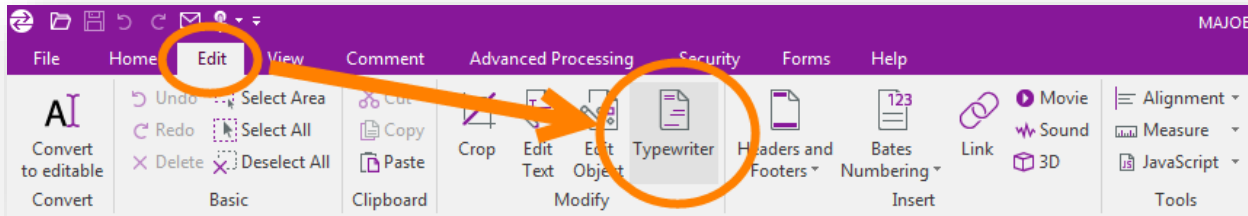


Helpful hints on how to *type* and *sign* in *Kofax Power PDF* to complete a form

- PDFs must be downloaded and opened on your computer and not opened in your web browser.
- Be aware that version and software difference may cause your version to appear different than this guide.
- Use Google for additional help.

Use the typewriter tool in Kofax Power PDF to complete the name, date and checkboxes:

1. Click the **Edit** tab; then select **Typewriter** tool.

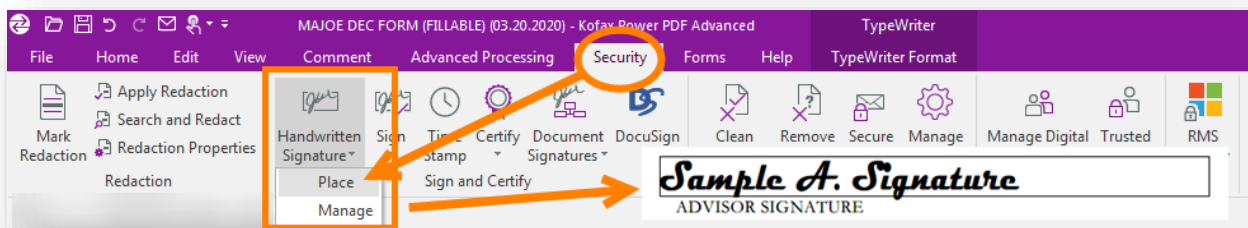


2. Click into the name field and type your name; use the *tab* or *spacebar* keys to reach the date field and type in the date. Use the same tool to check boxes with an "X".



Use the handwritten signature tool in Kofax Power PDF to sign the document:

3. To sign the document click the **Security** tab; then select the *Place* option under the **Handwritten Signature** tool. Upon clicking *place* it will give you options to import an image of your scanned signature, draw it with your mouse, or type it in a specific font. Simply save your signature and then click+drag your cursor over the signature blank in the PDF.



Properly complete (example shows a *typed* signature):

