- 1. Open .pdf form in Adobe Acrobat Reader DC (this is likely your default program to open .pdf files)
- 2. Click "Signature" icon in the toolbar to enable Fill and Sign



3. Click the field where you wish to enter text. Once highlighted, enter your text.

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4. To check a check box, simply mouseover the box you wish to check, and click it to place a checkmark in the box.

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5. When you are finished filling in the form, click File (upper left corner) and then click Save from the dropdown menu.

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- 6. Select the location where you would like to save the file, type in your first and last name before the name of the file, and click Save.
- 7. Compose an email to us, (our email address is <u>toplineequinevetcare@gmail.com</u>), attach your file, and send it to us!