

How to download, complete, save and send form on iOS or Android devices

iOS devices

- 1) Click on the form in the browser that you want to download. It will load up the “preview” of the form in the browser.
- 2) Tap on the “Share” button on the top right of screen (it looks like a box, and has an arrow pointing up).
- 3) A new window will pop up, swipe up to scroll and select “Save to Files”
- 4) Select where you want to save the files to (and remember where you save it, you will have to find it again to fill out the form!). Click “Save” (I recommend selecting “iCloud Drive”, and “Downloads”)
- 5) Close out of the browser where you see the “preview” of the form
- 6) On your device find the location of where you saved the document. If you followed my recommendation above, find the FILES app on your device and click on it
- 7) Under “Locations” click on “iCloud Drive”, find the document and click on it
- 8) The document will open. Scroll to part of the form you want to fill in. JUST CLICK ONCE in the area you want to fill in or type, DO NOT double click
- 9) Click on “Done” to save it in the same place you originally saved it
- 10) When you want to send the completed document, click on the “Share” button on the top right of the screen, click on the MAIL app. It will automatically attach the form to your email. Just input the email address of the sender, change what is written in the SUBJECT line, and send your form!

Android devices

- 1) Click on the form in the browser that you want to download. It will load up the “preview” of the form in the browser.
- 2) Save it to “My Files” -> “My Downloads”
- 3) You more than likely will need to download the ADOBE FILL AND SIGN app (free). Once downloaded...
- 4) Open up the ADOBE FILL AND SIGN app
- 5) Select the form you want to complete and fill-in by clicking on SELECT A FORM TO FILL OUT and then FILE BROWSER and click on the form. OR... click on FROM WEB URL and paste the link to the form (found in step #1), then press FILL FORM
- 6) The document will open. Scroll to part of the form you want to fill in. JUST CLICK ONCE in the area you want to fill in or type, DO NOT double click
- 7) Click on “Done” to save it in the same place the document originally saved
- 8) When you want to send the completed document, click on the “Share” button, click on the MAIL app. It will automatically attach the form to your email. Just input the email address of the sender, change what is written in the SUBJECT line, and send your form!

Hopefully these instructions are helpful.

If not, do a GOOGLE search or have a teenager help you!