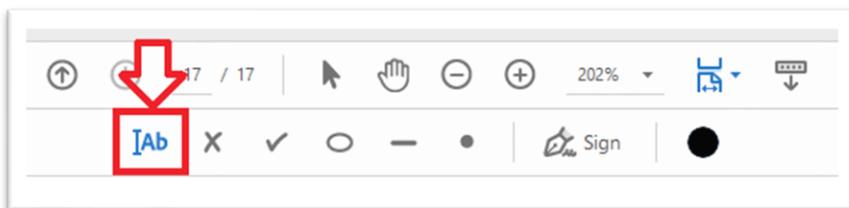


Open Acrobat Reader and then open the document to be filled and signed.

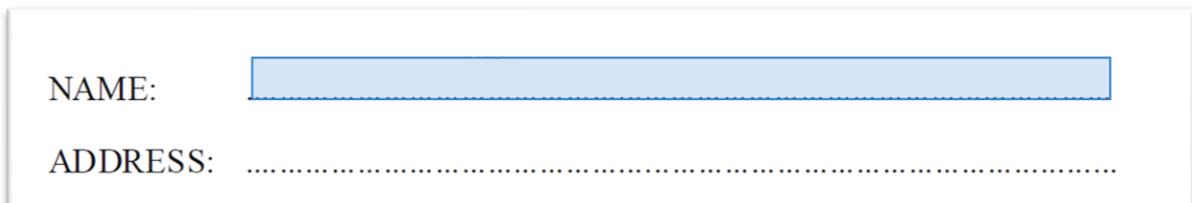
Open the Fill and sign menu by clicking on the fountain pen icon highlighted below



A menu should open below. To enter your details on the document click on the icon shown below.



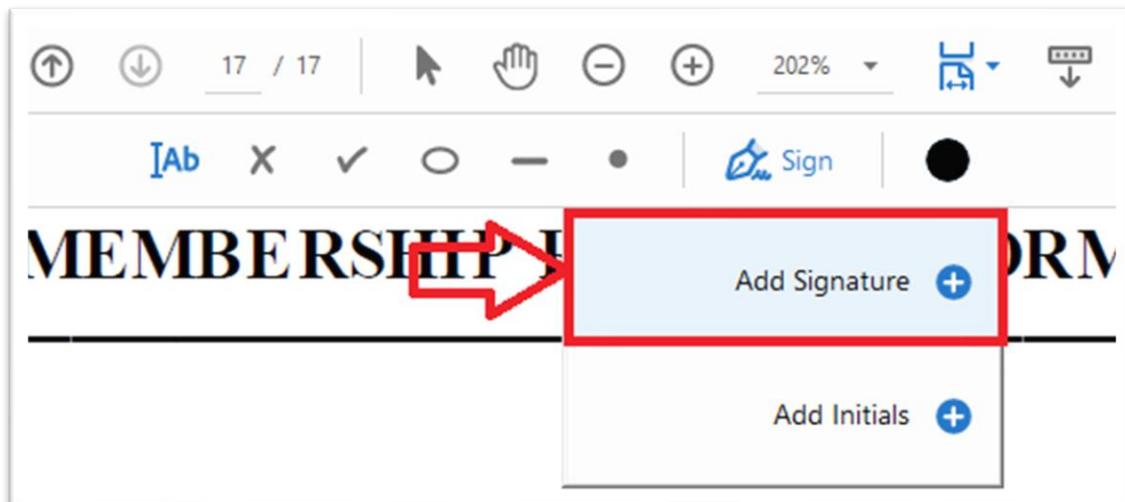
Once clicked you will be able to move your mouse pointer to the area to be filled out, a box should appear as below.



Click the left mouse button and the box will change as per the image below, you are now able to fill out the document as required. Please note that the text entered will not wrap onto the next line automatically. This must be done manually by using the mouse as before to select the next line to be filled in.



In order to sign the document you will need to add a signature. Click the sign button in the menu below to open the dropdown box then click "Add signature".



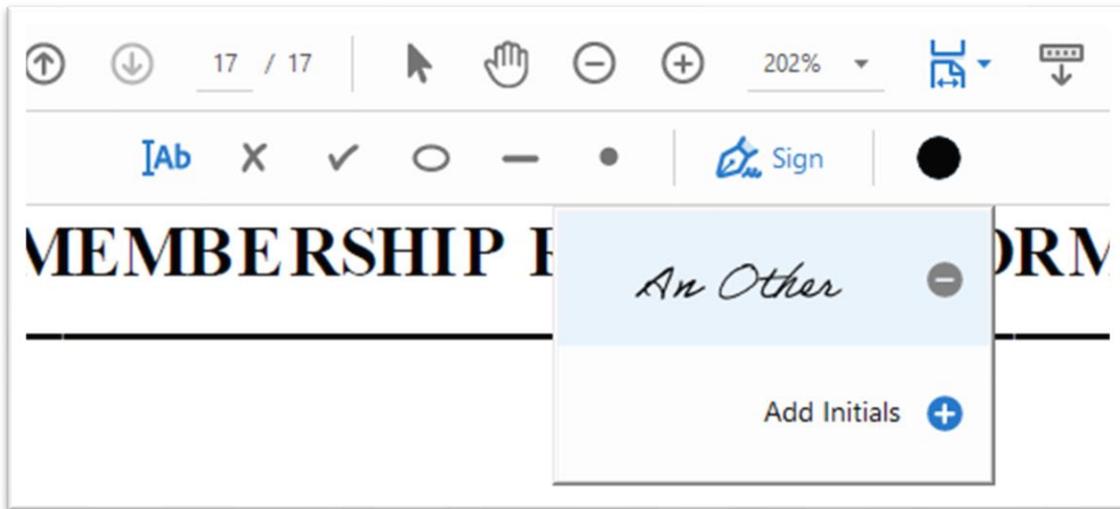
The following dialogue will then open allowing you to create a personal signature. There are options to either type, draw or upload an image of your signature. Once complete click "Apply".



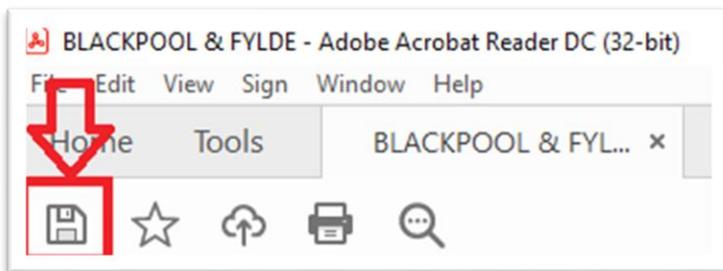
The signature you have created can then be used where needed on the document.



If Several signatures are required, you can add more by clicking the sign button and selecting the signature you have just created.



Once the document is complete save the document using the icon shown below.



The newly saved file can now be attached to an email and sent to the intended recipient.