

Guide for Filling and Signing an Adobe Acrobat DC Document (PDF)

The minimum you will need to complete and sign the PDF forms is Adobe Acrobat Reader DC. The latest version can be downloaded at <https://get.adobe.com/reader/>. **Uncheck any extra add-ons and only download Acrobat Reader DC.**

Adobe Acrobat Reader DC Directions

1. Click the appropriate link to access the form you need in the email sent to you by Lisa Walters
2. Download the form to your computer
3. Open Adobe Acrobat Reader DC
 - Choose “Fill & Sign” along the right side of the computer screen
 - Select File
 - Open the downloaded PDF
 - Select Option “You” on the left
4. Complete the form
5. When you need to sign, click the “Sign” button just above the form
 - Click the “+” to add a signature. You have the option to “Type” or “Draw” your signature with the mouse
 - Click “Apply” and place your signature in the appropriate box on the form. You can resize your signature by dragging the corner
6. Save the document
7. Click “Create a Link”
8. A link will be generated and you can either “copy link” and paste in a new email, or “attach link to Email”
9. Send email to lwalters@smjuhsd.org.

Adobe Acrobat DC Directions (Standard Version)

1. Download document from link sent in email from Lisa Walters
2. Open Adobe Acrobat DC
3. Open document by going to “My Computer”
 - Go to where you stored the document and open
 - Click “Fill & Sign”
 - Choose the “You” option on the left
 - Complete form
4. To sign document click “Sign” just above the form
 - Click the “+” to add a signature. You have the option to “Type” or “Draw” your signature with the mouse
 - Click “Apply” and place your signature in the appropriate box on the form. You can resize your signature by dragging the corner
5. Save the document
6. Click “Next” (blue button)
7. Click “Send a copy”
 - Enter email address (lwalters@smjuhsd.org) and any message.
 - Click “Send”

Adobe Acrobat Pro DC Directions

1. Download the document from the link sent to you by Lisa Walters
2. Open Adobe Acrobat Pro DC
 - Open the file from your downloads
 - Click “Fill & Sign” along the right side of the computer screen
 - Complete the form
 - To sign choose “Sign Yourself”
3. Click the “Next” button (blue)
 - Choose “Save as a read-only copy”
 - Click “Send a copy”
 - Complete email address (lwalters@smjuhsd.org) and include any message.
 - Click “Send”

****Helpful hints****

- Save signatures for future documents that need to be signed
- Download all documents from links and share to your computer for future use. You will then only have to open document with your Adobe Program