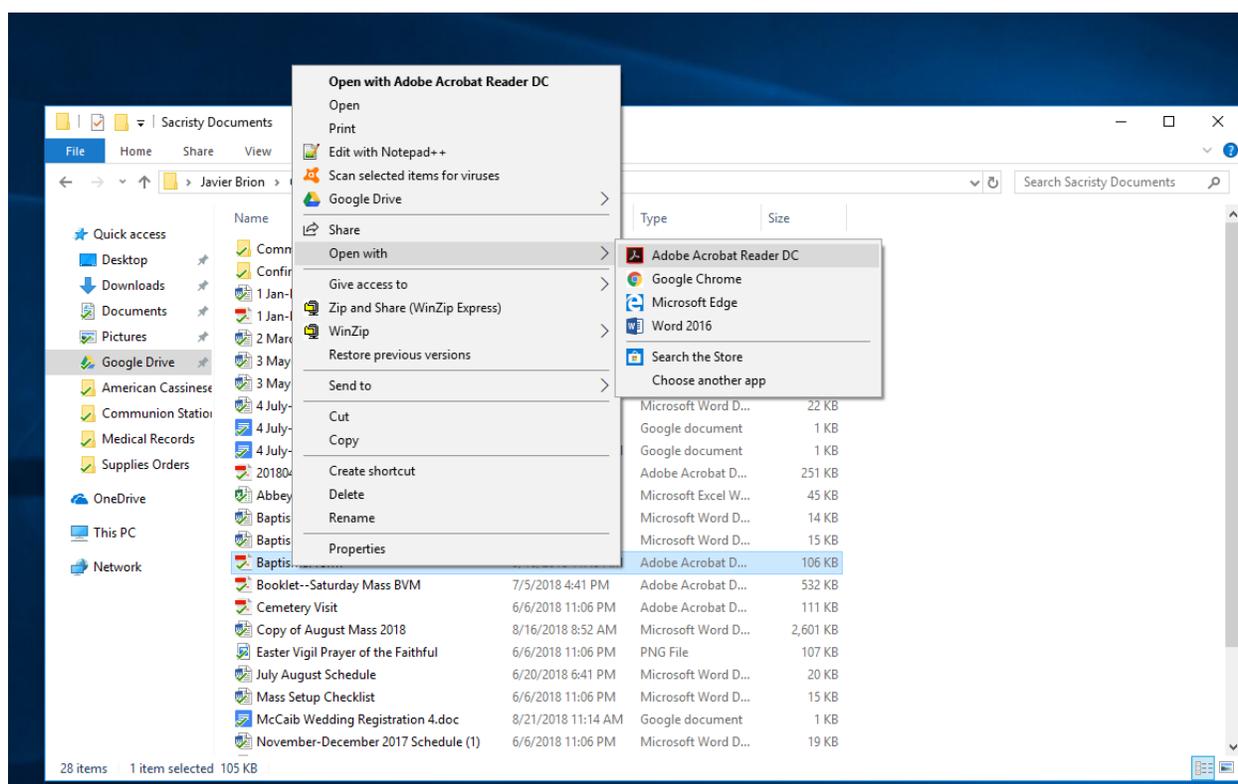


How to Fill Out a PDF Form

If you receive a fillable PDF document via email, please follow the steps below to download and fill it out.

1. Download the document from your email client (Gmail, Outlook, etc.) or web browser to your computer.
2. Open the folder you just downloaded your file to and right click on the document.
3. Next, hover over the “Open With” option and select “Adobe Acrobat Reader”
 - a. Many computers will automatically try to open the file with a web browser, which does not work with this type of document.
 - b. If you do not have the free Adobe Reader program on your machine, please visit <https://get.adobe.com/reader/> to download and install it.
 - c. The screen should look similar to this:



4. Fill in your responses in the fields shaded in blue on the PDF form.

- There may be date fields in your form. If you come across any of these, simply click on the field and then on the small down arrow at the far right side of the text box. See screen shot below:

SIGNATURE	
Name of Priest/Deacon: <i>(printed)</i>	
Signature of Priest/Deacon: <input type="text"/>	Date: <input type="text"/>



Next, select the desired date from the calendar that pops up. See screen shot:

Date:						
September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
<input type="checkbox"/> Today: 9/15/2018						

The date will automatically be filled in the field in the desired format. See screen shot:

Date: 09/15/2018

You also have the option to manually type in the date in the form field. However, the form's creator may have imposed some formatting requirements on it. A common date format is "MM/DD/YYYY", which uses two digits for the month, two digits for the day, and four digits for the year. This is the format used in the example above. Therefore, the use of the built in calendar is recommended in most cases.

- Click the save button whenever you are finished filling out the form.
- At this point, your responses will be saved and you will be able to email it, print it, and/or share it via any means you choose.