

How to access PDF fillable forms on mobile devices

Ensure your mobile device has Adobe Acrobat reader, you will need this app to enable you to enter data into the fillable PDF forms.

You can install Adobe Acrobat Reader for free from Google Play or the app store.

For an Android mobile device

Go to www.cosca.org.uk

Open the document you wish to edit. (If you have previously downloaded a copy of the form it may ask if you would like to download again. Please download again, as there may have been updates since you last downloaded the document).

Select the 3 vertical dots at the top right hand side of the screen

A dropdown menu will appear

Select Open with...

This should automatically begin downloading in Acrobat Reader, if you have more than one PDF viewer/reader then you may have to select Adobe Acrobat from a list.

A blue circle with a white pen should appear at the bottom right hand side of the screen.

Tap the blue circle, white pen button, a pop up menu should appear with the following options:

- Comment
- Fill & Sign

Tap on Fill & Sign

You are now in editing mode, Tap on one of the form fields

The rest of the form will highlight the form fields in blue and your keyboard should appear on screen.

You can now complete the form

At the bottom of your screen should be a grey/white tab with a black squiggle and pen nib, this will enable you to sign the document.

Once you have entered all of the required information click on the grey tab, mentioned above, at the bottom of your screen (you may have to double tap the screen for the pen nib tab to appear again)

This will open a pop up menu with the following options:

- Create Signature
- Create Initials

(You can write, upload or take a picture of your signature. If you have already created a signature on Adobe for a previous document your signature may already appear, this current signature can be used again by tapping it or be replaced by tapping the minus button at the right hand side of the signature)

Click Create Signature

A screen will pop up with a Red Tab saying Sign

Along the top of the page are the signature options

Draw Image Camera


Draw – Enables you to sign and save your signature

Image – Enables you to upload an existing picture of your signature

Camera – Enables you to take a picture of your signature

Once you have entered your signature, tap the tick at the top of the screen. This will close the signature options

Tap the screen to place your signature

To save: Tap the share icon 

Tap share a copy

Save to your selected file location

If you cannot find your saved copy, there will be a copy saved in your Adobe Acrobat app to reopen and save a copy. (Also check your file manager for downloads).

To print: Tap the 3 vertical dots at the top right hand side of your screen

Scroll down to print

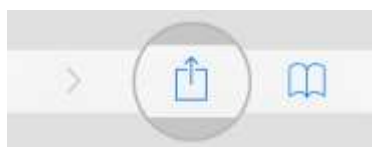
For an IOS mobile device

Open Safari

Go to www.cosca.org.uk

Open the document you would like to complete

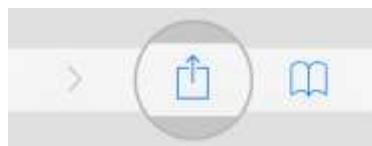
Please note: If you access the website via google,



Tap the share icon

Select Open in Safari

Tap menu bar along the top of the screen



Tap the share icon on the menu bar at the top of the screen

Scroll along to Copy to Acrobat

This should automatically begin downloading in Adobe Acrobat Reader, if you have more than one PDF viewer/reader then you may have to select Adobe Acrobat from a list.

A blue circle with a white pen should appear at the bottom right hand side of the screen.

Click the blue circle, white pen button, a pop up menu should appear with the following options:

- Comment
- Fill & Sign

Tap on Fill & Sign

You are now in editing mode, Tap on the right hand side of one of the form fields

The rest of the form will highlight the form fields in blue and your keyboard should appear on screen.

You can now complete the form

At the top of your screen should be a white tab with a black squiggle and pen nib, this will enable you to sign the document.

Once you have entered all of the required information tap on the white tab, mentioned above, at the top of your screen

This will open a pop up menu with the following options:

- Create Signature
- Create Initials

(You can write, upload or take a picture of your signature)

Tap Create Signature

A screen will pop up with a Red Tab saying Sign

Along the top of the page are the signature options

Draw Image Camera

Draw – Enables you to sign and save your signature

Image – Enables you to upload an existing picture of your signature

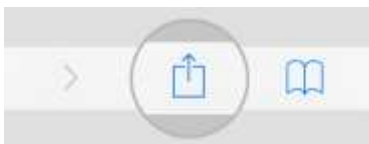
Camera – Enables you to take a picture of your signature

****Forms that have a signature or initials are not editable after being saved****

Once you have entered your signature, tap Done at the top right hand side of the screen to save and close the signature menu

Tap anywhere to place your signature

Tap Done at the top left hand side of the screen to end document editing mode



To save: Tap the share button



Tap | Share a Copy at the bottom left hand side with the paperclip image

This will enable you to save a copy to your device without having an Adobe Acrobat account.

Please note: If you cannot find your saved copy there will still be a copy in the Adobe Acrobat Reader app that you can return to, to save another copy.

To print: Tap on the 3 horizontal dots at the top right hand side of your screen

A drop down menu will appear

This menu gives you the option to print the document