

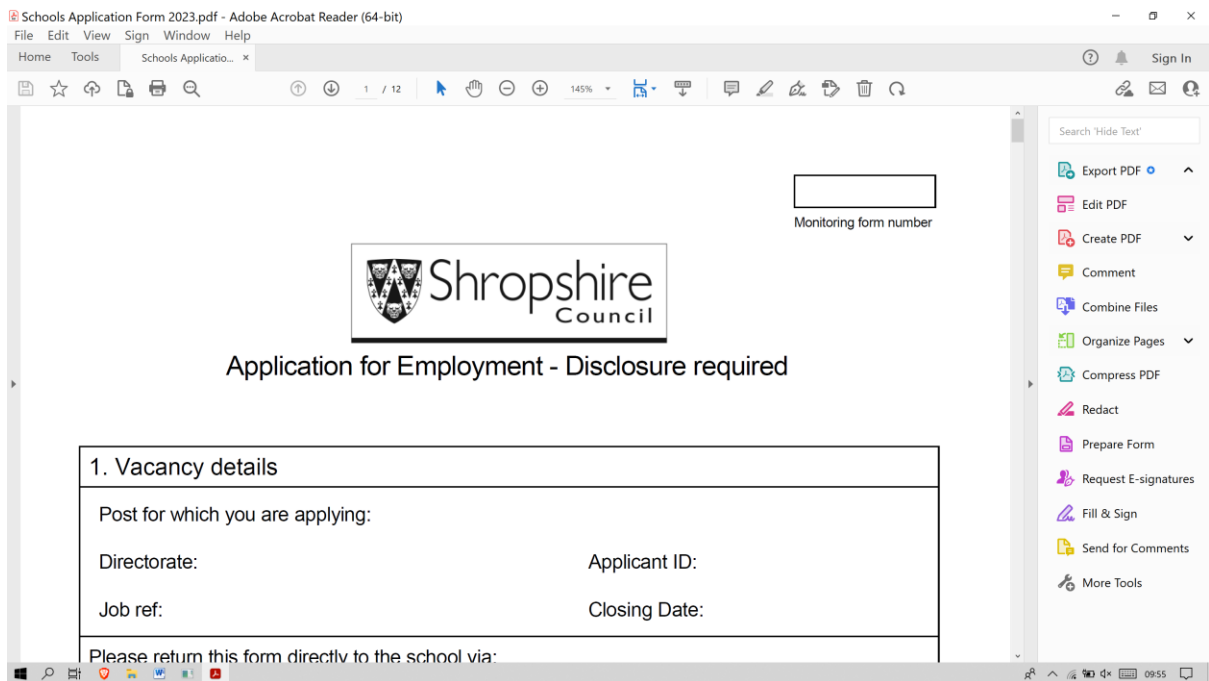
Instructions for Completing PDF Application Form

Step 1 – Save the PDF to a safe place

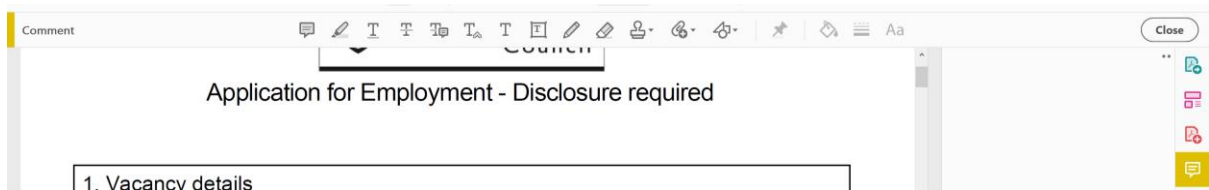
Step 2 – Open the PDF, making sure it opens in Adobe Acrobat Reader rather than a browser. You may need to right click on the document and choose 'Open With' to select the correct software. If you don't have Adobe Acrobat, download it for free from here:

<https://www.adobe.com/uk/acrobat/pdf-reader.html>

Step 3 – Once open in Adobe Acrobat Reader it should look like this :



Step 4 – On the right hand side of the screen click on the icon called 'Comment'. This will give you a new menu bar along the top that will look like this:



Step 5 – You can now use the text tool to enter your text. This will saved onto the document when you save so you can come back to it so it doesn't need completing in a single session.

The completed document should be emailed to admin@brynoffa.shropshire.sch.uk or can be posted to the school address.