

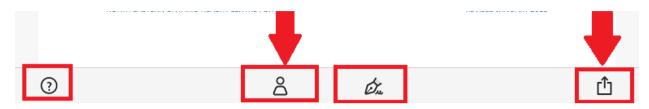


Mental Health and Social Services Resources App.

Using Adobe Fill & Sign

2018-17-17

Tool Bar Overview



- -From right to left:
- -The Help icon will activate the guick in-app tutorial.
- The My Profile icon will allow you to store data for quicker use.
- The Signature icon will allow you to create and use signatures.
- The Export icon will open the print or export options.

Navigation

Scroll with one finger to move the page around.

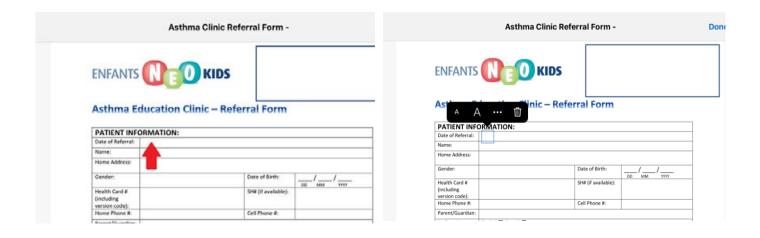
Pinch or stretch with two fingers to zoom.

Note that you must be **fully zoomed out** to scroll to other pages of the document.

Creating Text

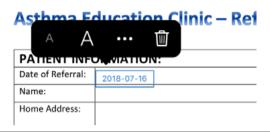
Tap anywhere on the screen to create a text box.

Note that creating a textbox above a horizontal line will automatically position the text onto the line.



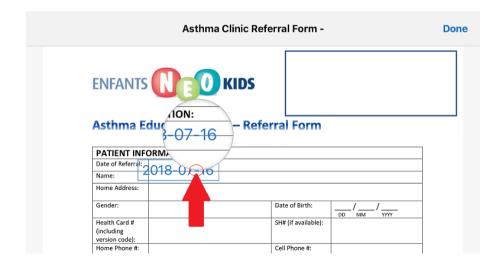
Modifying Items

Tap an annotation or a text box to bring up the item options, which include the **resize**, **modify** and **delete** options.



Repositioning Items

Press and drag a text box or annotation to reposition it. A magnifying window will appear, allowing for visibility under your finger.



Using Annotations

Press and hold one finger on the screen to create annotations.

(including version code):		(including version		
Home Phone #	:	Home	$X \bullet - \bigcirc$	
Parent/Guardia	an:	Parent/Guard	aran:	
Preferred	English 📮 French 🛮	Preferred	English ☐ French ☑	
Language:		Language:		
REFERRING	G SOUR	REFERRIN	REFERRING SOURCE:	
Name of referral source:		Name of refe	Name of referral source:	
Telephone number:		Telephone nu	Telephone number:	
HEALTH CARE PROVIDERS:		HEALTH C	CARE PROVIDERS:	

Also, you can tap a checkbox to automatically mark it using the last used annotation.

Better touch response

For a better touch response and accuracy when filling forms:

Zoom in as much as is convenient while editing. This creates larger spaces within the form for you to work, and the touch screen will be more efficient to use.