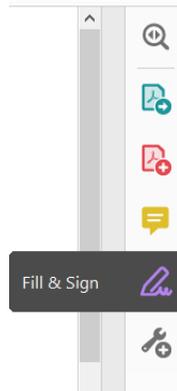


**HEAD START/EARLY INTERVENTION**

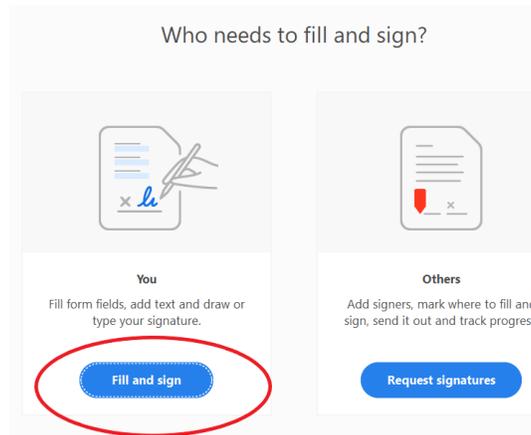
**Adobe Fill & Sign User Guide**  
*Computer Instructions*

**Step 1.** Open the Adobe file you wish to sign and complete the form as required.

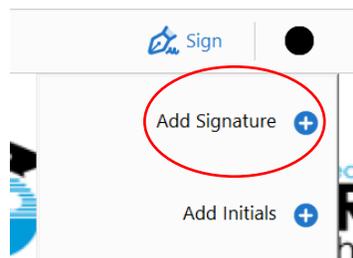
**Step 2.** On the right-hand toolbar, locate and click on the [Fill & Sign](#) icon.



**Step 3.** Adobe will ask, "What do you want to do?". Choose [Fill and Sign](#):

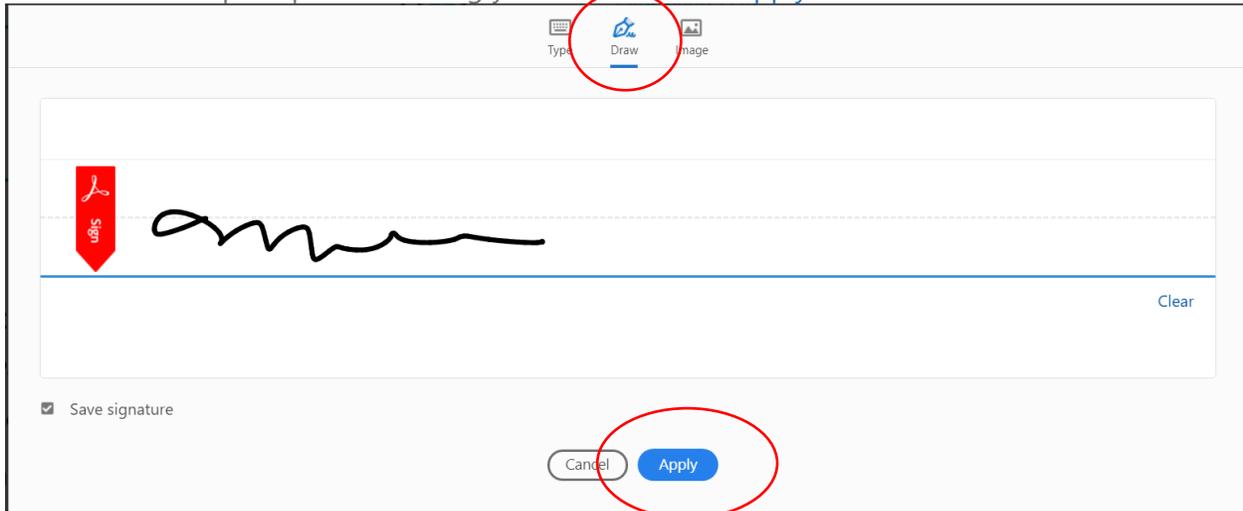


**Step 4.** Click [Sign](#) at the top of the screen, and then choose [Add Signature](#):



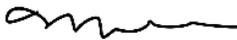
## HEAD START/EARLY INTERVENTION

**Step 5.** A new screen will appear. At the top, click **Draw** and sign the document in the space provided using your mouse. Click **Apply**:



**Step 6.** Your mouse will convert to a copy of your signature. Position your signature on the signature line of the form and click your left mouse button to “release” the signature in the space.

**Parent/Guardian  
Signature:**

X 

**Step 7.** Click **File>Save As** and save the document in a place that you can locate later.

