

How to use Adobe Acrobat with our Registration Form

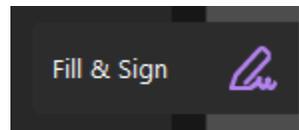
We've had a couple questions from riders who didn't understand how our registration form was designed for use with Adobe Acrobat's Fill and Sign feature. So here's a simple set of instructions on how to fill out the registration form using [Acrobat \(Free Version\)](#). Our form does not allow filling/signing from within a PDF preview capability found in many browsers (sorry!).

1. Make sure you have Acrobat installed. You can download it from Adobe for free using the link above. Note: Uncheck all the special offers for other software. You can get Adobe **Acrobat Reader DC** for free.



2. Download our Registration Form and open it in Adobe Acrobat Reader DC.

3. Click the Fill and Sign Tool your screen.



(either on the side or top of

4. Click on the tool you wish to use

For example, click the **X** or the **✓** to check the boxes you wish to fill.

To fill in your name, click the **Ab** button and then click in each box where you need to enter data.



You'll see the box highlight before you click on it like this:

Name

And you can tab between each of the boxes.

5. You can also import a picture of your signature to place in the signature block. Click **Sign yourself** and then import the picture of your signature. Note: You can snap a picture of your signature on a blank white sheet of paper using your smartphone and then save/email the file to yourself so you can access it from Acrobat for import.
6. Once complete, just save the PDF and email it to leader@trans-montana.org