

ADOBE FILL & SIGN HOW-TO GUIDE

A quick reference for filling out and signing consent forms on your smartphone and tablet



centre FOR
autism
services
ALBERTA

WHAT IS ADOBE FILL & SIGN?

Adobe Fill & Sign is a free application made for your smartphone and tablet that allows you to easily fill out consent forms, sign them with a digital signature and email them right back to the Centre!



ADOBE FILL & SIGN IS A



FREE APP

YOU CAN DOWNLOAD IT ON YOUR

smartphone



and your



tablet

LET'S GET STARTED!

How to use Adobe Fill & Sign
& Sign on

APPLE DEVICES

1 You need to download the free **Adobe Fill & Sign** app onto your iPhone or iPad from the App Store



Adobe Fill & Sign – Form Filler

Edit and send PDF & Docs

GET

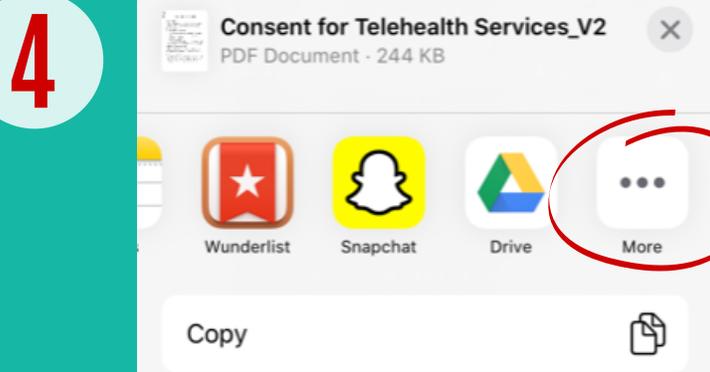


2 Once the app has downloaded onto your device, **go to your email** on that same device and find the document that the Centre sent you to fill out.

3 **Open the attachment/document** you need to sign.



In the bottom left, **click this icon** for options



In order to open the document in Adobe Fill & Sign, you will need to tell your device you want to use it. Scroll through the suggested program options (swipe right and left) until you see the "..."**More option**. **Click this.**

5 **CHOOSE ADOBE FILL & SIGN FROM THE LIST OF OPTIONS**

Pinterest

Copy to Adobe Fill & Sign

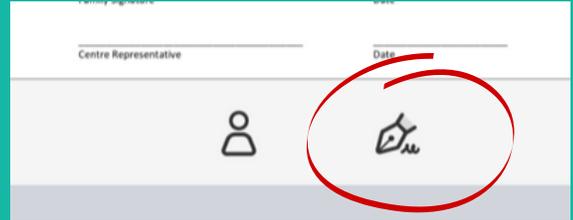
Copy to Books

READ THROUGH THE DOCUMENT

6

READY TO SIGN?

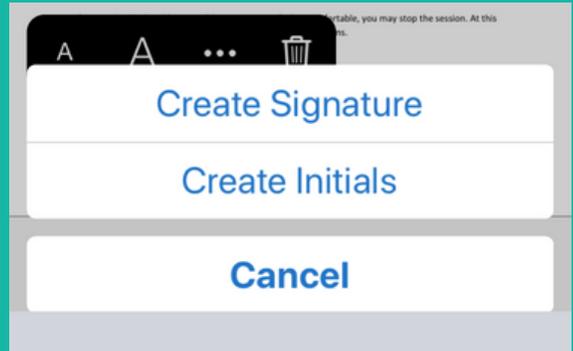
Tap the **pen icon** on the bottom of your screen.



7

Click **Create Signature** and sign on the line that appears.

Click "Done". Your signature should now show in the document! You can drag it around to place it and resize it if needed.



8

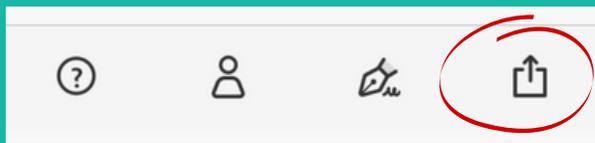
To date the document or to add additional text, click the blank line and type in the box provided. **Click "Done"**.



ONCE YOU'VE FILLED AND SIGNED EVERYTHING, YOUR FORM IS COMPLETE!

9

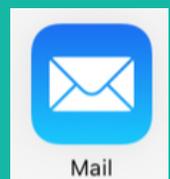
Now you need to email the completed form back to the Centre.



CLICK THIS BUTTON IN THE BOTTOM RIGHT FOR SHARE OPTIONS

10

Select your desired Mail app. Enter the email address of the person you're sending it to. The subject should autofill for you with the document title. **Press Send**.



YOU DID IT!

ANDROID DEVICES

1

You need to download the free **Adobe Fill & Sign** app onto your smartphone or tablet from Google Play.



Adobe Fill & Sign:
Easy PDF Form
Filler
Adobe

2

Once the app has downloaded onto your device, **go to your email** on that same device and find the document that the Centre sent you to fill out.

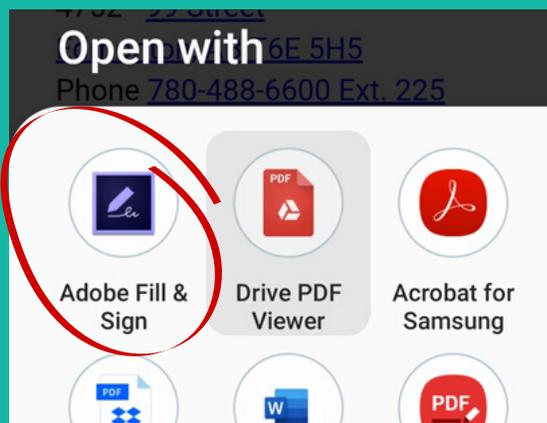
3

Click on the attachment/document you need to fill out and sign

4

In order to open the document in Adobe Fill & Sign, you will need to tell your device you want to use it. To do this, click on the document/attachment you want to open. Scroll through the suggested "Open With" options until you see Adobe Fill & Sign.

CHOOSE ADOBE FILL & SIGN FROM THE LIST OF OPTIONS

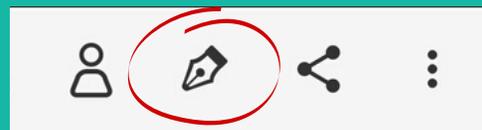


READ THROUGH THE DOCUMENT

5

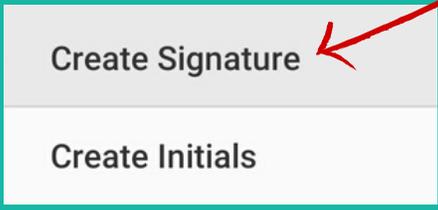
READY TO SIGN?

Tap the pen icon in the top right corner of the screen

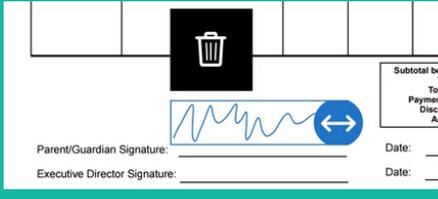


6

Click **Create Signature** and sign on the line that appears. Click "Done".

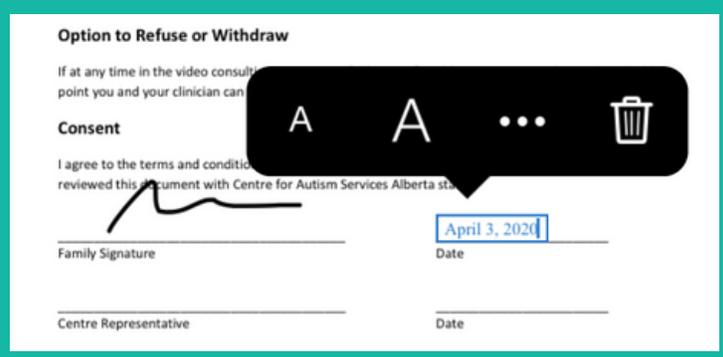


Your signature should now show up in the document! You can resize it and drag it to where you want it placed.



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To date the document or to add additional text, click the blank line and type in the box provided. **Click "Done"**.



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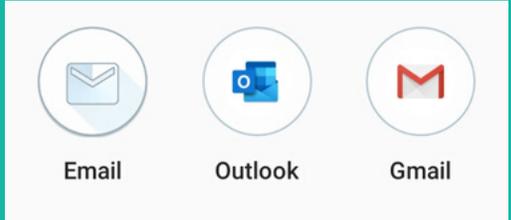
Now you need to email the completed form back to the Centre.



CLICK THIS BUTTON IN THE TOP RIGHT FOR SHARE OPTIONS

9

Select your desired Mail app from the menu that pops up. Enter the email address of the person you're sending it to. **Press Send**.



YOU DID IT!