

Notes on filling in forms in pdf format

When using the free Adobe Acrobat Reader (2024 version), open a pdf file and there is a vertical menu left of the image of the page.

Click on the icon that is a square with dashed borders and the letter A inside, a drop-down menu will appear. Select **type text** and move the cursor to the place where you want to type. Click there and then type. Use the cursor to adjust the position if it is too high or low, left or right then click to set the position. Repeat this process for each field you want to type.

From the vertical menu you may also select a **checkmark** or a **crossmark**. Move your cursor to position the mark and click.

The last field to fill in is the signature. EGA will accept a typed signature. If you choose a cursive signature, you **must** do this last. Select the fountain pen nib from the bottom of the vertical menu. Use this tool to write a cursive signature and save it for future use. Adobe Reader will not accept any edits after the cursive signature.