

How to fill and sign your PDF Application form:

1. **Open the PDF Application Form** with Adobe Reader.

2. On the left of the form – there is a narrow box, click on the A that has a dotted box around it and select type text.

3. **Fill out your Application:**

To complete the form click into the area that you need to add information (e.g. Name).

- In the box that appears – left click and type the information that is required.
- You can change the text size in this box by:-
 - If the text is too large click on the small **A** (above in the blue box) and it will make all the text in the box smaller
 - If the text is too small, click on the big **A**,
 - The picture of the rubbish bin will delete all the information in the current text box.
 - The 3 dots give more options e.g. X or ✓ (the big and small A will also change the size of these)
- If the text box is in the wrong place, move the cursor to the left of the text box and a symbol appears that allows you to move the box to the correct position.
- Don't forget to indicate if you allow your details to be used on Social Media – Go to the 3 dots and use X to leave your response.
- Fill in the Category and Details of your Crafts and indicate a photo is supplied.

4. **Sign your Application:**

Once you have read the Declaration and have completed filling in all the required information Click on the 3 dots and select Signature. A new field will open asking if you want to Add Signature or Add Initials. You then have the option to choose the type of signature you wish to add.

- Type (this will give normal typed words)
- Draw (by holding down the mouse and using it like a pen) or
- Choose an image for your signature.
- Click "Apply" to place your signature on the form and drag it to the signature line.
- **Don't forget to date your application form.**
- Be sure to fill in all the information before you sign and save your Application Form.
Once you have saved your signed Application you will not be able to make any further changes or additions to your form.

5. **Save your Application:**

Save your Application Form adding your name.

6. **Send your Application:**

Email your saved application form and photos to - verribeecraftfestival@hotmail.com