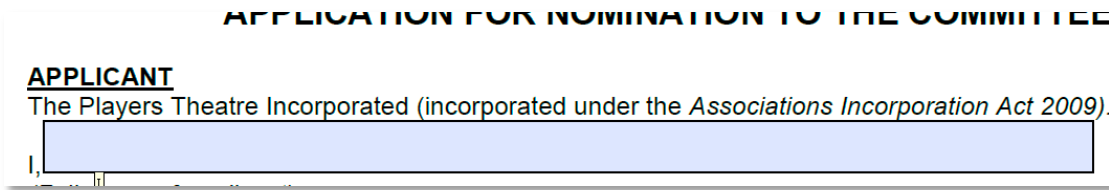
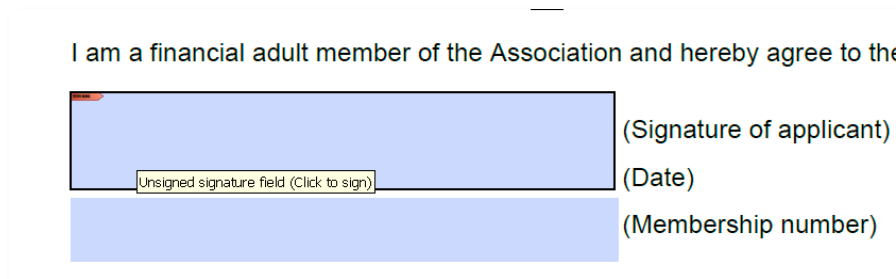


Filling in/ Signing Players Theatre Forms

1. Open the PDF you want to complete.
2. Click the fields that need to be filled in and simply start typing

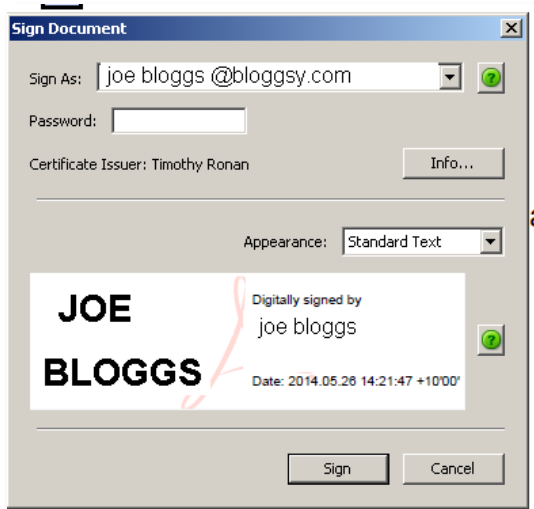


3. Work your way through all the appropriate fields using the above method.
4. Once all your information is filled in double click the signature field.

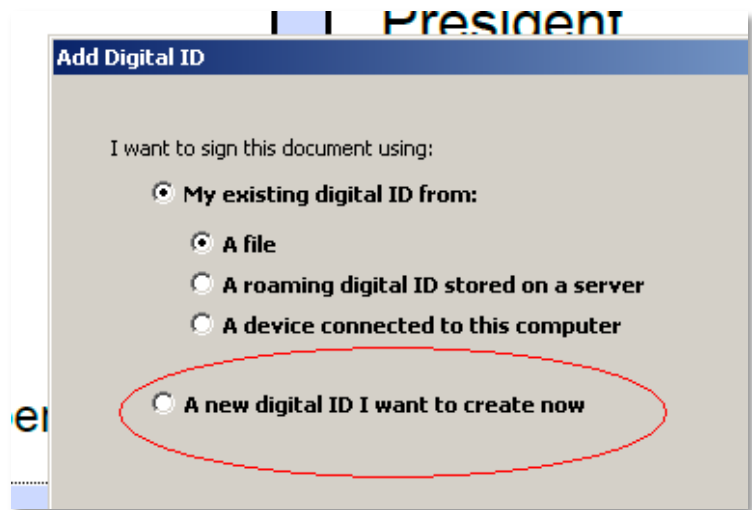


The Sign Document dialog box should appear (see below)

If have signature already setup



If signature needs to be setup



Note: Using Adobe Reader If you don't have a digital ID, the onscreen instructions help you create one. For more information, see [Digital IDs](#).

5. In the Sign Document dialog box, do the following:
 - o Choose a Signature from the Sign As menu.
 - o Enter the Password for the selected digital signature
 - o Select an Appearance, or choose Create New Appearance. See [Create a signature appearance](#).
 - o Enable Lock Document After Signing if this option is available. Select it only if you are the last recipient to sign the document. Selecting this option locks all fields, including the signature field.
6. Click Sign to place the digital signature on the PDF.
7. Email to the next person for them to sign if required.