

How to Fill a PDF

Step 1 - Download our editable PDF for purchase orders, vendor requests, etc.

<https://drive.google.com/drive/folders/163OtRdIEAkwFC1Blvv8NTov0oI5VE33H?usp=sharing>

Step 2 - Open the file from your “Downloads” folder using Adobe Reader (best option) or your PDF reading and editing software. This software is usually included on your computer, but if not, please download at the following link:

<https://get.adobe.com/reader/>

Step 3 - In Adobe Reader, select “File” then “Save As”. Save it as a “File name” which represents the purpose of your document, such as: “Timmy’s School Books - 1”. This will make sure that you can process the document and it won’t interfere with other documents, records, or the original; ensuring that you can protect your documents and have an easily editable original.

Step 4 – Fill out the document with all of the necessary and applicable information. For documents that need to be signed, please select the Paper and Pen icon to sign your document.

Step 5 – “Save” the document or “Save as” if this document hasn’t been “Saved as” as described in Step 3.

You now have a document which can be emailed as an attachment and further worked on by our staff.

Thank you for helping out our office at TRHSCS.