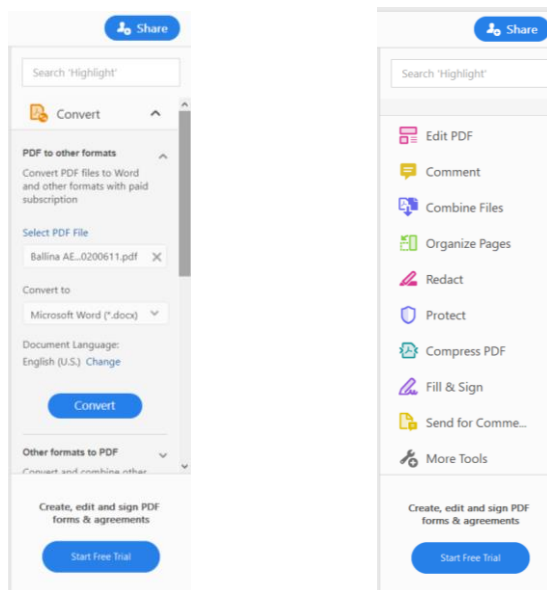


Editing pdf documents

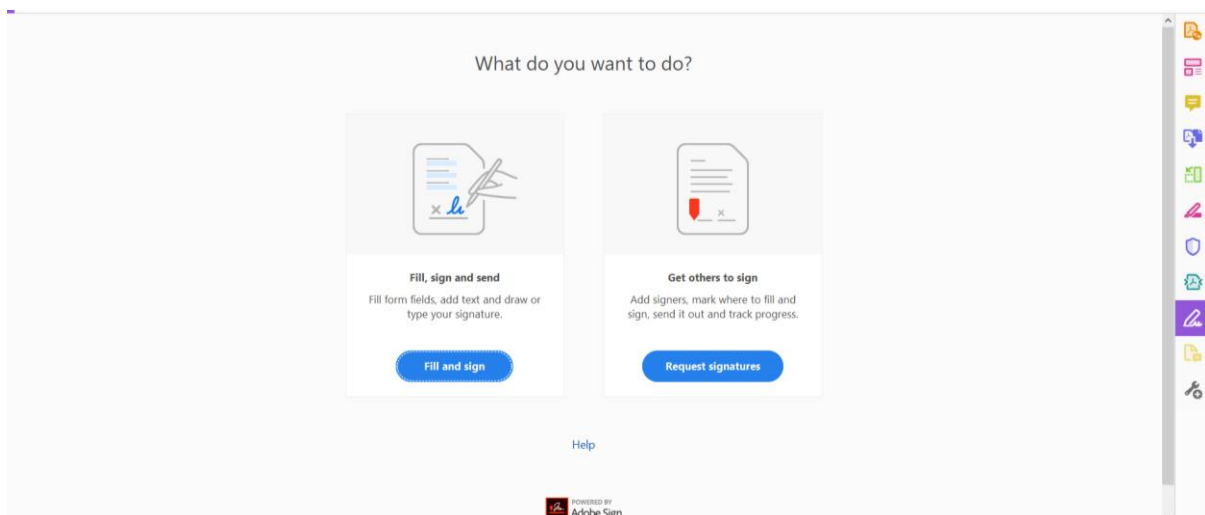
If you ever want to “write” on pdf documents via a computer, use the following steps:

1. Sign your name on a sheet of paper and scan the signature (preferably as a jpg picture file) and “crop” it using the “Picture tools” drop-down menu so that the image of your signature just fits inside the cropped image. If you don’t need to “sign” any pdf documents, this step can be missed for now. You can come back to this step at any time.
2. Open the pdf document you want to “write” on.
3. Make sure that you can see the “side bar”. Depending on the version of the pdf reader that you have, it could look like one of the following two:

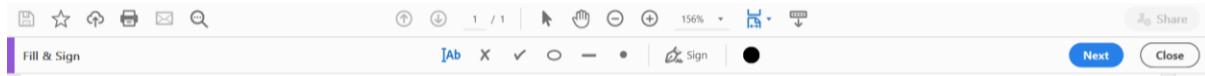


If you see the one on the left, scroll down until you reach the area that you can see in the second image

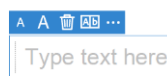
4. Click on the “Fill & Sign” link (third from the bottom in the second image above) and the following screen appears:



- Click on the “Fill and sign” button and a new page opens up with the following headers:



- A cursor (like the blue one to the left of the bottom row above) will also appear. Move that cursor to where you want to type and click the left button on your mouse or the equivalent on the touchpad of your laptop.
- A text box, like the one below, appears, with the cursor inside it. Type as normal (text size can be changed, font is fixed)



- When finished typing, if you do not want to “sign” the document, simply save the document as normal. You are finished. However, if you want to “sign” the document, if you have not yet completed Step 1 above, now is the time to complete that step. Once Step 1 is completed, click on the “Sign” link in the header (to the left of the black dot).
- A dialogue box drops down and if this is the first time that you use this feature, you will be asked to insert your signature into the box. Go to the signature that you prepared at Step 1 above and drag it into the drop-down box (it is easier if the signature is on the desktop for this step). From there, click on and drag your signature to the location where you need it in the pdf document. You can have two signatures in this box.
- Save the document. The document is complete, but once the signed document is saved, it cannot be edited further.