

Instructions for saving and sending PDF forms with Adobe Reader Version 11 or greater

Do you have version 11 or greater of Adobe Reader?

If not you will need to fill in the form by hand, scan and email it to me or pop it in the mail.

If you have Adobe Reader 11 or better then you can use these steps to fill in this form electronically.

Print this document so you can easily follow the steps.

- 1) Down load the form from the website to your pc. (www.mineralclub.co.nz)
- 2) Go to your downloaded form and open it with Adobe Reader (In most cases double clicking the file will do that).
- 3) Check the version of Adobe Reader - Click Help from the menu at the top of the page, then click About Adobe Reader. In the top part of the screen that pops up there will be a version number, it must be 11 or greater. pressing the Esc key will close the window. (If it is not version 11 or greater you will have to fill in the form by hand, scan and email it to me or pop it in the mail).
- 4) Fill in the form.
- 5) Save the form - (there will be a little picture of a floppy disk to the left of the printer symbol) or you can select from the menu - File | Save or Select - File | Save As - Make a note as to where the form is saved.
- 6) Close Adobe Reader.
- 7) Go to where the form has been saved and open it with Adobe Reader (In most cases double clicking the file will do that).
- 8) Check that the information you entered is there.
- 9) Close Adobe Reader.
- 10) Create an email and attach the completed form.
- 11) Send to the email address on the bottom of the form.

If this doesn't work then I am afraid that you will have to pop the form in the mail.