

PDF Form Instructions

- Note: The fillable PDF Forms cannot be submitted on-line or emailed to us directly from the webpage.

Fill-in and print

Simply fill in and print as many copies as you need with all the data you have just entered. Attach cheques and certificates and submit by post.



If you use Chrome as your browser, you can save the form as a 'flattened' completed form by selecting 'Print' and then 'Change' your printer to 'Save as PDF' to save a PDF copy.



If you use Internet Explorer you'll need a Print-to-PDF utility such as Cute PDF you can then print and save the form as a 'flattened' completed form in PDF format. You can download the FREE converter here

<http://www.cutepdf.com/Products/CutePDF/writer.asp>

Save and fill-in

To save what you fill-in in an editable format you will need to save the Fillable Form onto your computer before you fill it in.

To do this display the form on your screen, right-click and select Save As (or press the Save button) to SAVE the file onto your computer. Make a note of where you save the file.



Use the FREE Adobe Reader already installed on your computer to open the saved file. If needed, download the free Adobe Reader here

<http://www.adobe.com/products/acrobat/readstep2.html>

You can now fill in the form and save what you have filled in.

Other software that enables you to fill and save PDF forms – You could download the FREE Nuance PDF Reader

<http://www.nuance.co.uk/products/pdf-reader/index.htm>