

PDF editing guide



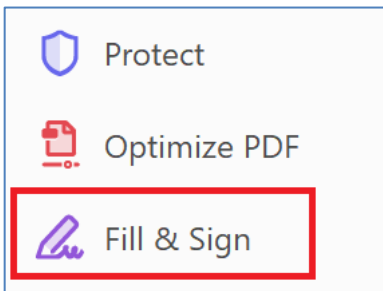
1. Introduction

This guide explains how to fill in forms which are in the PDF format.

This format means that you don't need to print the form to complete it. It can be filled in and signed easily on your computer or other device and then returned via email.

2. Filling in the form

Once you've read the document in full and are ready to complete the form, scroll to the page that needs completing. In the tool bar on the right-hand side of the document select Fill & Sign:



If you can't see the toolbar on the right, click on View in the top left of the window and then choose Tools, Fill & Sign and then Open.

The Fill & Sign bar will appear at the top of the document:

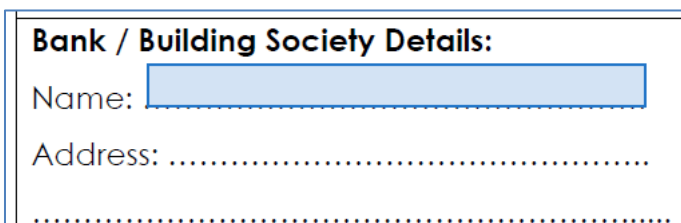


Your cursor will change to:

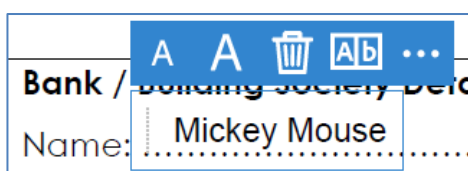


3. Typing text

Move the cursor to where text is needed. A box will appear:

A screenshot of a form field titled 'Bank / Building Society Details:'. It contains three input lines: 'Name:' followed by a light blue text box, 'Address:', and a third line of dots '.....'.

Click within the box and type the text:



When finished with that box, click outside off the box on the form. The text typed will be shown on the document:

Bank / Building Society Details:
Name: Mickey Mouse

Move the cursor to the next line to be updated and click to produce another box:

Bank / Building Society Details:
Name: Mickey Mouse

Address:

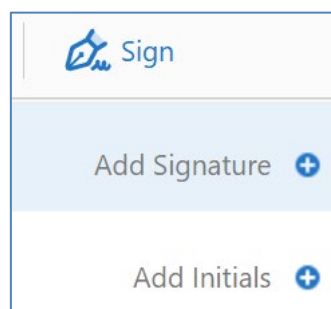
Continue adding text until you've completed all of the areas.

4. Signing the document

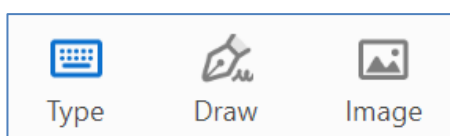
At the top of the screen in the 'Fill & Sign' bar there is a 'Sign' button:



When you click on 'Sign', two options will appear below, select 'Add Signature':



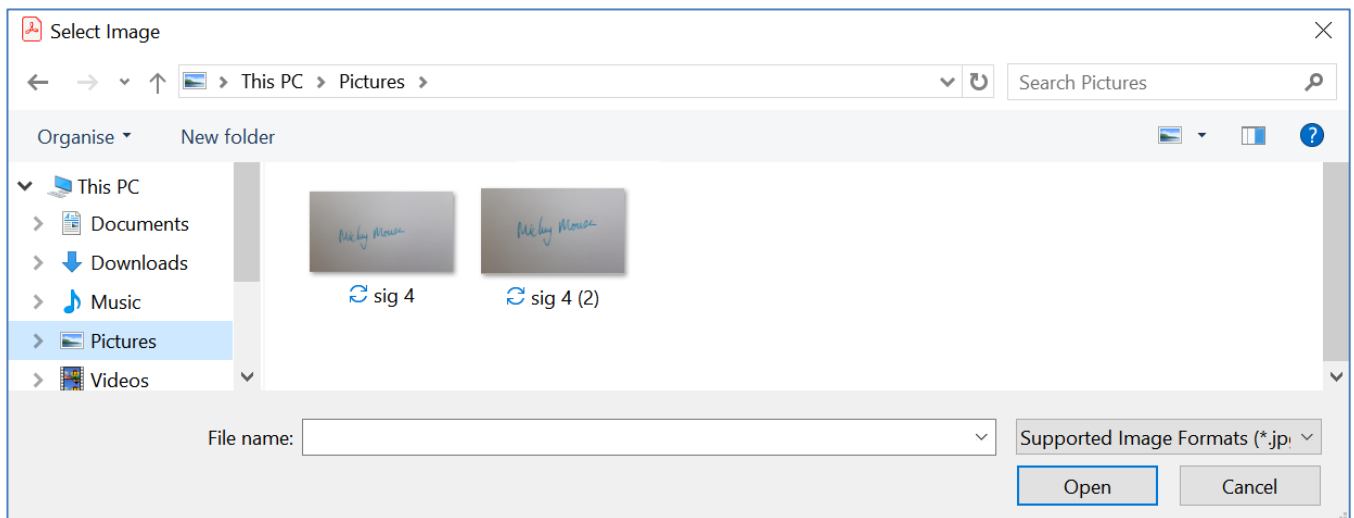
There are 3 options for signature – Type, Draw or Image:



Only 1 option can be selected.

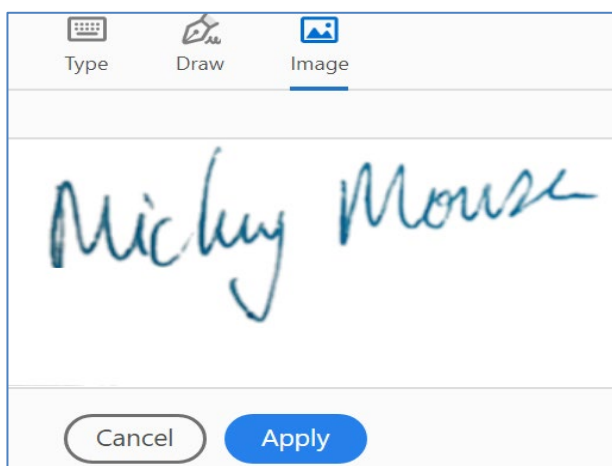
The best option is 'Image' which allows you to insert an image of your actual signature. Sign a piece of paper and take a colour photograph using a smartphone, tablet or digital camera and then save it to your device.

Image option: When Image is selected you will need to locate the image on your device:



Select the image and click on 'Open'.

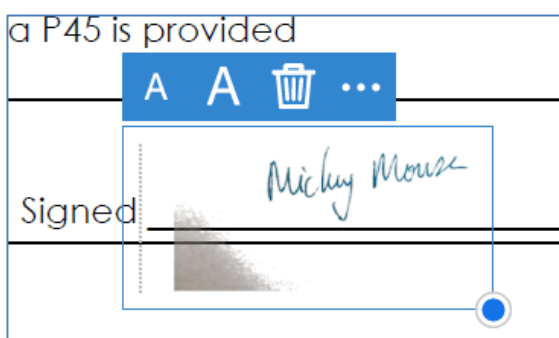
The image will appear in the signature box:



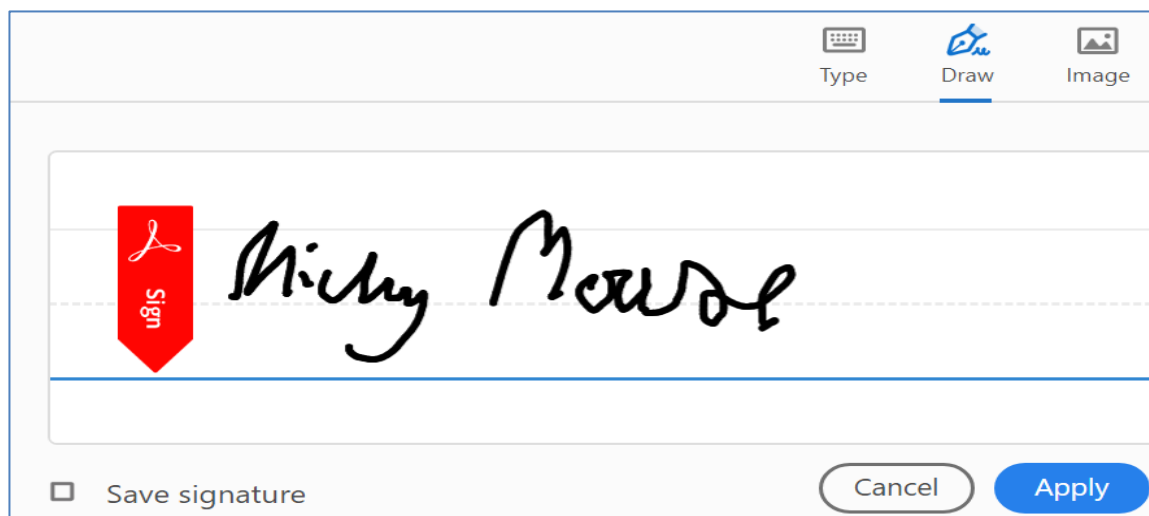
Click 'Apply'.

The signature image now appears on the document. You can resize and move the image box as necessary.

Place the image where needed:



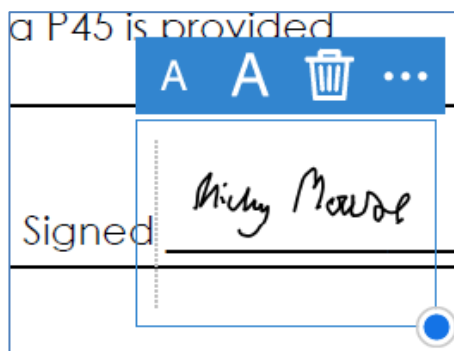
Draw option: Use the mouse or touch pad to draw your signature:



Click 'Apply'.

The signature now appears on the document. You can resize and move the image box as necessary.

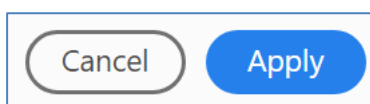
Place the image where needed:



Type option: simply type your name into the space provided. You can change the font style by clicking on the Change style drop down list:

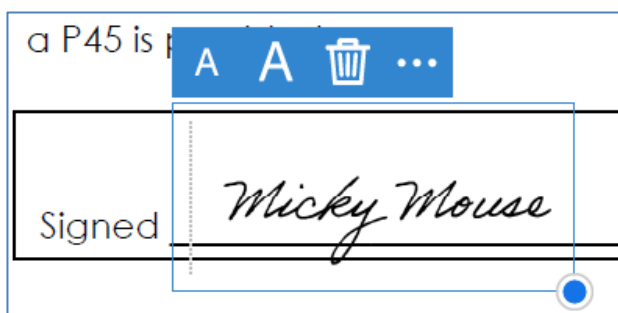


Click 'Apply':



You can resize and move the image box as necessary.

Place the image where needed:



Tips

If anything in the text box (words, numbers, signature) is the wrong size. The **A A** can be used to decrease or increase text size.

If you'd like to remove the text at any point, click on the text so that the window appears around it and select the little bin symbol:



5. Save the document

Once completed and signed, save the amended document using 'File', then 'Save As':

