

To Fill out a PDF form

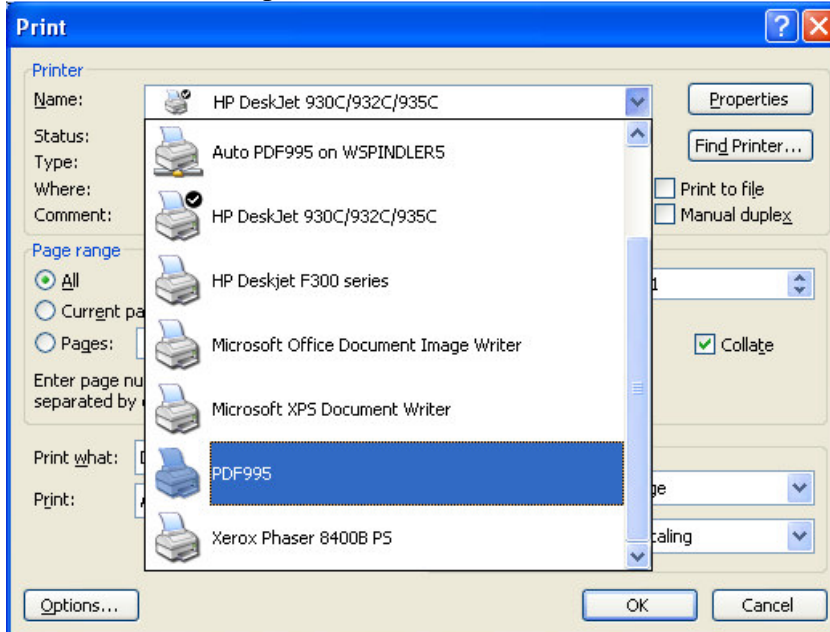
Click on the checkboxes or the blanks – type info

‘Print’ the form on your printer for ‘snail mail’

To create (save) the document for emailing - use PDF creator software

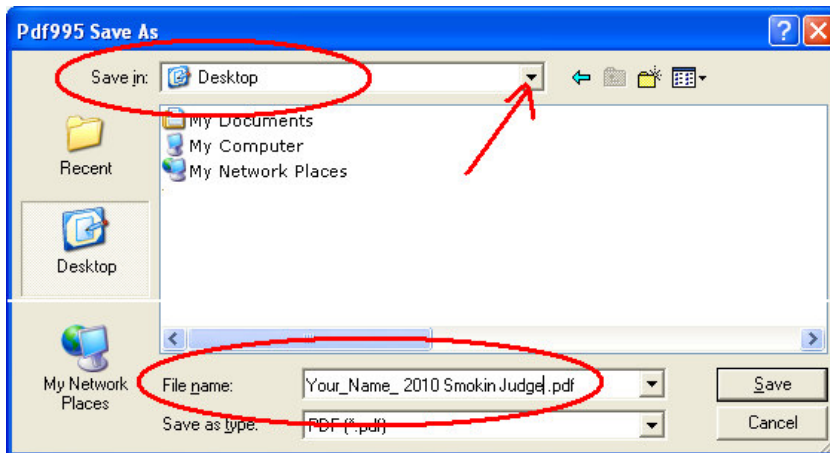
NOTE: If you need to download the Free PDF995 software using the button on the website, remember to download the ‘**Printer Driver**’ as well.

A basic thing to remember when you are **saving** a file as a ‘pdf’, the process is usually started as a ‘Print’ operation. ‘...PDF ...’ is listed as a Printer ‘Name’ when you print.



Select it and click Ok.

The ‘Save As:’ dialog box will open.



A good place to save the file might be on the Desktop – so click the drop-down arrow of the ‘Look in:’ box and choose ‘Desktop’.

In the ‘File name:’ box, enter a file name that **includes your name**, so it will be easily identified when we receive it. Note: the ‘.pdf’ ending will be automatically entered.

Click the ‘Save’ button and follow any additional prompts.

Send the email with this file **as an attachment**.

