## *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</u> <u>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:

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

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- 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:

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