

**Royal Mail**  
Statutory Pension Scheme

# PDF editing guide

January 2022



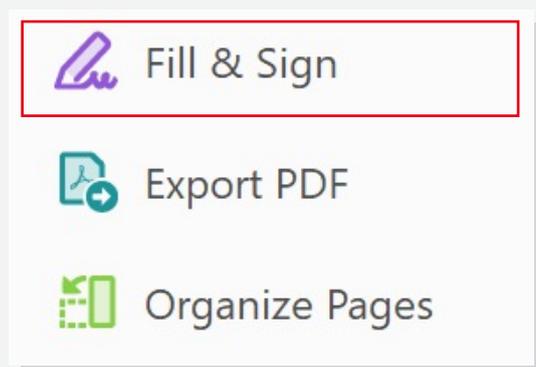
### 1. Introduction

This guide explains how you can complete and return forms or documents which are in a PDF format without the need to print them out first.

The form or document can be filled in and signed using your computer or other device and then returned via email.

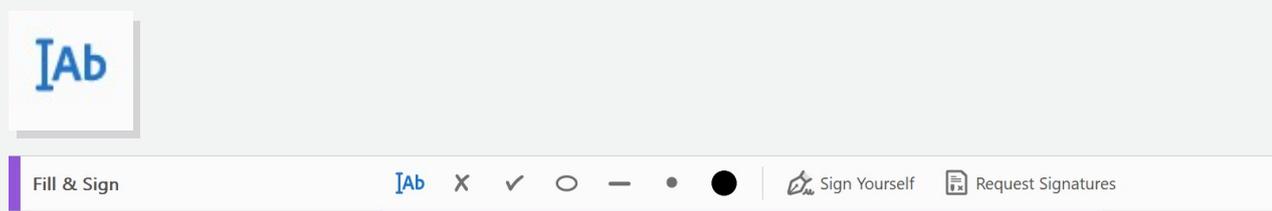
### 2. Completing the form

Once you are ready to fill in the form, scroll to the page that needs completing and in the toolbar on the right-hand side of the document, select 'Fill & Sign'.



If you are unable to see the toolbar, click on 'View' in the top left, select 'Tools', 'Fill & Sign', and then 'Open'.

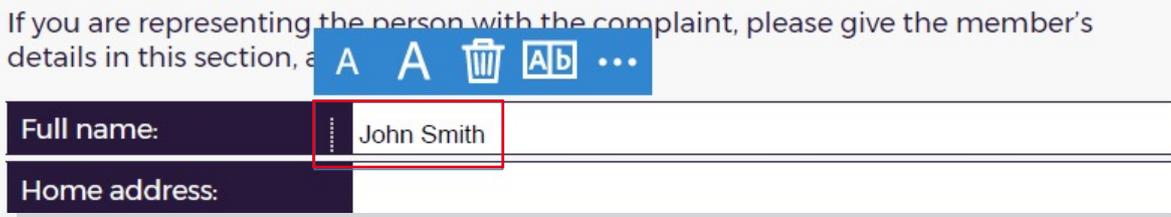
The 'Fill & Sign' bar will appear at the top of the document and your cursor will change to the below symbol.



### 3. Typing text

Move the cursor to where you want to add text. A box will then appear, click within the box, and you can start typing your text.

If you are representing the person with the complaint, please give the member's details in this section, and



The screenshot shows a form with a floating toolbar containing icons for text formatting (bold, italic, delete, bulleted list, and more options). Below the toolbar, there are two input fields: 'Full name:' containing 'John Smith' and 'Home address:' which is currently empty.

When you have finished typing, click outside of the box and the typed text will show on the document. Then, simply move the cursor to the next line and click to produce another box.

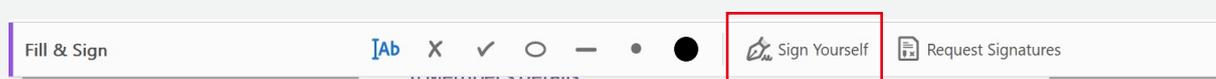


The screenshot shows a form with a floating toolbar containing icons for text formatting (bold, italic, delete, bulleted list, and more options). Below the toolbar, there are three input fields: 'Date of birth:', 'Email address:' containing 'Type text here', and 'Telephone number:' which is currently empty.

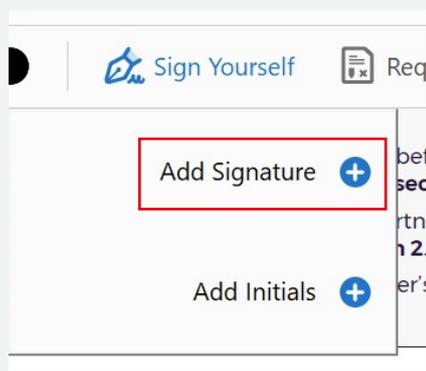
You can continue to add text boxes until you've completed all areas of the form or document.

### 4 Signing the document

At the top of the screen in the 'Fill & Sign' bar, you will find a 'Sign yourself' button.



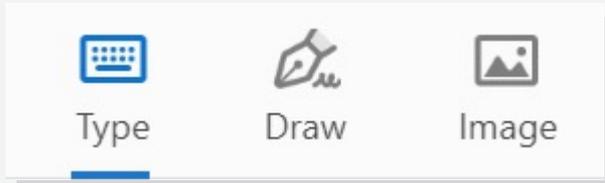
When you click on 'Sign', two options will appear. Select 'Add Signature' to create a full signature.



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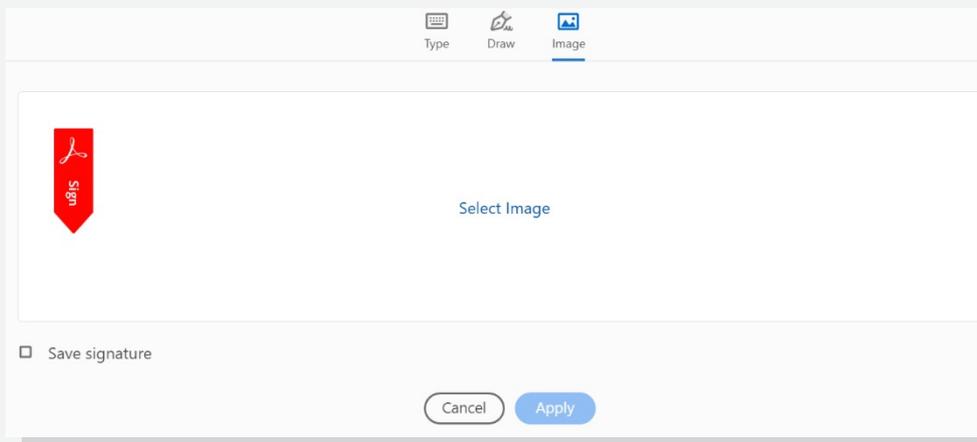
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There are three options to create the signature; Type, Draw or Image. You can only select one option.



**Image option:** This allows you to insert an image of your actual signature. To do this, you can sign a piece of paper, take a colour photograph and save it to your mobile device. You can then locate the image on your device, select 'Open' and it will appear in the signature box.

Click 'Apply' and the signature will appear on the document. You can then resize and move the image box as necessary.



**Draw option:** You can use the mouse or touchpad to draw your signature.



Click 'Apply' and the signature will appear on the document. You can the resize and move the image box as necessary.

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**Type option:** Simply type your name into the space provided. You can change the font style by clicking on the 'Change style' dropdown list.



Click 'Apply' and the signature will appear on the document. You can then resize and move the image box as necessary.



### Tips

If you need to resize anything in the text box, the  symbols can be used to decrease or increase the text size.

You can also remove text at any point, by clicking on the text box and selecting the bin symbol.



## 5. Save the document

Once you have completed the document or form, you can save it using the 'File' and 'Save As' process.