

Filling in Acrobat (.pdf) forms

First of all, make sure you open the form with Acrobat Reader – you can download and install it from here:- <https://get.adobe.com/uk/reader/> The latest version is 'Adobe Acrobat Reader DC'. Earlier versions will work but will look different from the images below. We have received reports that there may be issues with Windows Vista.

Users of Windows 10 may find if they double click the form, it will open in Microsoft Edge which does not allow the form to be completed. You need to get the proper Acrobat Reader as above.

Form F1 will look like this.

If you move the cursor (pointer) with your mouse to the first field to be completed and click – you can enter the required information. You can use your mouse to move the cursor or press the tab key which will move the cursor to the next location.

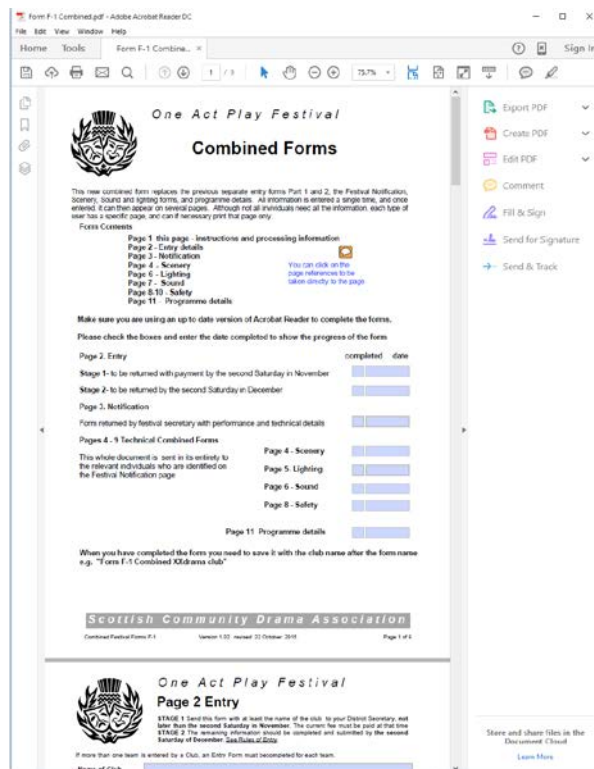
When you fill in any information, it will automatically appear as necessary in all pages of the document.

When you have finished entering information you should save it using the <File> <Save As> menu choice, but not before checking the relevant box on the front page and entering the date.

Add the name of your club to the end of the name but before the .pdf thus:-

“Form F-1 Combined **SCDS**.pdf”

You can then email it. You can even email it from within the Reader App.



Adding diagrams

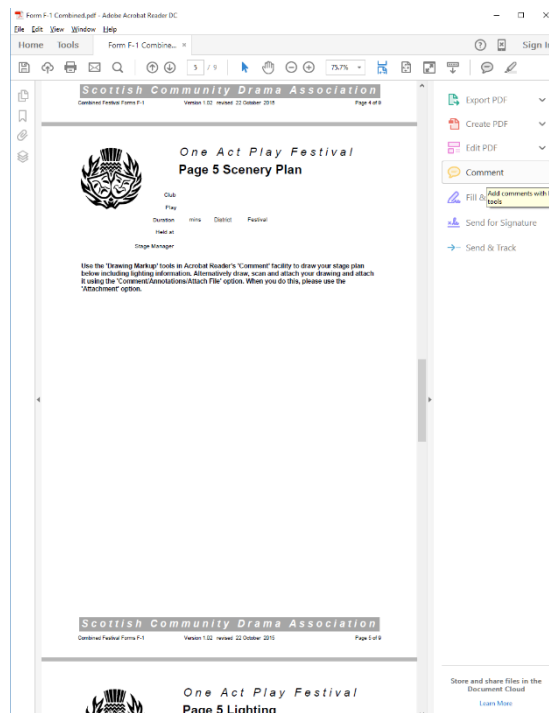
This page of the form allows you to create a simple diagram.

Click on the Comment box at the right hand side.

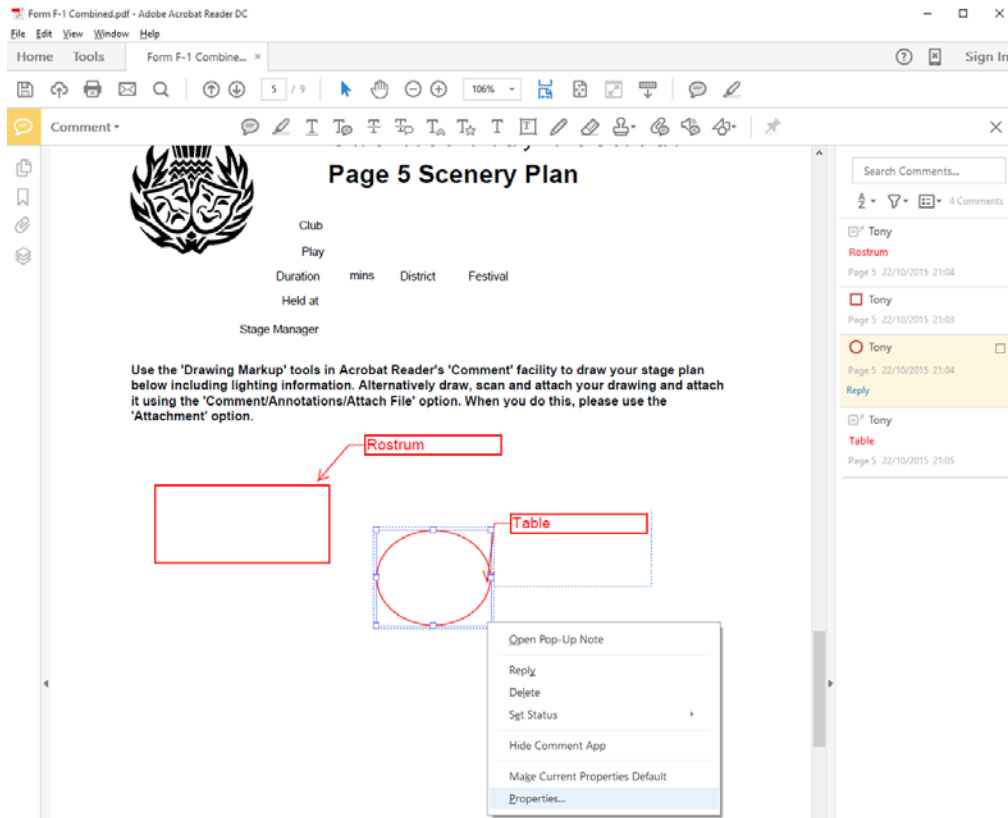
A new menu bar will appear with tool icons. If you hover your mouse over each of the icons a tooltip will appear indicating what the tool does.



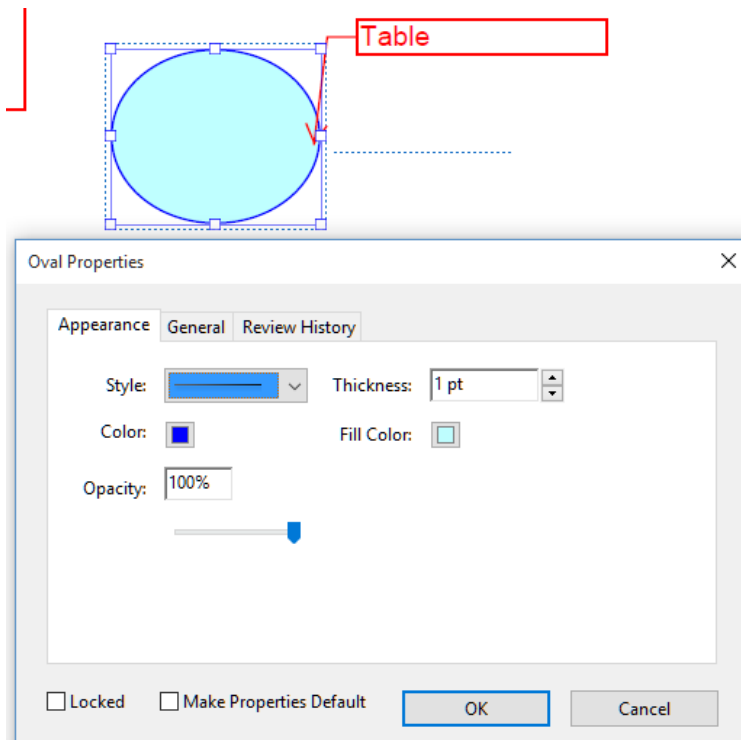
This is the drawing tools icon



You will find the rightmost option (drawing tools) will expand into a variety of icons. You can draw several types of shapes and use the Text Callout tool to label each item.



You can also change the colour by right clicking an item and using its Properties to change the outline colour, line thickness and you can also add a fill colour.



You are not however able to rotate a drawing element, so if you need a rectangle sitting at 45degrees, you cannot use the rectangle tool, but instead use the connected lines tool.

To remove an element, select it and press the delete key

Attaching files

If you have a scanned diagram you want to send with the form, you can attach a file by using the tool that looks like a paperclip.

Keeping Track

It's important that each time the form progresses a further step, you tick the check box on the front page and enter the data of completion