

Instructions on how to type within a PDF File.

1. Open Bimonthly report and save to your computer. This file is found on the First Baptist church school website under forms. Here is a link:

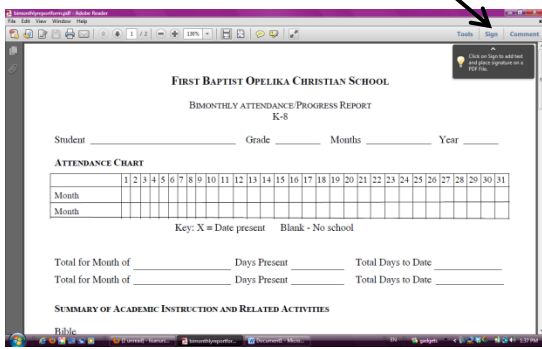
<http://fbocs.net/forms/bimonthlyreportform.pdf>

(To save the file, hover your mouse cursor over the bottom of the page, a grey area should appear with the icon to save the file. Save this to your computer.)

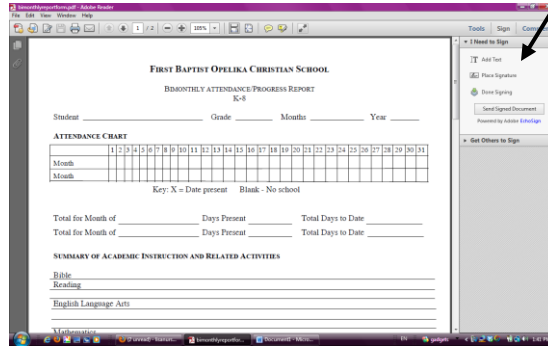
2. On your computer, open the file with Adobe Acrobat.

3. After it is opened, look to the upper right side of your screen.

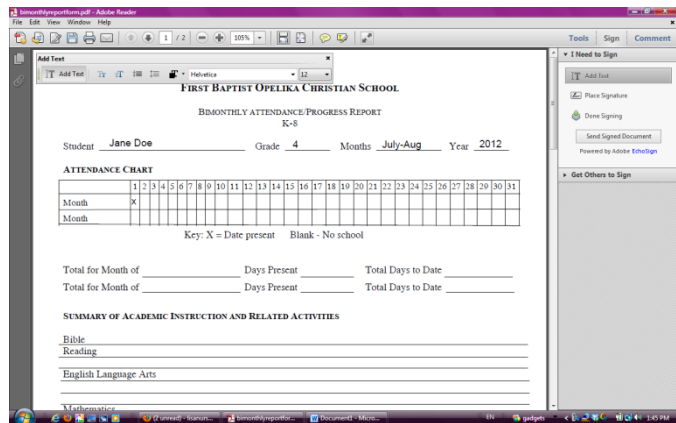
a. Click on "SIGN".



b. Then click on "Add Text".



c. In a moment a little cursor should appear in place of your pointer cursor. Click in any form field and begin typing. To move to the next field, just click on it. Once you click on the next field, you will not be able to go back and edit, so be sure it is accurate before you move on.



4. Save this file to your computer using the SAVE AS option using a different file name so it does not overwrite the original blank form. (You want to keep the original blank form saved for future use)

5. Print: You will be able to print this form now. If you choose to, you can print an extra copy for your files.

6. Sign and Date form and mail to FBOCS.