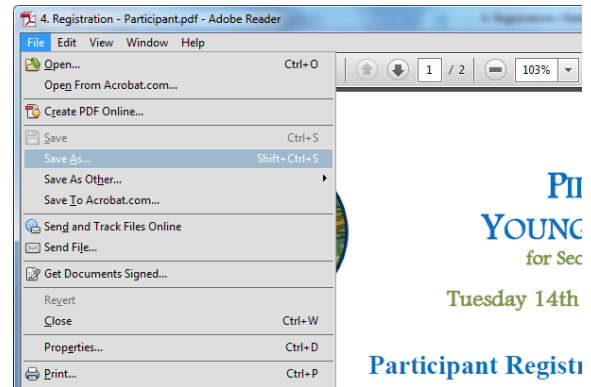# Tips for Completing Forms
through Adobe Reader

The registration forms are all saved as PDF documents and can be completed by using Adobe Reader. This software comes as standard software for most computers. If you do not yet have Adobe Reader on your computer, you can download it for free at: http://get.adobe.com/reader/

1. When you open the registration form, first do a '**Save As**' and re-name the document saving it to your computer or flash drive and **placing your surname in the name of the document**:
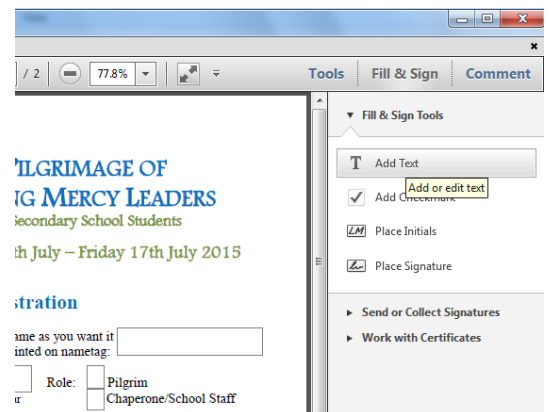
   (File top left corner – drop down menu to find 'Save As' – rename to a location on your computer or flash drive and putting your surname in the file name).
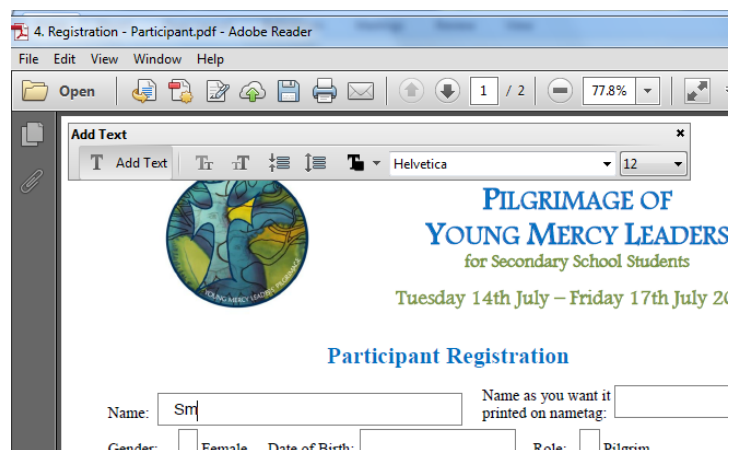

2. Click on 'Fill & Sign' in the top right hand corner.

3. After completing step two, a new tool bar will appear to the right of your document. Click on 'Add Text'.

4. Your cursor will change to an I-bar. Click on the first box and begin typing:

5. **Save** your completed form and return it to your delegation leader.