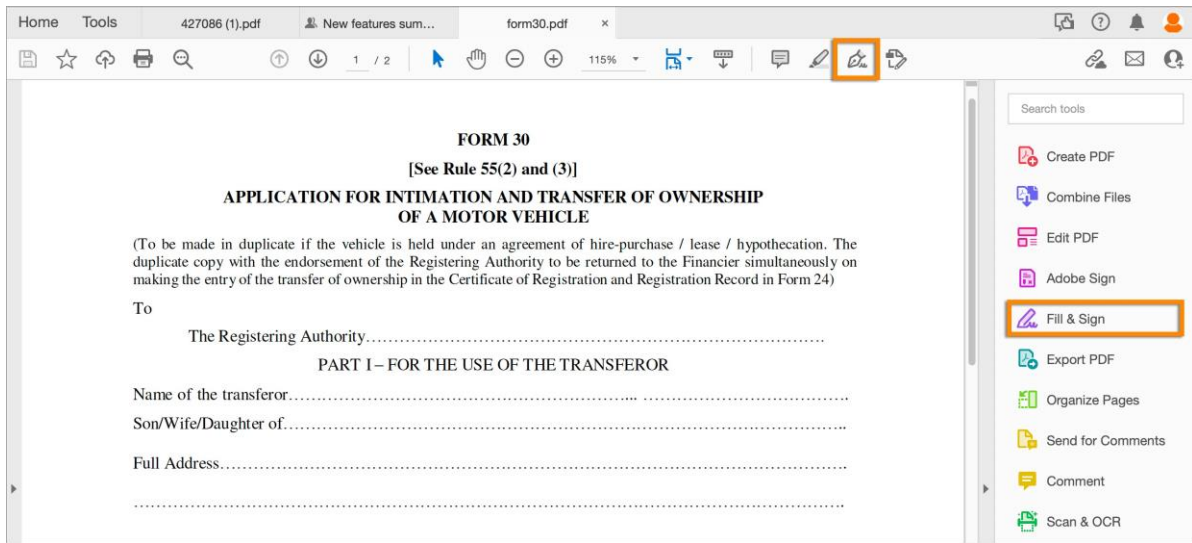


Fill and sign PDF forms

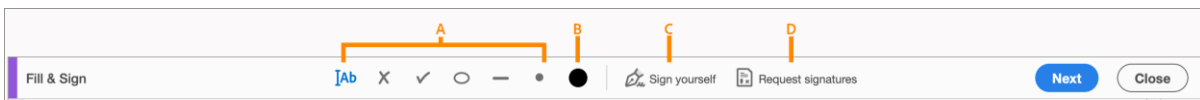
Use the Fill & Sign tool to easily fill, sign, and send your forms or documents electronically. This document explains how to fill, sign, and send your forms from your desktop using Acrobat or Reader.

How to fill out your PDF form

- 1 Open the PDF document or form in Acrobat or Acrobat Reader.
- 2 Click Fill & Sign in the right pane, or click the Sign icon in the toolbar.



- 3 Click Fill and Sign. The specific tools and options are displayed in the toolbar. Use them to fill out your form.



A. Annotations to fill the form B. Choose color C. Sign form D. Request signatures.

- 4 Hover the mouse over a form field and if you see a blue box, continue with this step (otherwise skip to the next step):
 - If you see a blue box over a form field on hover, that means the form is fillable or interactive - it contains fields that you can select or fill in. Click anywhere in the blue box, the cursor is placed at the right position automatically. Type your text to complete the field.
 - Similarly, for a checkbox or a radio button, click in the field to select the option.

Form X-5 Department of Human Resource	Employee xxxxx Certificate Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	2018
Type or print your first name and middle initial.	Last name	Social Security Number
Home address (number and street or rural route)	Single <input type="checkbox"/>	Married <input type="checkbox"/>
Please see the comments somewhere.		

Hover the mouse to display the detected text field

Single <input checked="" type="checkbox"/>	Married <input type="checkbox"/>
Please see the comments somewhere.	
If your last name differs from that shown on your social security card, check here <input type="checkbox"/>	

Checkbox field auto-detected

5 Hover the mouse over a form field and if you see no blue box, that means it's a flat form. You can manually fill or add text.

- Click Add Text [Ab] in the toolbar. Click at the place in the document where you want to add the text, and then start typing.

Form X-5 Department of Human Resource	Employee xxxxx Certificate Some descriptions of this form. Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	2018																		
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⋮	Type text here																			

- Use the field toolbar to make appropriate changes:
 - To resize a field, use the font up or down button in the toolbar - the first two buttons from left.
 - To move a field, move your pointer closer to field border until you see the drag handle, and then hold and move the field as required.
 - To delete a field or typed text, click the trash button.
 - To convert a normal text field into the comb field or vice versa, click the comb button - the second button from the right.
 - To use annotations or symbols, click the Options menu ⋮ and select the annotation.
- Use Comb fields to fill or add text in continuous boxes in a line/row. The Comb field spreads the user-entered text evenly across the width of the text field, as shown below. While you are typing, if the characters do not fit in each box, adjust the spacing with the grab handle where the resize here points in the image above.

Form X-5 Department of Human Resource	Employee xxxxx Certificate Some descriptions of this form. Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	2018																
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⋮	Type	text	here	⊕														
City or town, state, and ZIP code	If your last name differs from that shown on your social security card, check here <input type="checkbox"/>																	


- Use Crossmark, Checkmark, and Dot to fill in check boxes and radio buttons. Use the Circle to circle text or the Line to strike out text. Click an annotation in the toolbar to select it, and then click on the form where you want to place the annotation. (Each click places the selected annotation at the respective location on the form.)

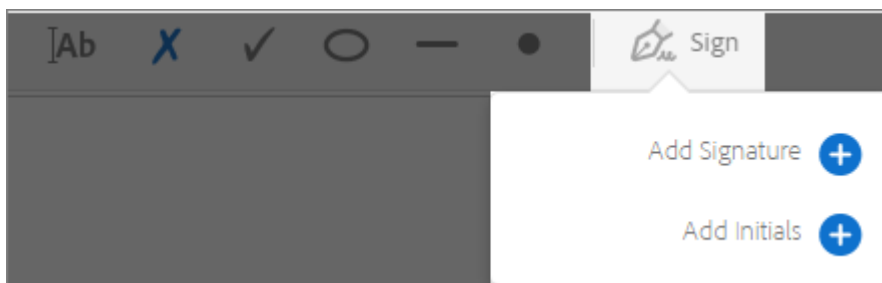


Note: Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.

How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

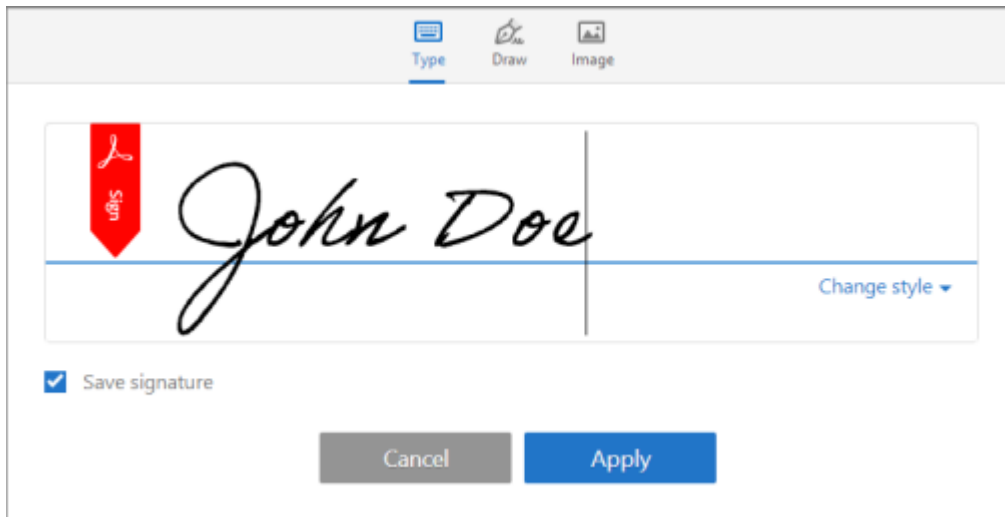
- 1 Open the PDF document or form in Acrobat or Reader, and click Fill & Sign in the right pane.
- 2 Click the Sign icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

- 3 If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click Apply, and then click at the place in the PDF where you want to place the signature or initial.

- 4 To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

Note: If you want to use an image as your signature:

- ◆ Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- ◆ Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- ◆ Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.