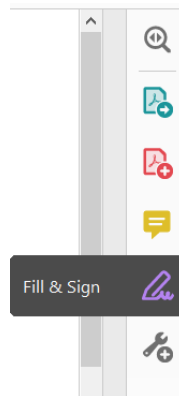


Adobe Fill & Sign User Guide

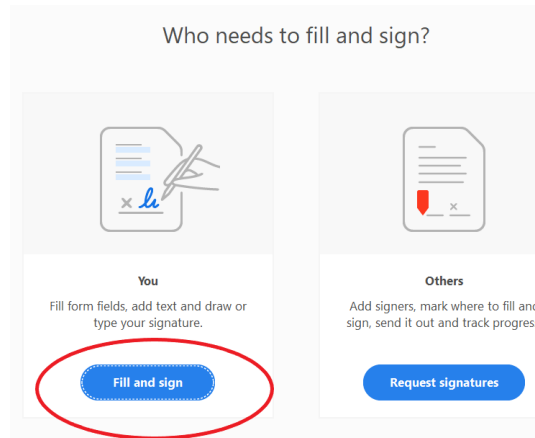
Computer Instructions

Step 1. Open the Adobe file you wish to sign and complete the form as required.

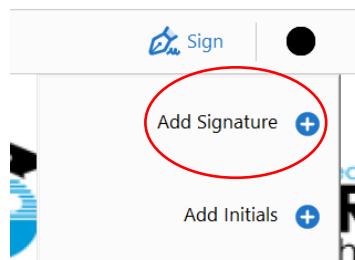
Step 2. On the right-hand toolbar, locate and click on the [Fill & Sign](#) icon.



Step 3. Adobe will ask, "What do you want to do?". Choose [Fill and Sign](#):

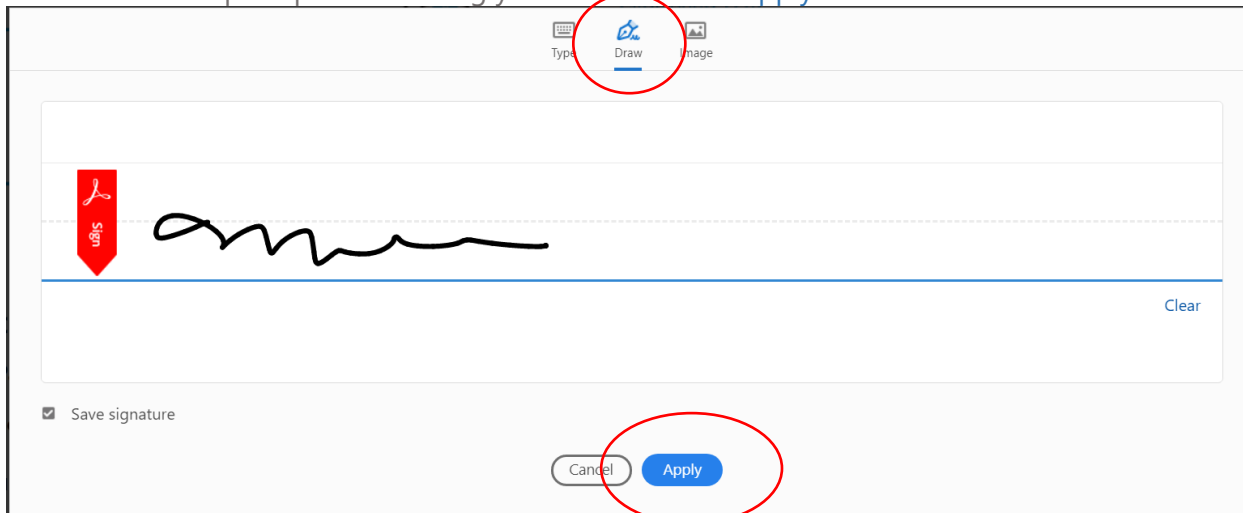


Step 4. Click [Sign](#) at the top of the screen, and then choose [Add Signature](#):



HEAD START/EARLY INTERVENTION

Step 5. A new screen will appear. At the top, click **Draw** and sign the document in the space provided using your mouse. Click **Apply**:



Step 6. Your mouse will convert to a copy of your signature. Position your signature on the signature line of the form and click your left mouse button to “release” the signature in the space.

**Parent/Guardian
Signature:**

X 

Step 7. Click **File>Save As** and save the document in a place that you can locate later.

