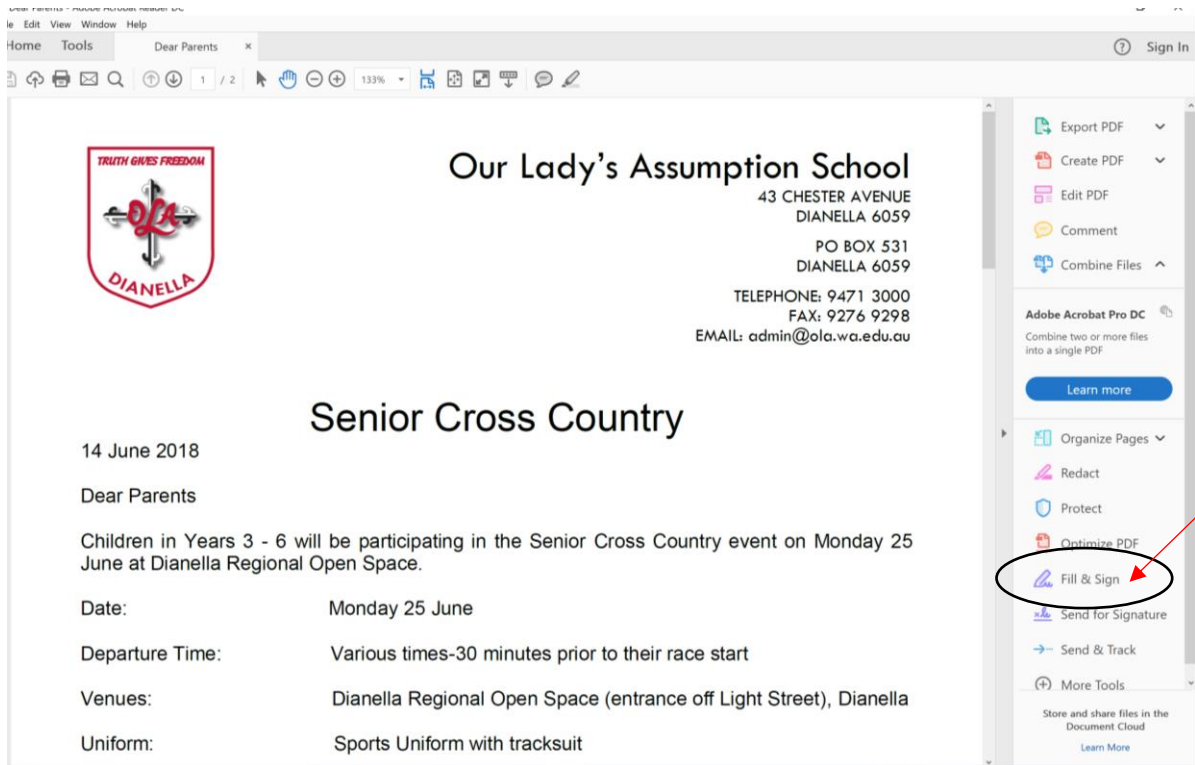


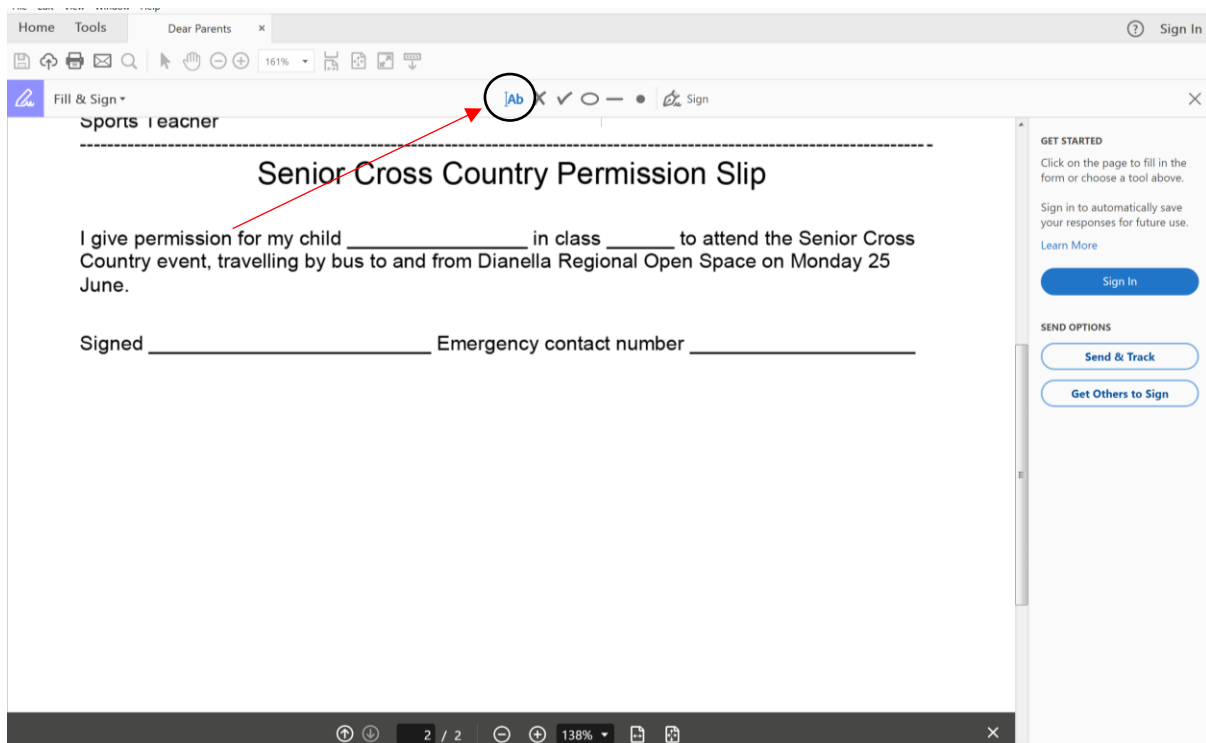
Completing an Online Form

1. Open PDF document in Adobe

2. Click on *Fill & Sign*



3. Scroll to the part of the form that needs to be completed and select the **Ab** (text) option to type into the form



4. Click in the space that needs to be filled out, this will open a text box and allow you to type

The screenshot shows a web browser window with a document titled "Dear Parents". The document is a "Senior Cross Country Permission Slip" from "sports teacher". The text reads: "I give permission for my child Joshua B** in class _____ to attend the Senior Cross Country event, travelling by bus to and from Dianella Regional Open Space on Monday 25 June." Below this, there are lines for "Signed _____" and "Emergency contact number _____". A text box is open over the name "Joshua B**", showing a toolbar with a font color icon (A), a font size icon (A), and a text color icon (A). The right sidebar contains a "GET STARTED" section with a "Sign In" button and a "SEND OPTIONS" section with "Send & Track" and "Get Others to Sign" buttons. The bottom status bar shows "2 / 2" and "138%".

5. Repeat this for all spaces that need to be filled out

The screenshot shows the same web form, but now all the fields are filled out. The text reads: "I give permission for my child Joshua B** in class 2* to attend the Senior Cross Country event, travelling by bus to and from Dianella Regional Open Space on Monday 25 June." Below this, the "Signed" line is filled with a signature, and the "Emergency contact number" line is filled with "123456789". Red arrows point to the filled-in fields. The right sidebar and bottom status bar are the same as in the previous screenshot.

6. Once you have completed all spaces you will need to sign the form. Click on the **Sign** icon

Please note: Once you sign the form and save it, you cannot make any further changes to the text you have entered)

Senior Cross Country Permission Slip

I give permission for my child Joshua B** in class 2* to attend the Senior Cross Country event, travelling by bus to and from Dianella Regional Open Space on Monday 25 June.

Signed _____ Emergency contact number 123456789

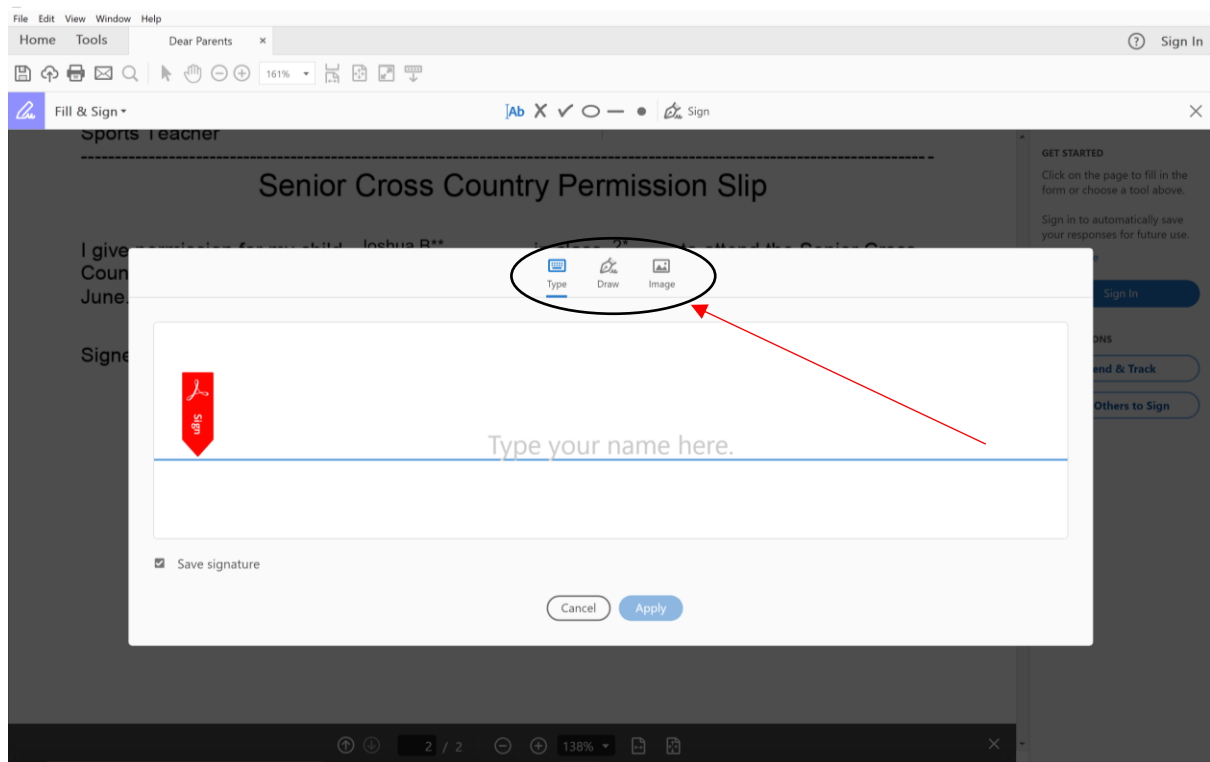
7. Select **Add Signature**

Senior Cross Country Permission Slip

I give permission for my child Joshua B** in class 2* to attend the Senior Cross Country event, travelling by bus to and from Dianella Regional Open Space on Monday 25 June.

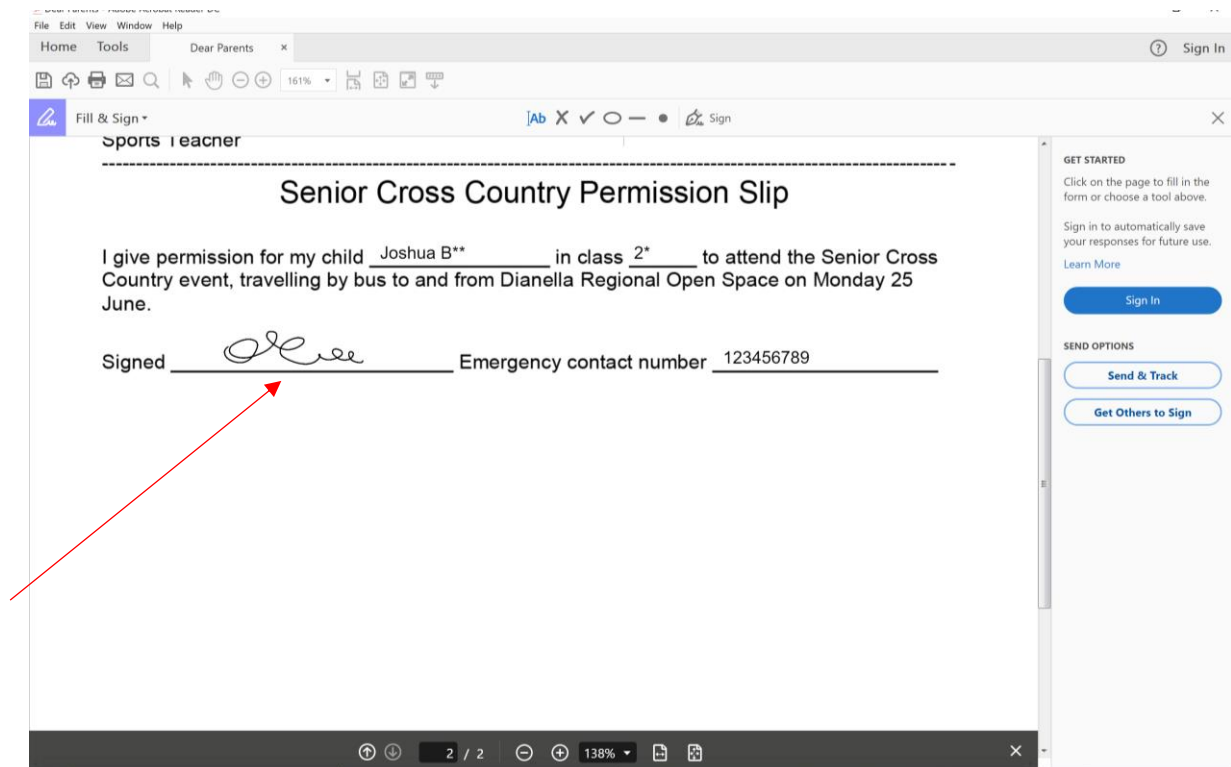
Signed _____ Emergency contact number 123456789

8. The screen below will open and allow you to choose to; type in your signature, draw it using your mouse or touch screen, or insert an image of your signature.

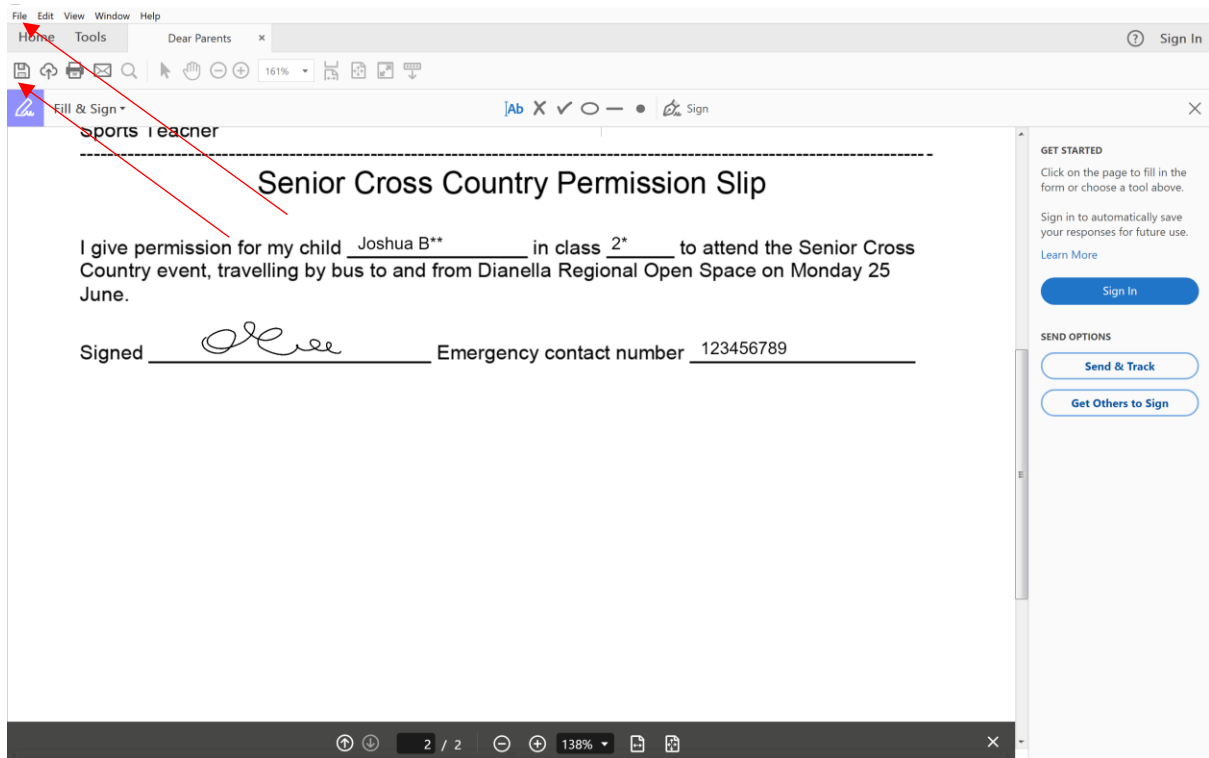


9. Once you have placed your signature in, click *Apply* and your signature will be inserted into the document.

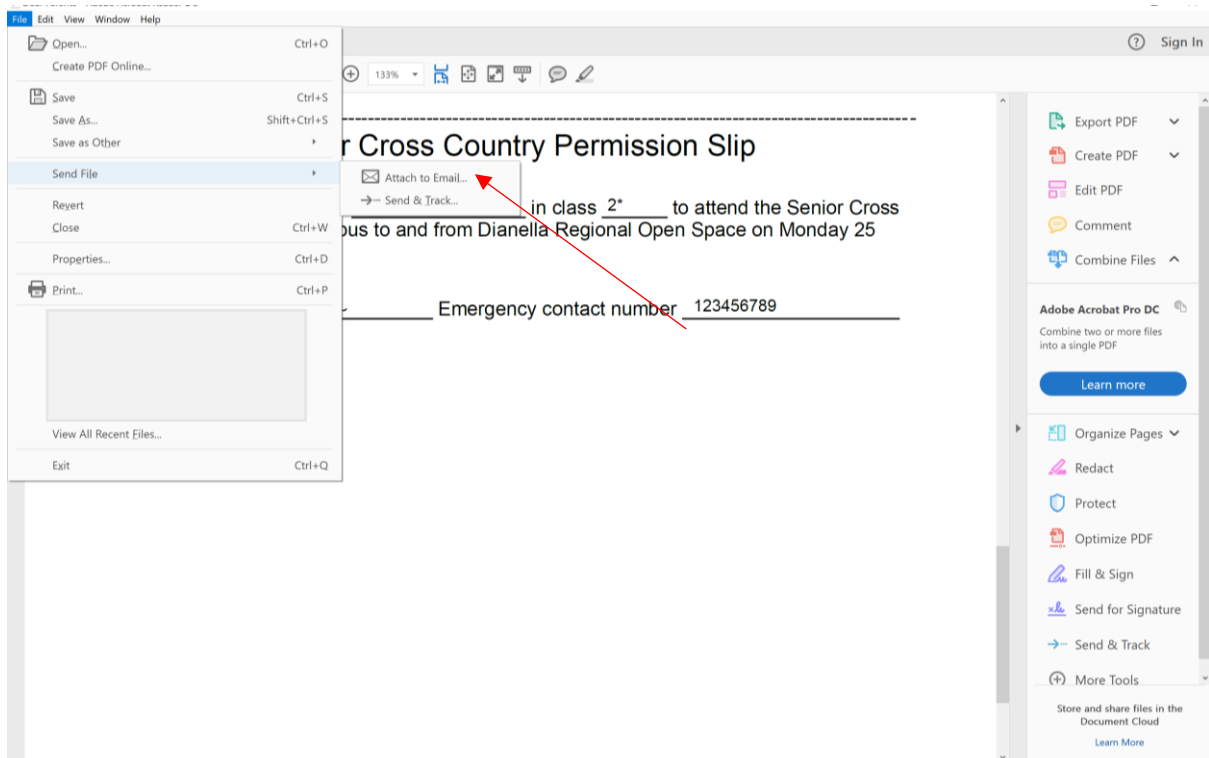
10. Move the signature until it is in the correct position.



11. Save the document by clicking on the disk icon in the top left corner of the screen or selecting **File – Save**



12. To send the document back to your child's teacher, click on **File – Send File – Attach to Email**



13. This action will open a new email with your completed PDF form attached. You can then send the email directly to your child's teacher.