Instructions for use of the fillable .pdf files

The fillable forms:
- Can be completed on PC using latest version of Acrobat Reader (version xi)
- Can be saved on PC or emailed using latest Acrobat Reader
- Can be filled on iPad using Acrobat Reader (not the built-in Apple app)
- Can be emailed from iPad using Acrobat app

iPad instructions
- Download the free Adobe for ipad app
- Open file from email (will use Apple app by default)
- Tap on the open file to open a menu at the top right of the document
- Tap on the arrow icon and select "Open in Adobe Reader"
- Fill in the blue/gray fields
- Tap on white background to the side of the document to open the menu
- Tap on the arrow icon and select "E-mail document".
  - Either format should be good – "Share original" allows for further editing, "Share flattened" makes the fields part of the text – not editable.
  - Send email from mail program as usual

PC instructions
- Make sure that Acrobat Reader xi or above is installed (otherwise you can't save or email the complete doc although you may be able to print it)
- Complete the form by filling in the blue/gray fields
- Select **File – Send File** or **File – Save As** to email or save the completed form