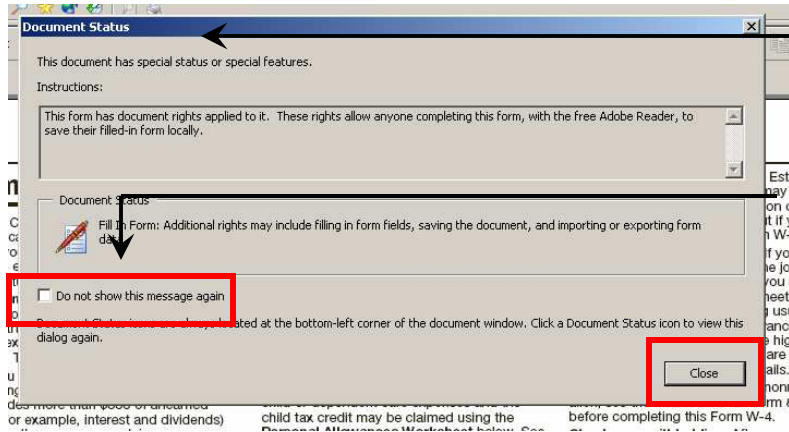


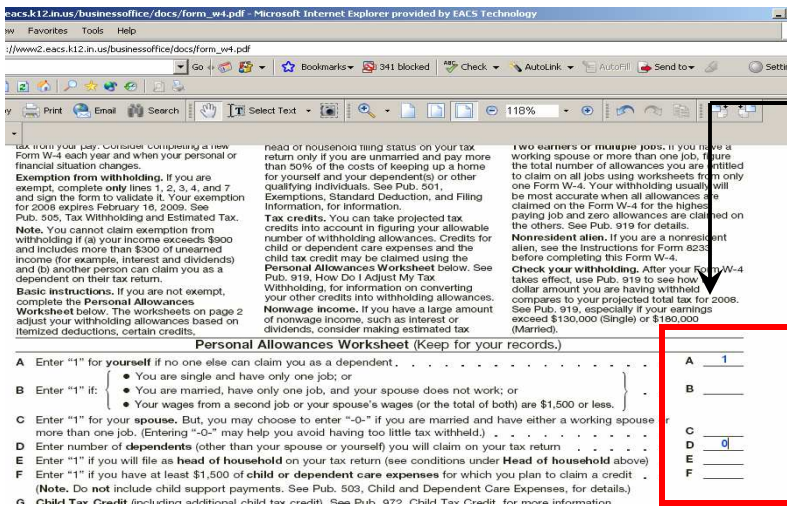
Using an Editable PDF Form



The first time you click on the editable PDF form the Document Status dialog box appears.

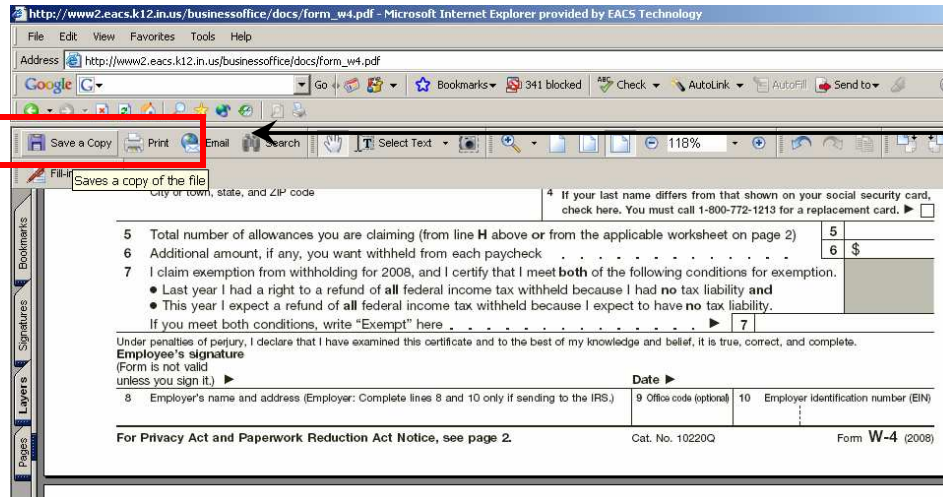
Click "Don't show this message again."

Left click Close



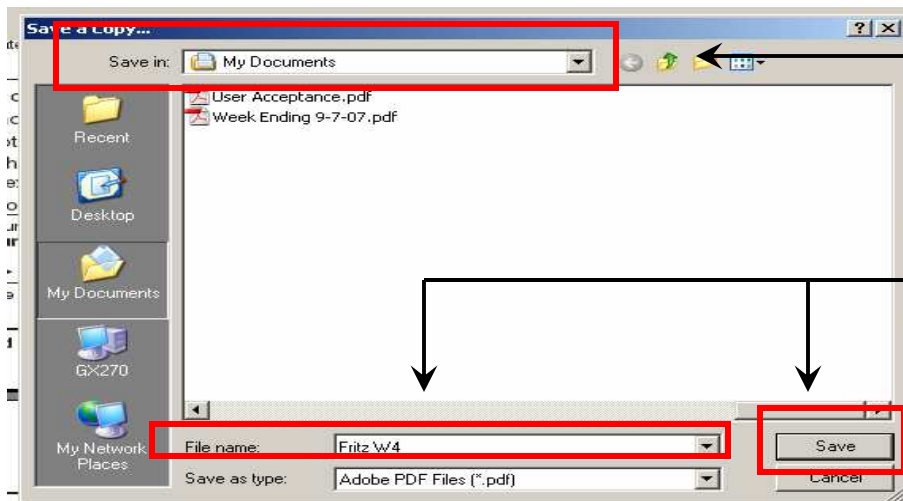
Left click on the appropriate lines to complete the information.

Using an Editable PDF Form



After the form is completed you can choose to Save a Copy* and/ or Print on the PDF toolbar.

*Save a Copy allows Save and send as an attachment.



If you choose to Save, after you have left clicked on Save a Copy, navigate to where you would like to save the document.

Type File name and left click on Save