



friendship force  
INTERNATIONAL

## Instructions for completing a Fillable PDF form

Please review the following instructions for successfully completing the fillable PDF form:

- Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
- **Before** completing the form, **save** it (PDF format) to a location on your computer. (Example: Desktop or Documents).
  - ✓ Instructions: **Right click** on the form and **click** “Save as”.
  - ✓ **Save** to your Desktop or Documents.
- Once you have saved the form to your computer, you are ready to complete the form.
- **Open** the form.
- After you have completed the form, **save** a final version of the file to your computer.
- When ready, don’t forget to **attach** the completed form.
- **Do not complete the form online within your web browser, your data will NOT be saved. Please save it to your computer first, then fill it out!**