Instructions for Filling Out, Saving, and Sending a PDF as an Email Attachment

Step-by-Step Guide

Filling Out the PDF Form

1. Open the PDF Form: Use a PDF reader such as Adobe Acrobat Reader to open the PDF form.
2. Enter Your Information: Click on the fields within the PDF to type in your information. Ensure all required fields are filled out accurately.
3. Review Your Entries: Double-check all the information you have entered to ensure correctness.

Saving the Filled-Out PDF

1. Save the Document: Click on "File" in the top menu and select "Save As."
2. Choose a Location: Select a folder on your computer where you want to save the filled-out PDF.
3. Name the File: Enter a name for the PDF file and click "Save."

Sending the PDF via Email

1. Open Your Email Client: Use your preferred email provider (e.g., Gmail, Outlook).
2. Create a New Email: Click on the "Compose" or "New Email" button.
3. Enter the Recipient's Email Address: In the "To" field, type the email address of the person you want to send the PDF to.
4. Add a Subject: Enter a subject line that describes the content of your email (e.g., "Filled-Out PDF Form").
5. Attach the PDF: Click on the "Attach" button (usually represented by a paperclip icon) and select the saved PDF file from your computer.
6. Write a Message: Include a brief message in the body of the email if necessary.
7. Send the Email: Click the "Send" button to send your email with the PDF attached.