

## Using PDF forms

The new **Adobe Reader** app allows full use filling forms, without the creator of the form needing to make what we used to call a SPECIFIC “fillable form.” You will need to download the most recent (FREE) version of **Adobe Reader DC**, and a little patience.

These forms are in PDF: Acceptance Agreement, Medical Release, and Invoice.

1. Download Adobe Reader DC, if not already on your computer. ON YOUR BROWSER ASK IT TO FIND: **Adobe Reader DC free download**.
2. While in your new Adobe Reader app, open the form you wish to complete.
3. When you can see the form, go to the upper left-hand corner of the screen and click on TOOLS.
4. When the TOOL page appears, Click on FILL AND SIGN.
5. You should be able to type directly into the form blanks. Be sure to click the blank at its left beginning or you may run out of room.
6. When you have completed the form. Print it, sign it, and MAIL it to Ramona Cummings.

Note: for now the signing option on your computer is not recommended except for deep-dish techies. Next year the Board may approve your submitting all this electronically, but right now there are a few minor glitches between Apple and PC use that makes this a shaky decision.

OR . . . . .

The computer “fillable form” is just a convenience, and not required, **provided your penmanship is printed, and very clear**. Just print the form and complete it, then mail.