

## How to Fill Out and Sign our Scholarship Forms

To fill out and sign this application form, you will need to download **Adobe Acrobat Reader DC** if you do not already have it on your computer.

This is a **free**, stand-alone application that you can use to open, view, sign, print, annotate, search, and verify PDF files. It is available on Adobe's [Reader download page](#). You do **not** have to have an Adobe account to use this application.

From the IOIA site, click on the application link. It will open in your browser window, where you can choose to **download it to your computer**.

Once you have **downloaded** the application form, **open it in Adobe Acrobat Reader DC**.

On the right side of your screen are some menu options. Please scroll down and choose **'fill & sign'**.

This will open the form in a **new, different** window. A menu bar above the document has tool choices of text, x's, checkmarks, and an option to 'sign'. The Navigation control to **move between pages** is located **at the bottom of the screen**. If you do not see it, move your cursor to the bottom of the screen and the window with the controls will appear. This menu also lets you change the size of the form in your window.

Point and click in the document to use the various tool choices. You can move text boxes to better align them with the existing application text. Please keep all text visible on the page. We have made an effort to give you plenty of room to answer items; however, if you run out of room, please add a separate piece of paper with your information, and reference it to the applicable question on the form.

**At the end of the application, we request your signature.** At this point you can either save and print the form and then sign it, **OR** you can sign it electronically while you are still filling out the form.

**Once you have signed the form electronically you cannot go back and make changes.**

If you choose to sign electronically, please click on the 'sign' option on the top menu. If you have never used Adobe Acrobat Reader DC, you will get a new menu prompting you to type out your name. You have a few options as to how you want that signature to look. If you had Adobe Acrobat Reader DC previously, you may already have a signature that you can use.

Choose one of the signatures and place the cursor on the signature line and click to attach. You can also adjust the size of this signature.

**Once you have signed the form you cannot go back and make changes.**

When you have finished filling out and signing the form, **choose SAVE AS**. Please include your last name in the file name (e.g., Smith.Rutherford2019) and note where you have saved the file on your hard drive.

Please attach this **completed and signed application form** to your email correspondence with us along with any other requested documentation.