

How to write on a PDF-File

Please follow the below instructions:

01. Make sure you have a PDF-Reader, such as Adobe Acrobat.
02. If not, please go online, and download Adobe Acrobat Reader for free.
03. Open your PDF-File in Adobe Acrobat, and go to where you want to write.
04. Above your Document, you should see a strip of icons across your screen.
05. About two-thirds of the way to the right, you should see a Fountain-Pen icon.
06. If you hover your cursor above that icon, you should see a message saying "Sign Document".
07. Left-click on the Sign-Document icon, and another strip should drop down, called Fill & Sign.
08. Now your cursor should have become an icon which looks more or less like this: IAb.
09. If you want to change the colour of your font, then look for a coloured dot on the far right.
10. Left-click on the dot and some options for changing the font colour will drop down.
11. Move your cursor to where you want to write and left-click on that exact spot.
12. A field for writing will appear and you will be able to type into that field.
13. Type as far along the page as you have the space to go.
14. Press your Return key to expand the field down on your PDF.
15. When finished, move your cursor to the next place you want to write.
16. Left-click your cursor, start to type and use the Return key to create space downwards.
17. Make sure that you Save all your notes on the PDF-file for your reference.