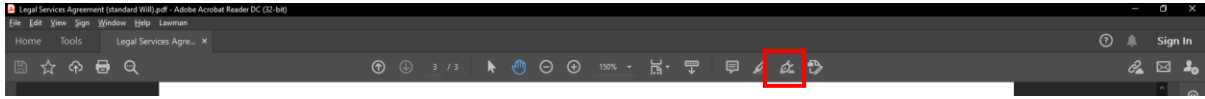


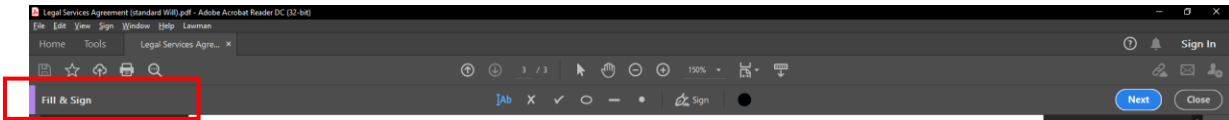
How to insert ticks, text and signature into your Legal Services Agreement document

Open the document using Adobe Acrobat Reader - which can be [downloaded from here](#)

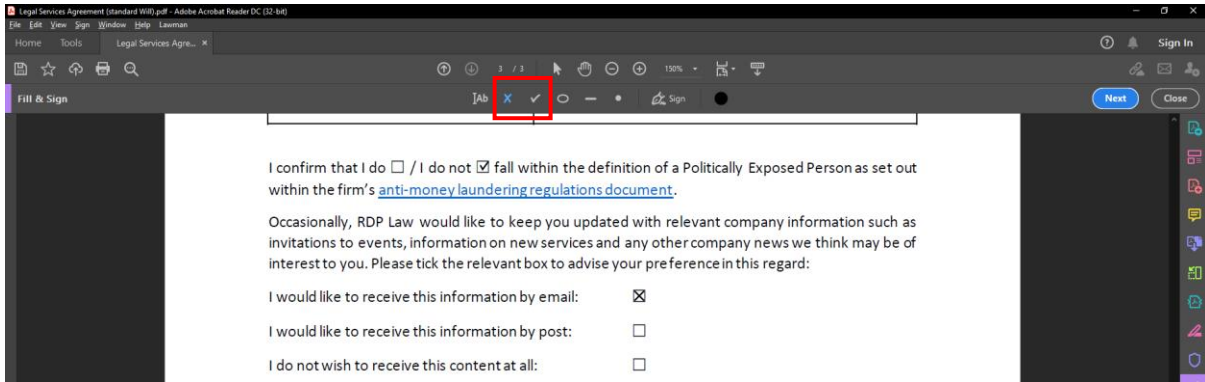
- Click the fountain pen icon



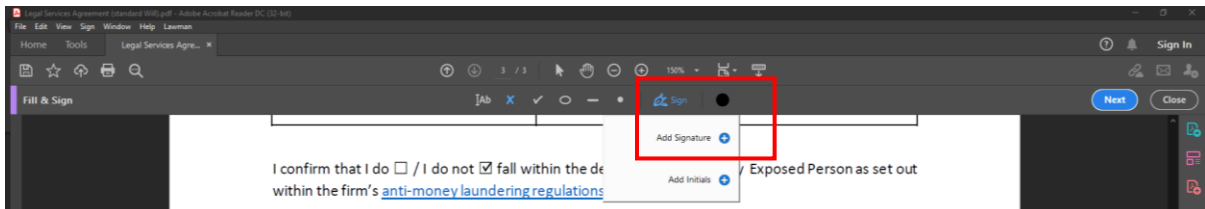
- The Fill & Sign tool bar will appear as below:



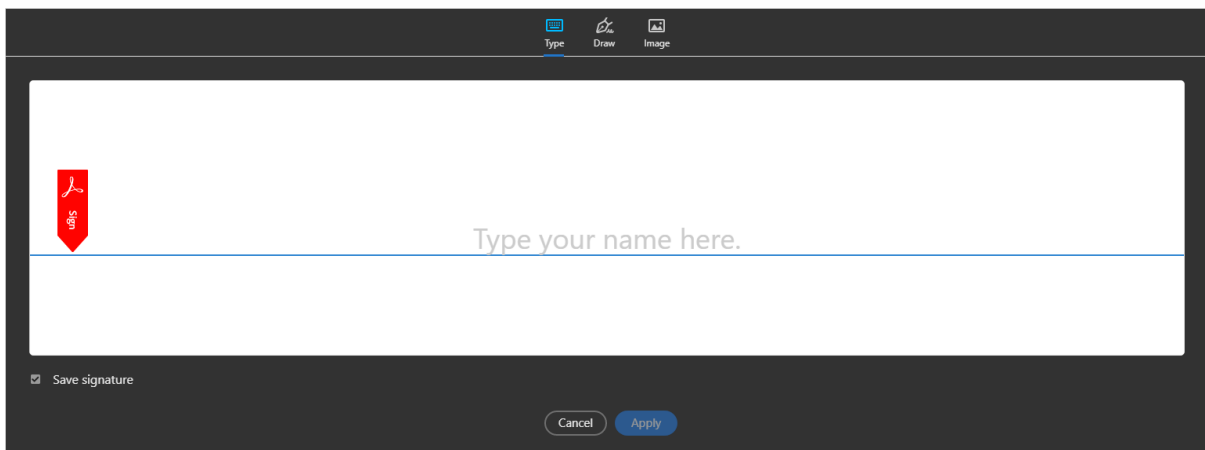
- To tick the tick boxes in the document – click either the cross or tick icon. This will turn your cursor into a tick or a cross. Click in the relevant tick box to insert your desired response.



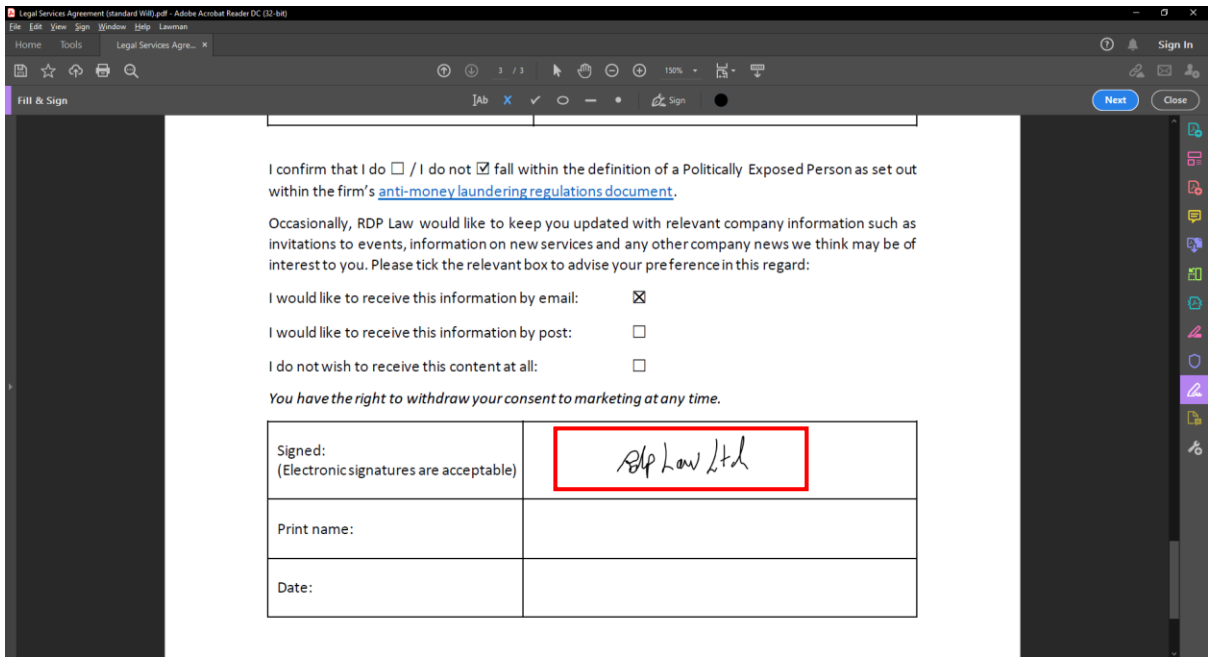
- To sign the document – click the 'sign' icon. This will give you the option to 'Add Signature'



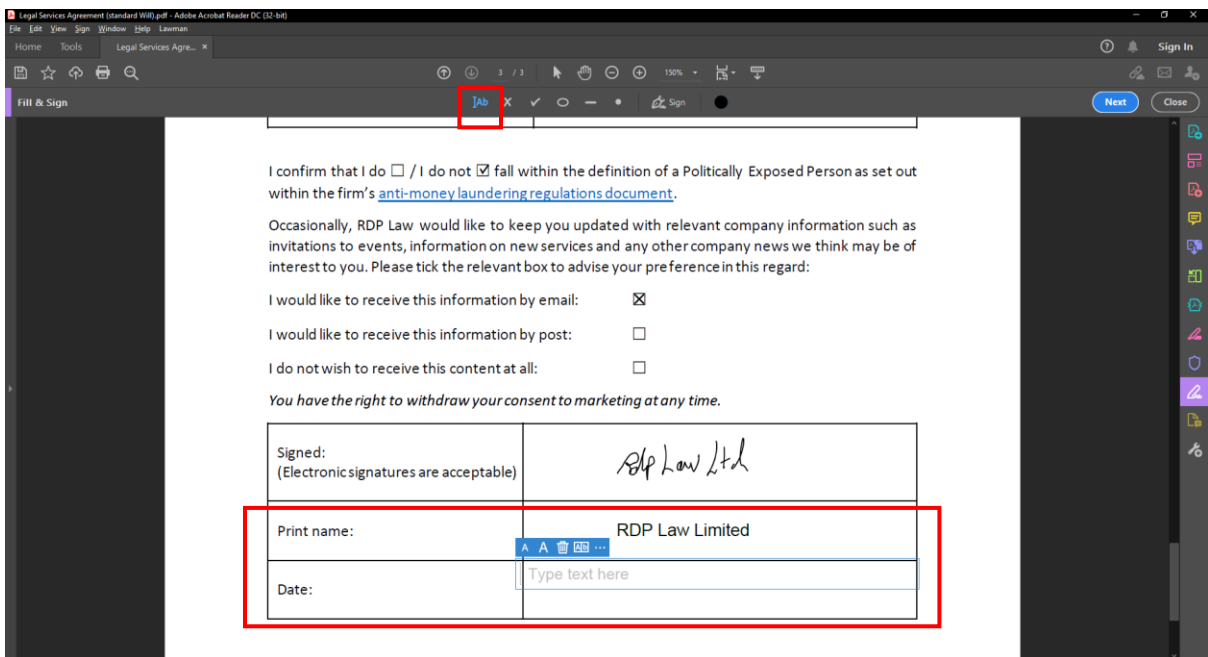
- Here you can either type or draw your signature or insert an image of your signature. Once you have entered your desired signature type – click 'Apply'



- Your cursor becomes your signature – move it to the signature box and click to insert



- To print your name and add the date – click the 'Ab' icon and click into the print name/date boxes of the document and type your text.



- Once your document is ready – click 'File' and 'Save As' – save your document and email to your solicitor.