

## Completing PDF forms on line.

Download the form and save it somewhere you can find it again.

Open the form in Adobe Reader (download and install if you have not already got it). On the right hand margin of the Reader window, towards the bottom of the icons down the side, select 'Fill & Sign'. You will now be able to position the cursor on each of the various fields that need to be completed. Click to enter Typing mode (some fields need to be clicked twice!) and type away!

Tips and tricks for non-text entries:

To highlight a choice, e.g. Room Type or Departure Point, in Typing mode, click on the three dots to the right of the blue area that appears above the cursor, and then on the oval that appears. It can be repositioned or resized if it's not quite how you want it.

To enter a tick or a cross select that from the blue area as above: again that can be positioned or resized (using the blue dot on the bottom right corner) as required.

For a signature just type your name, or if you really want to an image can be inserted by clicking on 'Sign yourself' above the document. If you have a stylus you may be able to draw an acceptable signature in the box provided, but much easier to click on the Image icon and import a file containing an image of your signature. That can be created by scanning or photographing your signature on a piece of paper.

The completed document can be saved and emailed. There is an email option within Adobe but that seems unable to pick up your default email program and looks more complicated to use so probably best to ignore and send it as an attachment via your normal email system.