Completing Digital Forms - Mobile Devices

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For completing a digital PDF form on a mobile device, we recommend using the **free Adobe Fill and Sign** app following the steps below.

1 Visit the app store availble on your device and download **Adobe Fill and Sign.**

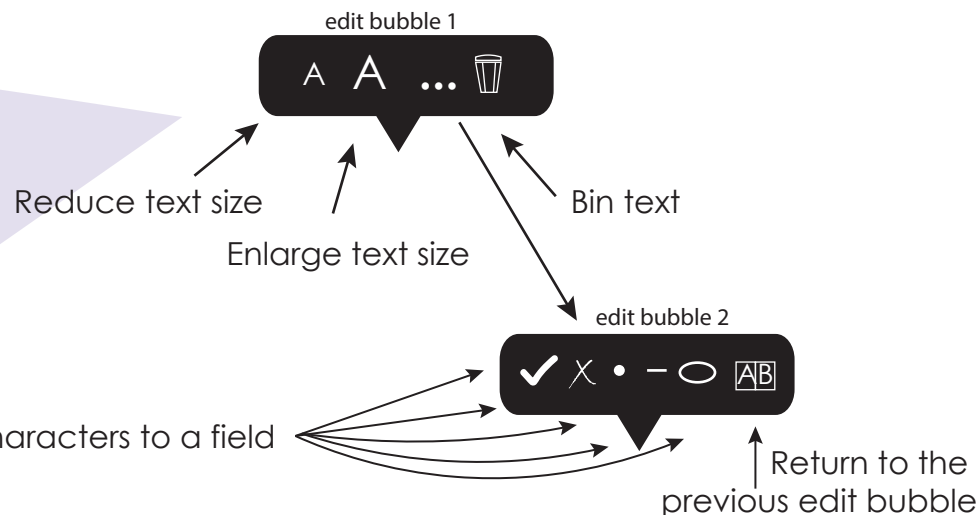**2** Open the digital form in its location on your device.

3 Using your devices available option, send the form to the Fill and Sign app, it will automatically open for completing.

4 In the app, simply tap on the forms fields that you wish to complete; your devices keyboard and an edit **'bubble'** will appear.

edit bubble 1

A A ... 🗑

Reduce text size

Enlarge text size

Bin text

edit bubble 2

✓ X • — ◯ AB

Add special characters to a field

Return to the previous edit bubble

You can also drag all information entered to better fit the information fields.

5 **If the form requires a signature: a)** Tap the field where the signature is required. **b)** Tap the ✒ icon, then using your touch screen create a digital signature in the box that appears. **C)** Tap onto the finished signature and it will be added to the field.
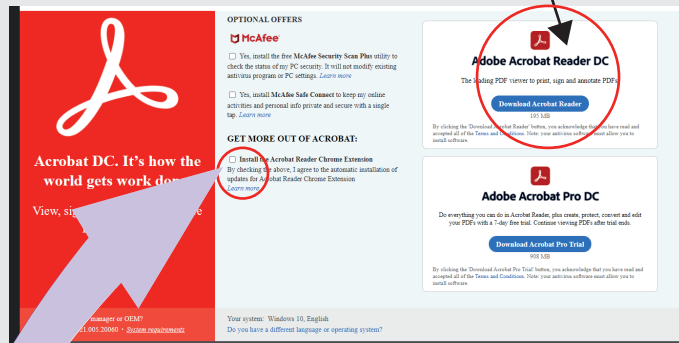
6 **Saving and Sending the form:**
If you would like to save and return to the form at a later date, tap on 'done'. Next time you open the app you will see the form listed - you can save numerous forms, and can continue completion by tapping on them.

Once you have copleted the form, you can forward it using you devices available options.

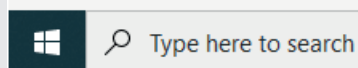# Completing Digital Forms - Desktops and Laptops

For completing a digital PDF form on a desktop or laptop you will need a PDF viewer, we recommend using the **free Adobe Acrobat Reader** software to complete and sign documents, using the steps below.

1 Download **Adobe Acrobat Reader** from:
https://get.adobe.com/uk/reader/

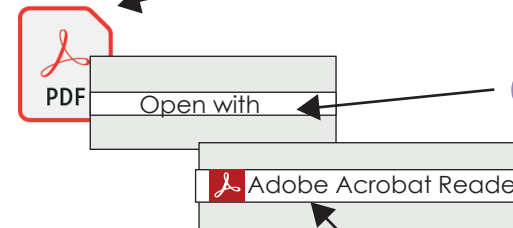**2** Download the digital PDF form that you have been asked to complete

3 **Locate the downloaded form.**
If you are not sure where it has been saved to, you can use your devices search box and type name of the form, and select it from the search result.

⊞ 🔍 Type here to search

You can also open a digital form within your web browser by selecting 'Install the Acrobat Reader Chrome Extension'. (The extension does not support capabilities such as the digital signature feature.)

4 **Opening the form** using **Adobe Acrobat Reader:**

a Right click on the PDF form thumbnail to open the pop up option menu (b)

PDF

Open with

b On the pop up menu hover over 'open with'

Adobe Acrobat Reader

c Select Adobe Acrobat Reader from the options menu, the form will automatically open in the editor.

5 **Complete the form** by clicking on the text boxes. If the form requires a signature select the ✎ icon, this will allow you to sign (draw) or to add an image of your signature from your saved files.
When you are finished click 'apply'.

6 **Save and send your form**
From the top left menu click **file** ➔ **save as**
You can now email the completed form as an attachment using your chosen account, or by clicking ✉ you can save an email account to the app, enabling one click sending.
Do not save your email account if your are using a shared/public device.