

# How to electronically complete: The Russell Community Market Application and Contract

- 1.) Download Adobe Acrobat Reader DC: If you don't have Adobe Acrobat Reader DC installed on your computer, you can download it for free from the Adobe website (<https://get.adobe.com/reader/>). Follow the installation instructions to set it up on your system.
- 2.) Open the PDF Document: Locate the PDF document you want to complete and double-click on it to open it in Adobe Acrobat Reader DC.
- 3.) Enable Editing Mode: You can enable editing mode by clicking on the "Fill & Sign" option in the right-hand pane. This will activate the editing tools.
- 4.) Add Text: To add text to the document, click on the "Add Text" button in the toolbar at the top. Then, click on the area of the document where you want to insert text and start typing. You can adjust the font size, style, and alignment using the formatting options in the toolbar.
- 5.) Checkboxes and Radio Buttons: If the document contains checkboxes or radio buttons, simply click on them to mark or select the desired options.
- 6.) Signature: If you need to sign the document, click on the "Sign" button in the toolbar and then select "Add Signature." You can choose to type, draw, or upload a signature image. Follow the prompts to insert your signature into the document.
- 7.) Save Your Changes: Once you've completed filling out the PDF document, make sure to save your changes. Click on the "File" menu and select "Save" or "Save As" to save the filled-out document to your computer.

