INSTRUCTIONS TO TYPE ONTO .PDF FORM AND PRINT

Please follow the instructions below to add text on top of the existing PDF document.

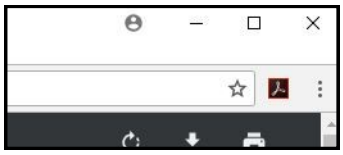
1. Click on the document you wish to fill out (English or Spanish)

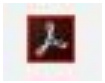
2. The document will open in PDF format. Depending on your computer settings you will need to do one of two options to OPEN the document in Adobe Reader.

   A) If this box appears—**click OPEN IN ACROBAT READER**

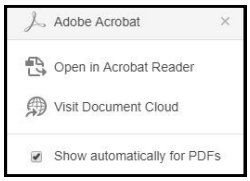


   B) If the box above does not appear, then look to the upper right corner of the document

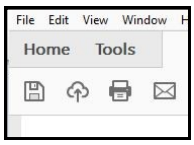


   and click on the **Adobe Icon** 

3. Then **click OPEN IN ACROBAT READER**



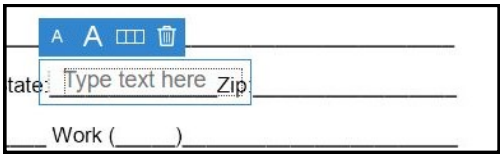
4. Click **TOOLS** in the upper left corner



5. Click **FILL & SIGN**



6. **Click** where you want the TEXT BOX placed and type **text into the text box.**



7. Repeat to complete the form. Do not close the document.
   Next you will print the form.

8. Click **Print** in the upper left corner

