

# How To Fill Out Your Adobe PDF Form

**Warning:**

When you save a form with a e-signature, you will no longer be able to edit the existing form fields. If additional signatures are required, they can be added later as needed. Prior to any e-signature being made, make a back-up copy of the form to allow you to recover from an e-signature error.

1. Enter the names of the people who are to sign the form underneath the signature line. This must be done before the first signature is saved.
2. Prior to any e-signature being made, make a back-up copy of the form which will allow you to recover from an e-signature error.
3. Open the right-hand Adobe tool pane.
4. Excess PPE that is in the possession of the Operations Officer must be accounted for on a separate document that is signed by the Operations Officer, then in section “C” write “See Attached PPE inventory document”. The signed document must be included with the 7025.
5. Click the Fill & Sign icon.
6. Click the “Sign” icon (pen tip) at the top of the screen. A signature list will drop down with an option for creating a signature and an option for creating your initials.
7. If you already created a signature then select it and go to step-7; otherwise, do the following:
  - a. Click “Add Signature” option and the signature window displays.
  - b. Select the “Type” option if not already selected (highlighted).
  - c. Type your first name, middle initial, and last name.
  - d. On the right-hand side of the dialog box, select “Change style”. Several styles will be displayed in a drop-down list.
  - e. Click on the style you prefer, then click outside the drop-down list to close the dialog box.
  - f. Click on the “Apply” button. Your signature will be saved and the dialog box will close.
8. Your cursor will now display your signature. This allows you to position the signature in the appropriate signature field or fields as needed. Signature fields have the red sign here flag in the upper-left hand corner of the field.
9. Position your signature in the appropriate signature box and left-click. If you chose the wrong signature field, simply click on that field and click on the trash can do delete it.
10. When you are ready, and your signature is in the correct fields, click on the “Save file” icon. Once you click save, your signature cannot be changed.
11. Save the form.
12. Email the form to the next person who needs to sign.
13. **Stop.**