Private Officer Licensing Forms Tutorial

If you do not already have some version of Adobe Acrobat, you can download the free version to complete PDF forms electronically.

When you double click the form you want from KCPD.ORG, it typically opens in your browser window. Simply download the form to your desktop.

Open the downloaded form with Adobe Acrobat. You can do this by opening Adobe Acrobat Reader and then choosing the "Open File" option, or you can right click on the file on your desktop and it will ask you what you want to open it with. Choose Adobe Acrobat.

Fill and sign PDF forms

To complete and sign PDF forms, open the form in Acrobat, and then select **Sign** from the global bar. Alternatively, you can select **All tools** > **Fill & Sign**.

It displays the Fill & Sign tools on the left panel. You can now fill in the form fields and sign the form using the sign tools, as described in the following topics.
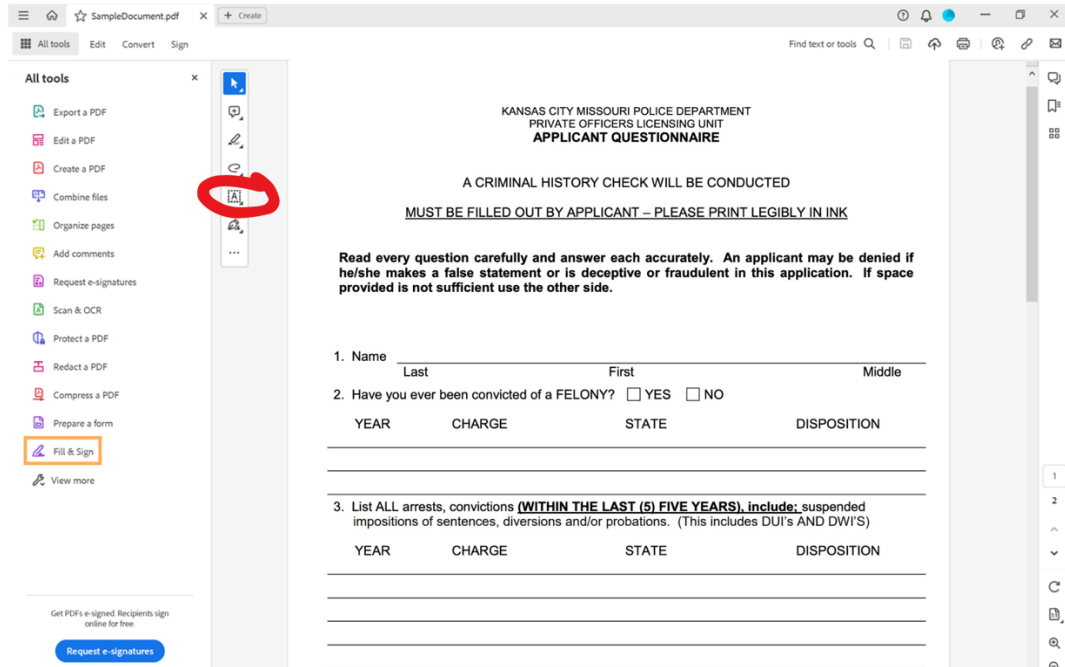
TO FILL TEXT FIELDS:

1. From the left panel, select ![A icon] and then click on the field where you want to add text.
   It displays a text field along with a toolbar, as shown below.

2. Select the text field again and enter your text.

3. To reposition the text box to align it with the text field, select the textbox and hover over it. Once you see a plus icon with arrows, move the textbox to the desired position.

4. To edit the text, select the text box. Once you see the cursor and keypad, edit the text and then click elsewhere to enter.

5. To change the text size, select A or A, as required.
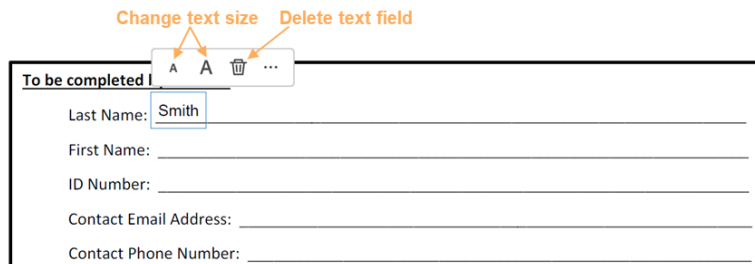
Note:

Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.

6. To change the text color, select ⬤ from the quick toolbar and then select a desired color from the color palette.

   The default color for signatures is black. To change the color of signatures, you must deselect the **Keep signatures black** checkbox.
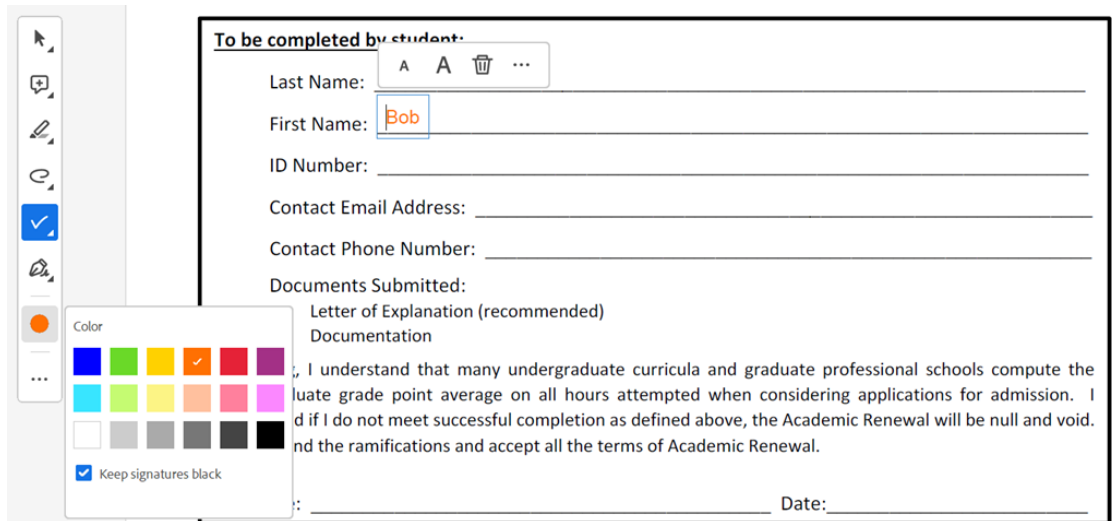
7. To change the text style from normal to combed, from the textbox menu, select ⋮ > **Character spacing**.
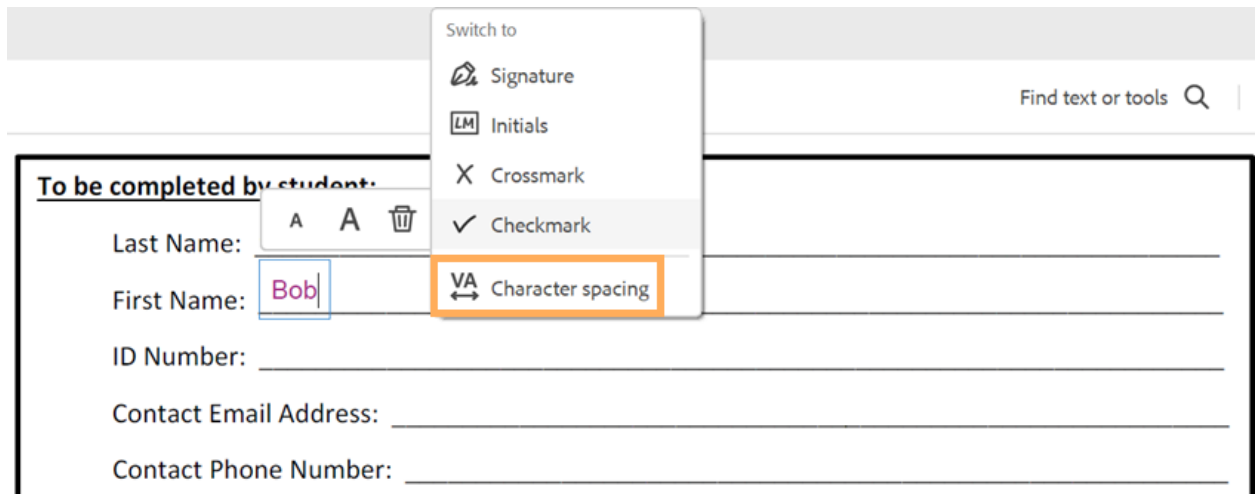
   It changes the text style from normal to combed. To increase or decrease the spacing, you can select the blue arrow icon and then drag it as desired.

Note: *Combed Text* is a text style where each letter of the text is equally spaced out with the help of a sequence of boxes.

8. Once done, select the next field space and then enter your text in the text box. Use the formatting options as desired.

   Repeat the step to fill all the required fields in the form.

TO FILL RADIO OPTION FIELDS:

1. Hover over the field with the radio option.

   It automatically displays the default checkmark or the selected radio field symbol.

2. Select the radio option field to enter the symbol.

3. To change the symbol, select the field again, and then from the menu, tap ⠿ and then select another symbol. It marks the field with the selected symbol.