**Adding text to PDF document**

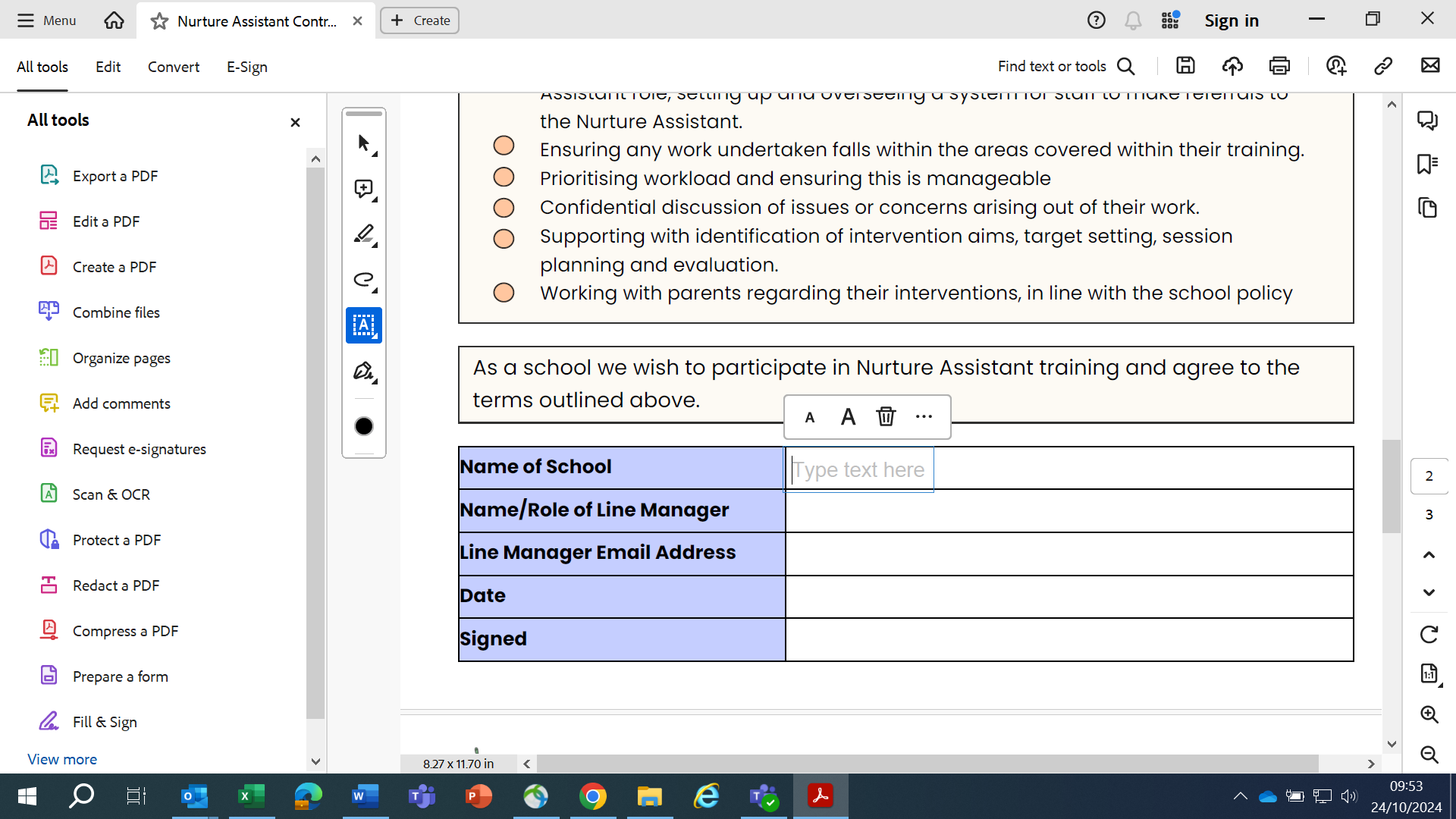
1) Select the ‘fill in forms field icon on the left hand side of the PDF

A screenshot of a computer

Description automatically generated

2) Click on the area you want to add text to create a text box and type directly into this

A screenshot of a computer

Description automatically generated

3) Once all fields are completed save the document with a new name