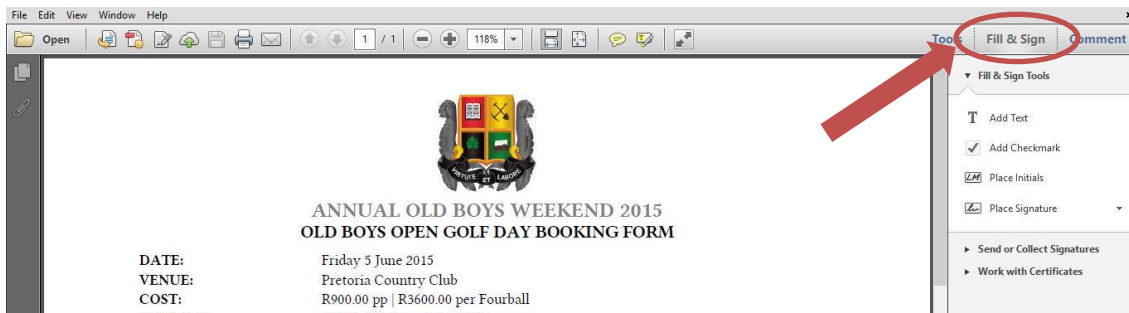


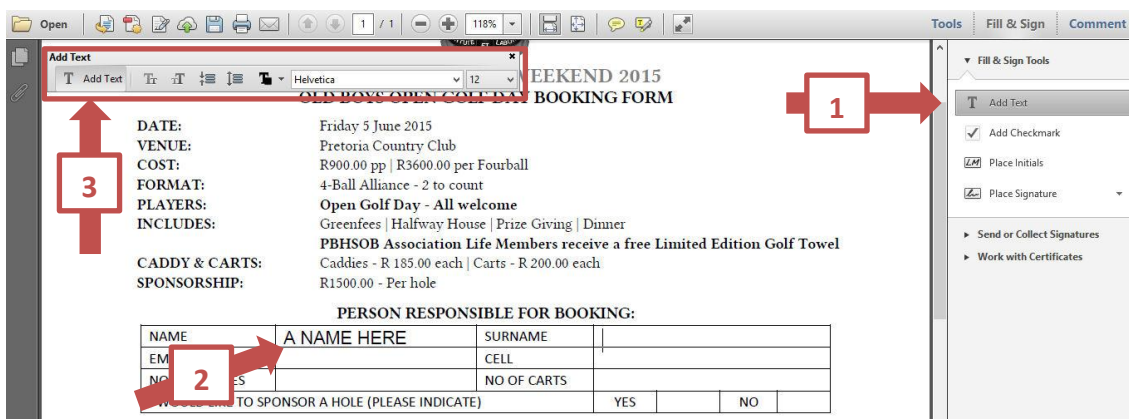
## HOW TO COMPLETE PDF FORM WITHOUT PRINTING & SCANNING

Open the PDF form (double click)

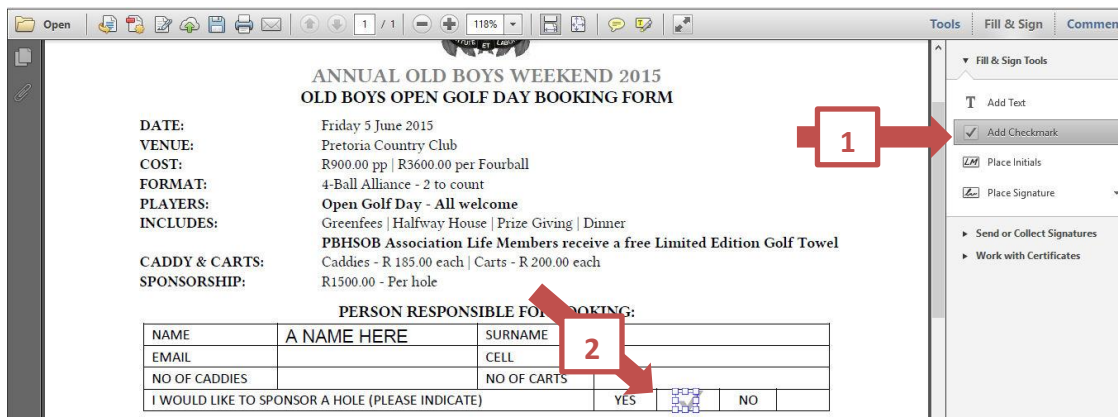
Click on **Fill & Sign** in the top right-hand corner



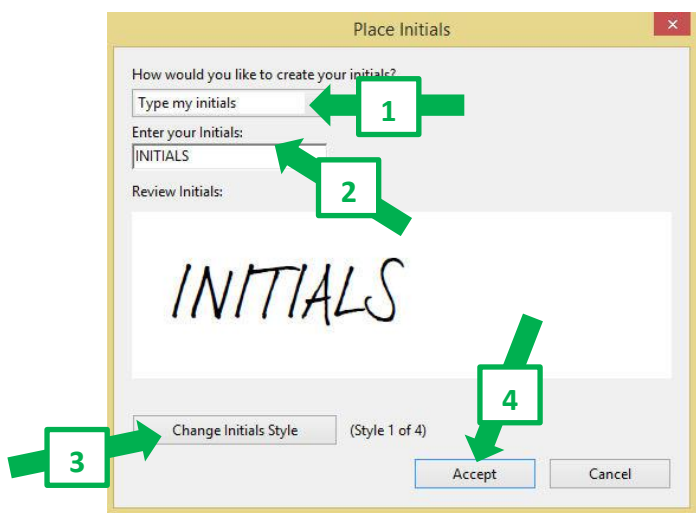
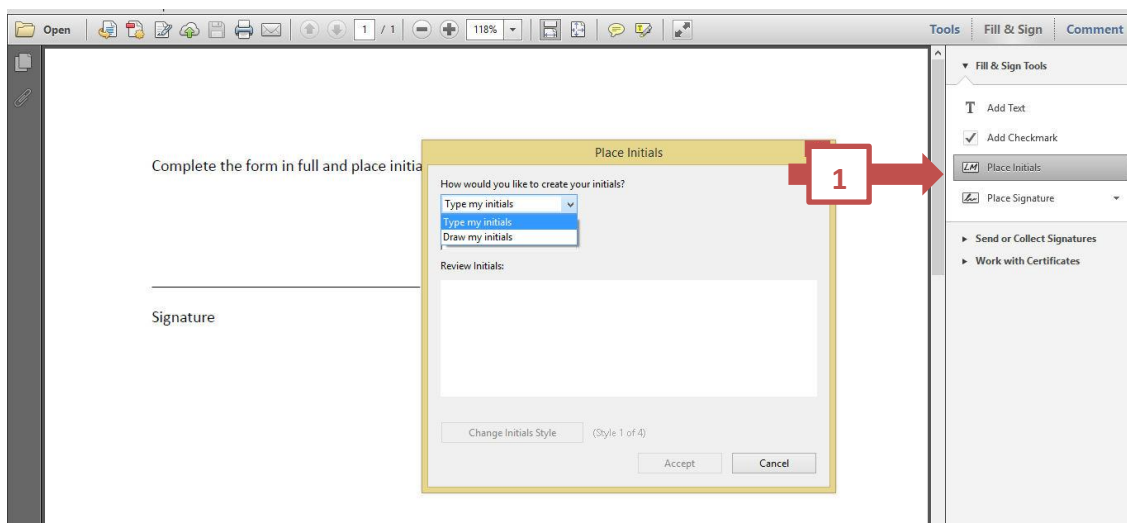
- To add text:
1. Click on the **Add Text** button to select it
  2. Click on the form where you want text to display and start typing
  3. You can change the font, size, colour and so forth of the text using the text editor



- To add a Checkmark:
1. Click on Add Checkmark to select it
  2. Click on the form where you want to place the check mark



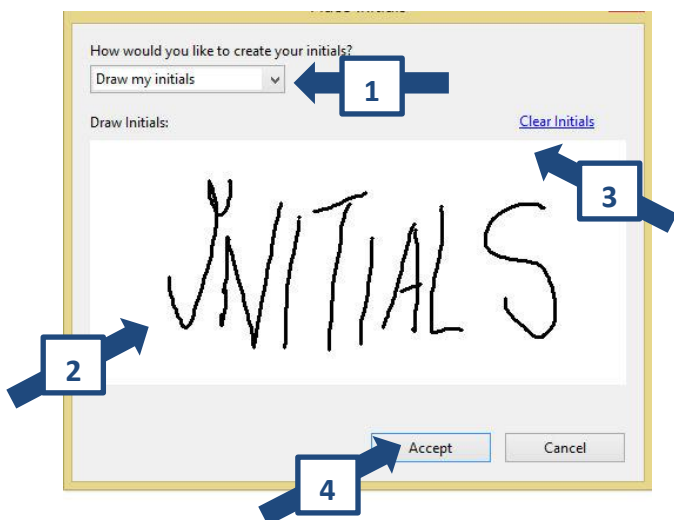
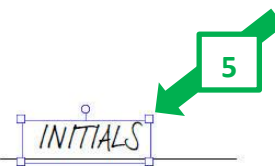
- To place initials:
1. Click on **Place Initials** to select it
  2. Select an option from the pop up menu:  
**Type my initials** or **Draw my initials**



### To type initials:

1. Select **Type my initials** from the menu
2. Type your initials in the space provided
3. Change the style of your initials if you want to
4. Click on accept when done
5. Place initials on the form

in full and place initials here:



### To draw initials:

1. Select **Draw my initials** from the menu
2. Draw your initials in the space provided
3. Click on Clear Initials to start again
4. Click on accept when done
5. Place initials on the form

orm in full and place initials here:



To place a signature (Similar to place initials)

1. Select **Place signature** from the menu
2. Select an option from the menu "**How would you like to create your signature**"
3. Click accept when done
4. Place signature on the form