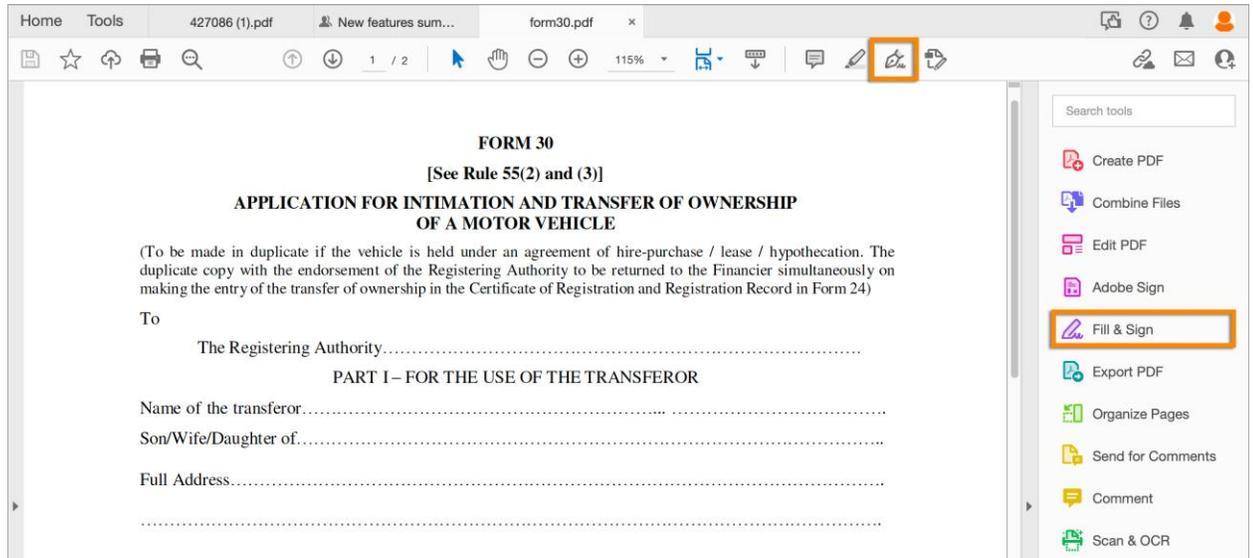


## How to fill out your PDF form

1. Open the PDF document or form in Acrobat or Acrobat Reader.
2. Click **Fill & Sign** in the right pane, or click the Sign icon in the toolbar.



3. Click **Fill and Sign**. The specific tools and options are displayed in the toolbar. Use them to fill out your form.



**A.** Annotations to fill the form **B.** Choose color **C.** Sign form **D.** Request signatures

4. Hover the mouse over a form field and if you see a blue box, continue with this step (otherwise skip to the next step):
  - ▶ If you see a blue box over a form field on hover, that means the form is fillable or interactive - it contains fields that you can select or fill in. Click anywhere in the blue box, the cursor is placed at the right position automatically. Type your text to complete the field.
  - ▶ Similarly, for a checkbox or a radio button, click in the field to select the option.

Form <b>X-5</b> Department of Human Resource	<b>Employee xxxxx Certificate</b> Some descriptions of this form. Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	<b>2018</b>
Type or print your first name and middle initial. <div style="background-color: #e0f0ff; height: 15px; width: 100%;"></div>	Last name	Social Security Number
Home address (number and street or rural route)	Single <input type="checkbox"/>	Married <input type="checkbox"/>
Please see the comments somewhere.		

Hover the mouse to display the detected text field

	Single <input checked="" type="checkbox"/>	Married <input type="checkbox"/>
Please see the comments somewhere.		
If your last name differs from that shown on your social security card, check here <input type="checkbox"/>		

Checkbox field auto-detected

5. Hover the mouse over a form field and if you see no blue box, that means it's a flat form. You can manually fill or add text.

- ▶ Click **Add Text** <sup>Tab</sup> in the toolbar. Click at the place in the document where you want to add the text, and then start typing.

Form <b>X-5</b> Department of Human Resource	<b>Employee xxxxx Certificate</b> Some descriptions of this form. Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	<b>2018</b>
A A   ... Type text here	Type or print your first name and middle initial.	Last name
Home address (number and street or rural route)	Single <input type="checkbox"/>	Social Security Number
Married <input type="checkbox"/>		
Please see the comments somewhere.		

- ▶ Use the field toolbar to make appropriate changes:
  - To resize a field, use the font up or down button in the toolbar - the first two buttons from left.
  - To move a field, move your pointer closer to field border until you see the drag handle, and then hold and move the field as required.

- To delete a field or typed text, click the trash button.
- To convert a normal text field into the comb field or vice versa, click the comb button - the second button from the right.
- To use annotations or symbols, click the Options menu  and select the annotation.
- Use Comb fields to fill or add text in continuous boxes in a line/row. The Comb field spreads the user-entered text evenly across the width of the text field, as shown below. While you are typing, if the characters do not fit in each box, adjust the spacing with the grab handle where the resize here points in the image above.

Form <b>X-5</b> Department of Human Resource	<b>Employee xxxxx Certificate</b> Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.	<b>2018</b>
Type or print your first name and middle initial.	Last name	Social Security Number
Home address	Single <input type="checkbox"/> Married <input type="checkbox"/>	Please see the comments somewhere.
City or town, state, and ZIP code	If your last name differs from that shown on your social security card, check here <input type="checkbox"/>	

Annotations and UI elements shown in the form:

- Switches between comb and normal text field (indicated by an arrow pointing to the comb button in the toolbar).
- re-size here (indicated by an arrow pointing to the grab handle on the comb field).

- Use Crossmark, Checkmark, and Dot to fill in check boxes and radio buttons. Use the Circle to circle text or the Line to strike out text. Click an annotation in the toolbar to select it, and then click on the form where you want to place the annotation. (Each click places the selected annotation at the respective location on the form.)



**Note:**

Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.