

Add Text

T O E D I T A B L E P D F S

IMPORTANT NOTE: If your purchase included ZIP folders, please UNZIP (de-compress) them before trying to edit the PDF files inside. Failure to do this will result in the PDF files not working correctly. Here's how:

Windows:

1. Right-click on the downloaded ZIP folder.
2. Select "Extract All" from the menu that appears.
3. Navigate to the location on your computer you want the files to be.
4. Click "Extract."

Mac:

- Double-click on the ZIP folder.

Use the following instructions to add your information to the editable PDF files in this product download.

1. Download and install Adobe Reader. You MUST use this **free** program for these PDF files. [Get it here: https://get.adobe.com/reader/](https://get.adobe.com/reader/). If you already have Adobe Reader, make sure you have the most recent version.
2. Open Adobe Reader.
3. Open the editable PDF (FILE>OPEN). Navigate to the location of the desired file and click OPEN.
4. Click in one of the blue editable text boxes and type in your information. NOTE: You cannot change the font, type size, color or alignment of the text.
5. Once you've added your text, save the file (FILE>SAVE).
6. Print using your printer's highest-quality settings (FILE>PRINT).
7. If sharing your editable PDF electronically with others, they will need to use the latest version of the Adobe Reader app (in the app store or downloaded) to view your information.

TROUBLESHOOTING

Try these tips for common Editable PDF issues:

- Make sure you and those you email/text these files to are using Adobe Reader. Some systems have default PDF viewers which let you see files, but don't have the functionality of Adobe Reader.
- Make sure you have the latest version of Adobe Reader.
- You cannot change the text font, color, size or alignment.
- If you see overflow text indicators (little + signs near your text boxes) when you print, open Adobe Reader and go to EDIT>PREFERENCES>FORMS. UNCHECK the "Show text field overflow indicator" box. Click OK.

