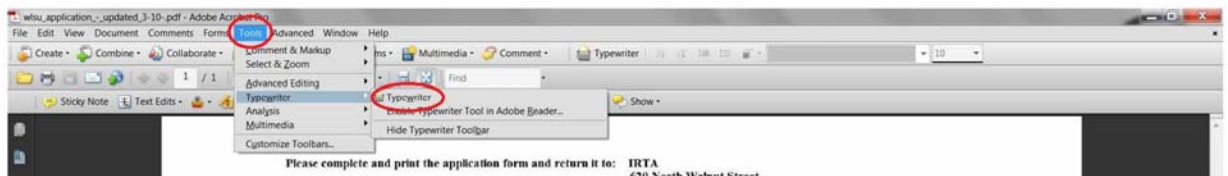# *How to type on a .pdf file*
# (or how to type and email the WLSU application)

1. To type on a .pdf file you will need the Adobe Acrobat program on your computer. You will not be able to type on the application using the Adobe Reader program.

2. Open WLSU application (.pdf file) by clicking on the words "<u>WLSU APPLICATION</u>".

3. Save the .pdf application to your computer.

4. Open the file using the Adobe Acrobat program.

5. While in the Acrobat program you should now see the following on the top of the screen:



6. Click on the TOOLS tab and you will see the word "Typewriter" . Click on the word "Typewriter" that is located to the right:



7. Now you can begin typing on the WLSU application by placing your curser on the appropriate box or line.

8. After saving the application should you wish to email the document you would click on the "Envelope" that is located next to the "Typewriter icon: