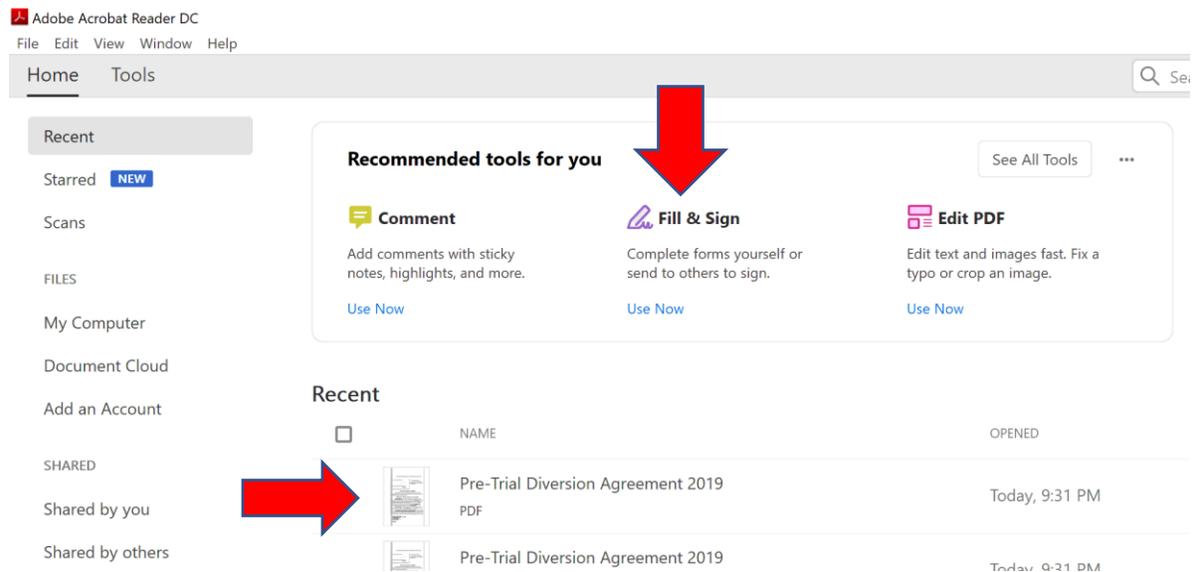


## HOW TO USE THE FREE ADOBE READER DC TO FILL AND SIGN A PDF DOCUMENT ON A COMPUTER

1. If you do not already have it, download the FREE Adobe Acrobat Reader DC at the website: [get.adobe.com/reader/](http://get.adobe.com/reader/). You do NOT need the Pro version.



2. Click on the "Fill & Sign" icon to choose your document. If you recently opened the document you want, it may be listed under the "Recent" menu and you can select it there. (The document blanks can also be filled in using this program.)



**3. Select a file from your computer. This assumes you will have downloaded any file sent by email and saved it on your computer.**

Adobe Acrobat Reader DC  
File Edit View Window Help  
Home Tools  
Fill & Sign

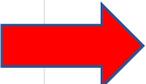
Fill and sign forms or get them signed from others



**4. A menu will appear asking who will be signing. Choose You: "Fill and Sign".**

Pre-Trial Diversion Agreement 2019.pdf - Adobe Acrobat Reader DC  
File Edit View Window Help  
Home Tools Pre-Trial Diversion ... x  
Fill & Sign

Who needs to fill and sign?

 <p><b>You</b> Fill form fields, add text and draw or type your signature.</p>  <p>Fill and sign</p>	 <p><b>Others</b> Add signers, mark where to fill and sign, send it out and track progress.</p> <p>Request signatures</p>
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**5. To fill in lines, click where you would like to add text and type. Repeat.**

Guilty Plea Form 2017- BIMC test.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Guilty Plea Form 2... x

Fill & Sign [Ab X ✓ ○ - • Sign Next

<b>BAINBRIDGE ISLAND MUNICIPAL COURT</b> <b>Kitsap County, Washington</b>		Mailing Address: PO Box 151, Rollingbay, WA 98061 Location Address: 10255 NE Valley Rd, Bainbridge Is., WA Phone # 206-842-5641 Fax # 206-842-0316 www.bainbridgewa.gov email: court@bainbridgewa.gov
<b>CITY OF BAINBRIDGE ISLAND</b>  vs.  Plaintiff,  Defendant.	<b>No.</b>  <b>Statement of Defendant on Plea of Guilty</b>  <input type="checkbox"/> DUI- No Test <input checked="" type="checkbox"/> BAC results <u>.20</u> <input type="checkbox"/> BAC refused <input type="checkbox"/> Passenger under age 16 <input type="checkbox"/> THC- No Test <input type="checkbox"/> THC results _____	

Type text here

- True Name.** My true name is ANDREW SMITH
- Age.** My age is 28
- Education.** I went through the Type text here grade.
- I HAVE BEEN INFORMED AND FULLY UNDERSTAND THAT:**

**6. Scroll to the area of the document where a signature is needed.**

Pre-Trial Diversion Agreement 2019.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Pre-Trial Diversion ... x

Fill & Sign [Ab X ✓ ○ - • Sign Next

8 driving abstract, in the Washington State Judicial Information System (including access through the

9 Judicial Access Browser System), and in the Statewide Electronic Collision and Ticket Online Records.

10

11 DATED AND FILED: \_\_\_\_\_ Defendant

12

13 **Note to Defendant**—This Agreement is a contract  
 14 between you and the Kitsap County Prosecutor’s  
 15 Office. In order to receive the benefit of the  
 16 contract (a dismissal or an amendment of the  
 17 current charge to a lesser charge), you must  
 18 comply with all terms of this Agreement. If you  
 19 fail to satisfy any of these requirements, you can  
 20 be found guilty without a trial by jury.

21 PRESENTED BY— APPROVED FOR ENTRY—

22 \_\_\_\_\_ Attorney for Defendant

23 \_\_\_\_\_, WSBA No. \_\_\_\_\_

24 Deputy Prosecuting Attorney Attorney for Defendant

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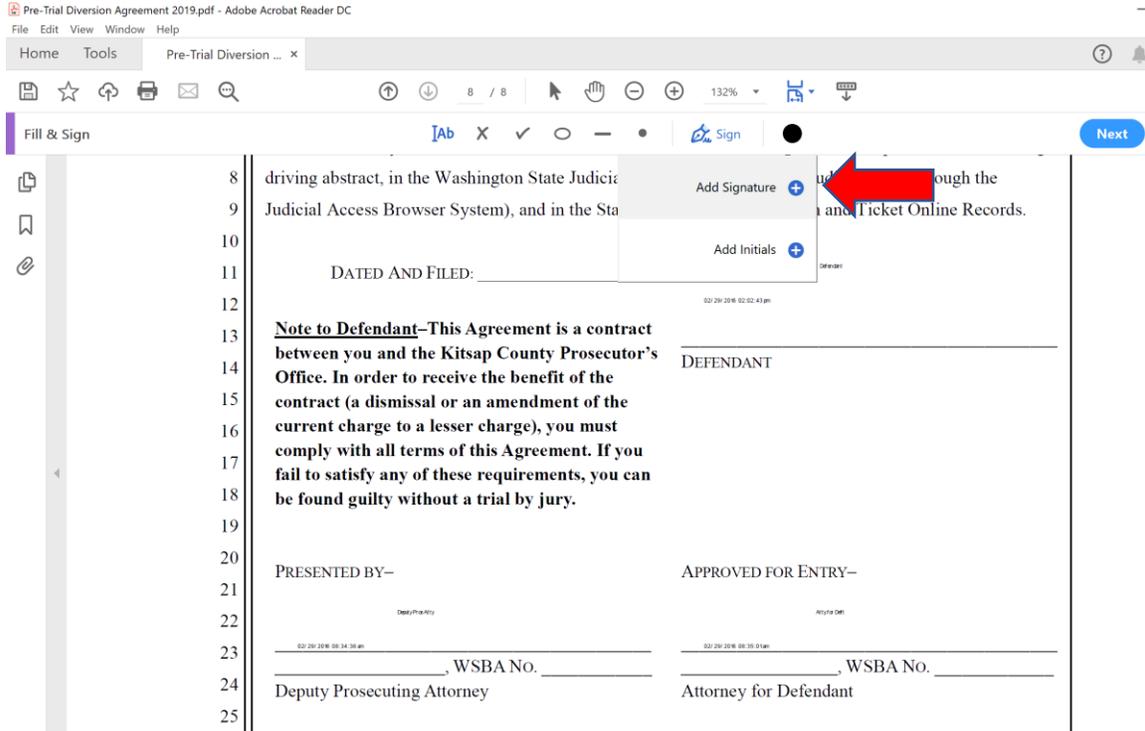
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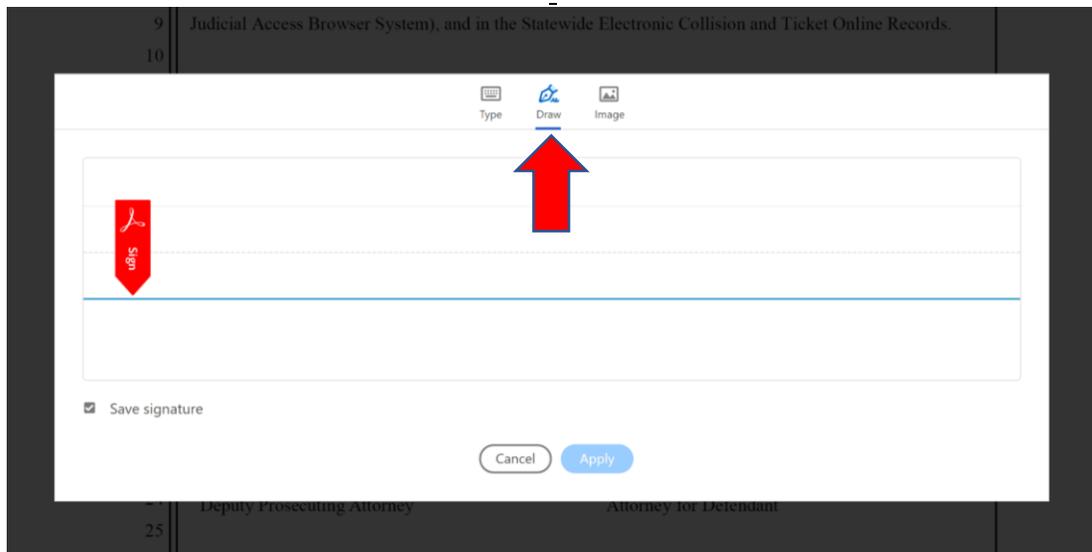
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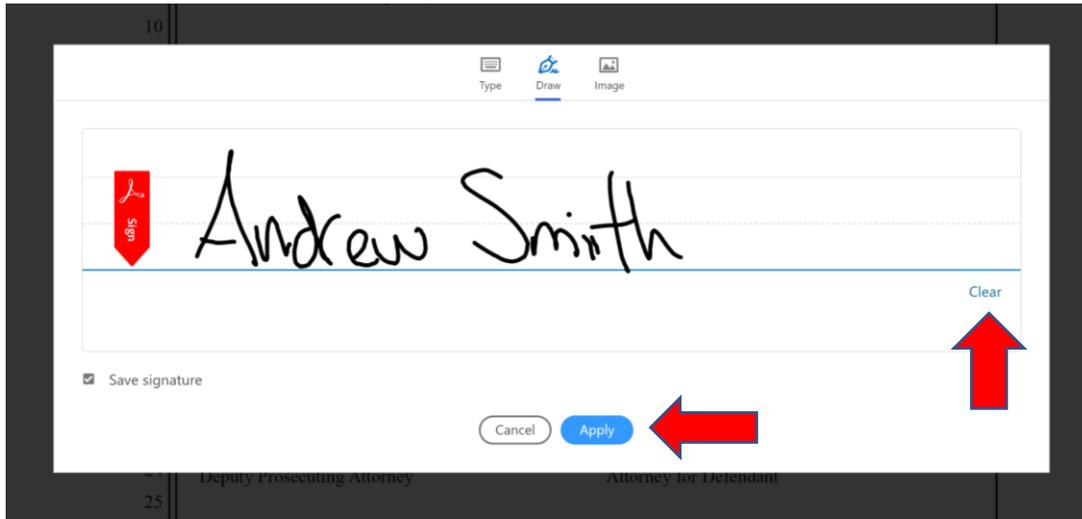
7. **Click on the ink pen symbol “Sign” icon. This will result in a menu where you will choose “Add Signature.” If you have used this program before, it may have a saved signature.**



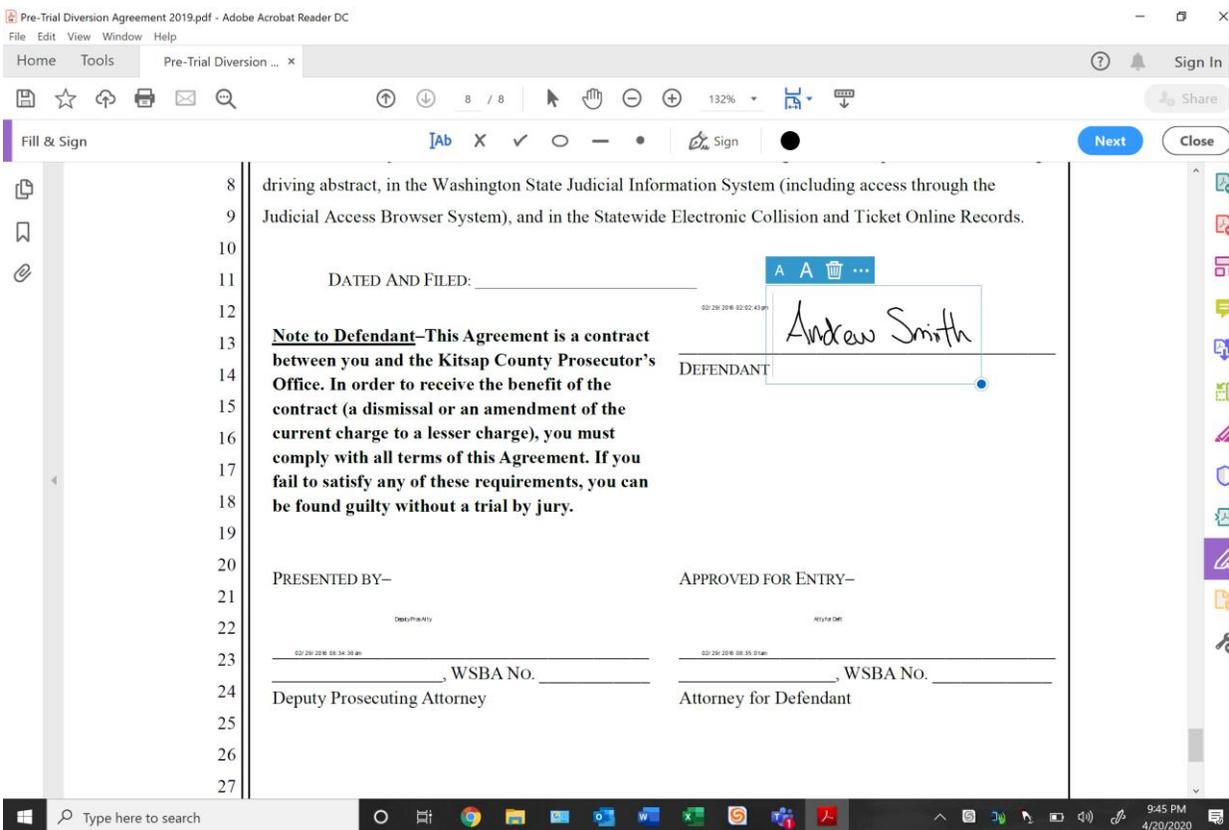
8. **Choose the ink pen “Draw” icon. The best way to sign is on a touch screen with a finger or stylus. You may also sign on a touch pad or using a mouse by holding down the left click on the touchpad or mouse and moving your finger or mouse to create a signature. This is challenging. You can use your opposite hand to hold down the left click function and sign with the other hand**



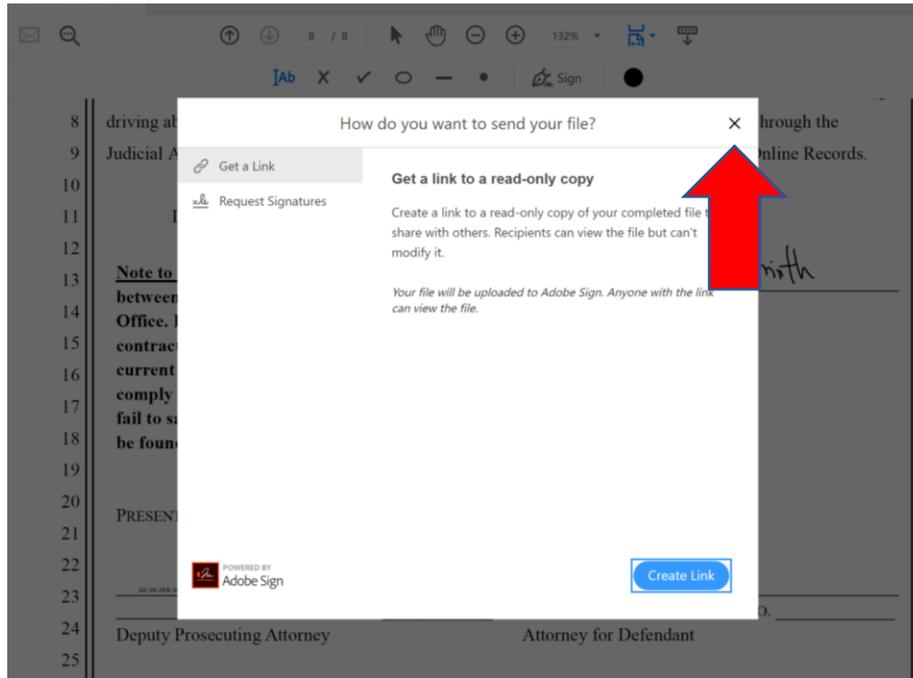
9. **If your signature turns out poorly, you can try again by clicking on “Clear” on the right. Once you have a signature that is acceptable, click “Apply.”**



10. **It will appear on your document. Click and drag the signature to where it should be placed. DON'T click Next.**



**11. If you do accidentally click “Next” it will ask you how you want to send your file. Click X to close.**



**12. Click the save icon. Choose save or save as. Save the file on your computer. You can now send your signed document as an email attachment.**

