

# Electronic PDF Instructions

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## Instructions for tablets, laptops and desktops

This document will help you understand how to use your new electronic document from Ember Compliance on all devices using Adobe's "free" Acrobat Reader App on Desktop and Mobile operating systems.

These instructions aim to walk you through the best practices for using these PDF's. If you are a regular user of PDF's and you have a way of working that suits you, then these instructions can be ignored as there are no right and wrong ways, just whatever works for your workflow.

## Where to download the PDF Apps

The desktop versions of Acrobat Reader are downloaded directly from Adobe using the links below. We highly advise that for security reasons you only ever download these applications directly from Adobe. With the Android and iOS versions, you need to download these directly from the corresponding Google Play or Apple App Store by either searching the respective stores or using the links provided below.

## Download the App for free

Windows/Mac:

<http://www.adobe.com/uk/products/reader.html>

Acrobat Reader for iOS:

<https://apps.apple.com/gb/app/adobe-reader/id469337564>

Acrobat Reader for Android:

[https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en_GB)

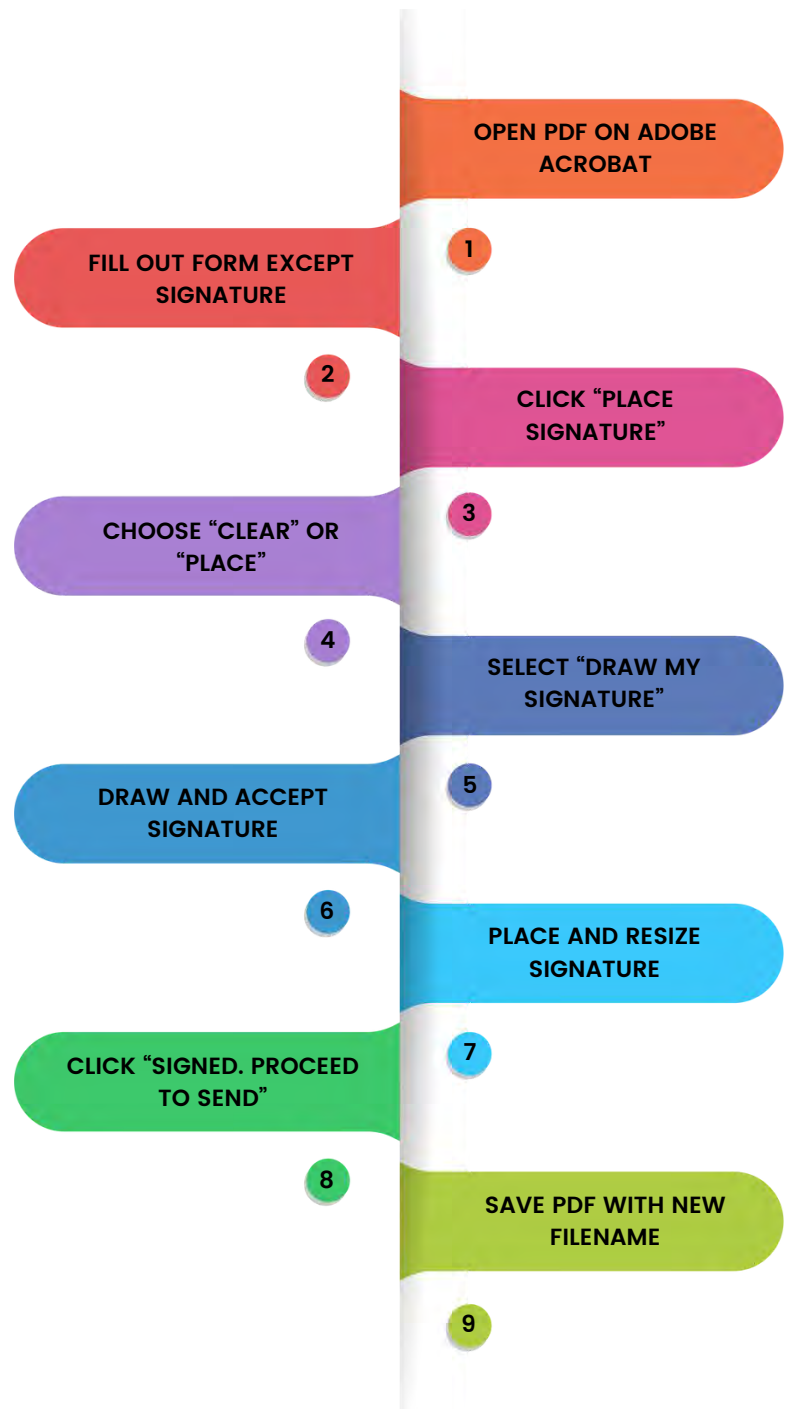


## Using Electronic Forms on Desktop/Laptop

When using Ember Compliance PDF's on a Desktop or Laptop such as Windows or OS X the process is very straightforward and these instructions will work for both PC and Mac.

Before you start you should have your Electronic PDFs in a chosen location on your PC or Mac but for these instructions it will be assumed they are saved to your Desktop. These instructions will take you step-by-step through the process of completing and signing a form using Adobe Acrobat Reader and the exercise will be based on a file called EXAMPLE.pdf but simply replace this with the document you have at the time of completing the instructions.

Before you start the exercise, please make sure you have Adobe Acrobat Reader installed using the link provided on page 2. saved, you can then email or move it to wherever you need it to be.

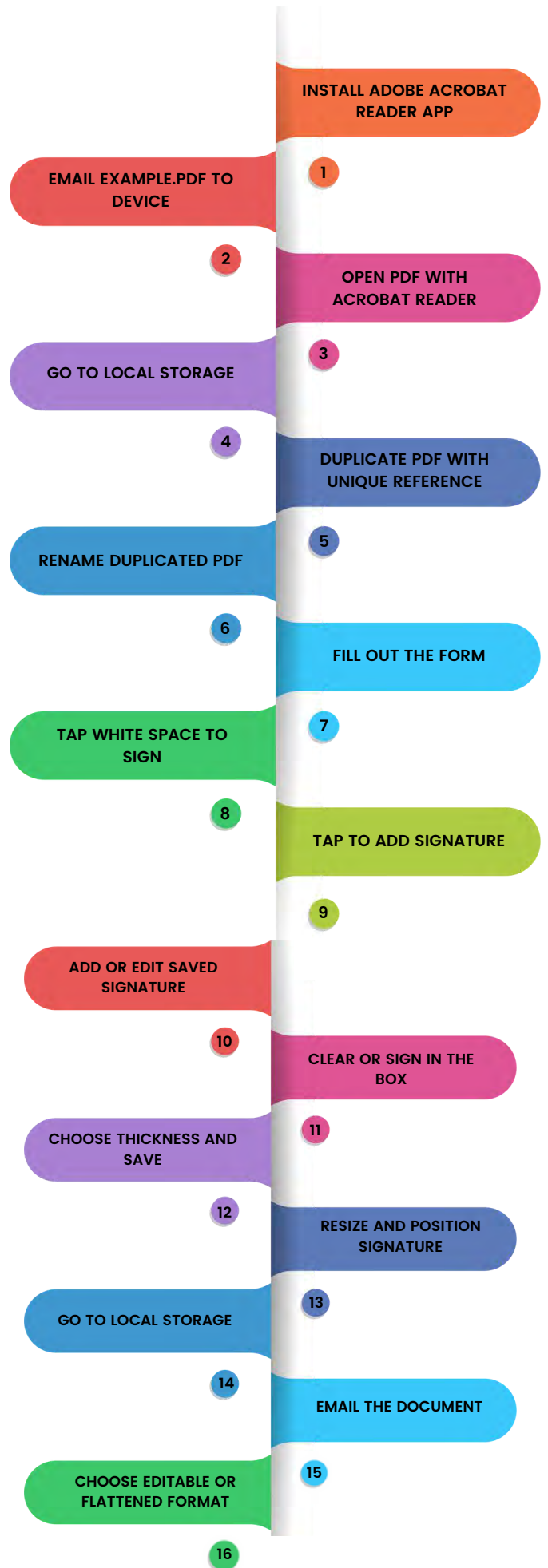


1	Open Adobe Acrobat on your PC or Mac & select “File, Open” and locate EXAMPLE.pdf (or your PDF)
2	Start to fill out the form as you would any paper document but ignoring the “Signature” section until complete.
3	Once you’ve completed the form, you’re ready to sign it. Simply click on the “Sign” option in the top right of the window.
4	You’ll now see an option to “Place Signature”. Depending if you’ve ever added a signature to a PDF before, you will either see the option to just “Place Signature” or you may have a drop down arrow giving you the option to either “Place Signature” or “Clear Saved Signature”. the same person is signing the forms. This is very useful as it allows you to keep signing multiple forms without having to ask for a signature. However, if the form needs a new signature, simply select “Clear Saved Signature”.
5	Once you’ve decided if you need a new or a repeat signature, click on “Place Signature”.
6	You’ll now be presented with an alert window with 4 options in the drop down menu. The option you will require is “Draw my signature”. Once you select this you can use the mouse or trackpad to draw into the blank box. If the person is not happy with the signature, simply click “Clear Signature” and sign again. Once happy, simply click “Accept”.
7	You can now place the signature onto the PDF where required. It may be you’ve dropped it slightly away from where you want it or it’s too large/small. If this is the case, you’ll be able to drag the signature around the page and you’ll also notice anchors in the corners to resize to fit.
8	Once you’ve placed your signature, you’ll now see a button “Signed. Proceed to Send”. After clicking on this button you’ll have 4 options. The option to select is “Save a Copy” which will allow you to save the PDF with a new filename that keeps it unique. Save the file as EXAMPLE_FINAL.pdf for example.
9	Once your PDF has been saved, you can then email or move it to wherever you need it to be.

## Using Electronic Forms on Tablet

These instructions are to be used when storing the PDFs on the device so that they can be used when offline. Other ways to tablets that are online include Cloud services such as Google Drive and acrobat.com but these methods are outside of the scope of this document.

By following the steps below you will be able to get an Electronic PDF onto a tablet, fill the form out, sign it and store back to the device to email back to PC or Mac for further action and storage. These instructions again assume the document is called EXAMPLE.pdf but simply replace this with your chosen example.



1	Ensure the Adobe Acrobat Reader App is installed on your device (see page 2).
2	Email the EXAMPLE.pdf to an email account on your device.
3	Once received on the device, open the PDF using the Acrobat Reader App (on iPad for example, simply hold finger on the PDF in the Mail App and you'll see a window opening offering "Open in Adobe Reader")
4	Tap in some white space to reveal the options across the top of the screen. On the top left you will see the "< Documents" button. Tap this to go to the local storage and store the "Master" on your device.
5	Now you can duplicate the PDF with a unique reference ready to use. Tap "Edit" in the top right and press the relevant document. Now on the bottom right, you'll see an icon to the middle of 2 documents, tap this and select Duplicate. This will create a file with the same name but a number in brackets at the end.
6	Now tap "Edit" again and tap the new document you want to rename. Then tap the icon to the left of the trash can at the bottom right. Now simply rename it as desired.
7	To fill out the form, simply tap it and it will open into the Reader App where you can fill it in as any other PDF.
8	To sign the form, simply tap any white space to bring up the options across the top and the small speech bubble with pen. You'll then see a red bar appear across the bottom of the screen.
9	Tap the pen icon at the far right and you will see "Tap where you want to add your signature" at the top of the page. Tap roughly (don't worry, you move it later) where the signature will go.
10	You will now see an option to "Add Signature" and "Edit Saved Signature". If you are simply using the previous signature from another document tap "Add Signature" but in most cases, tap "Edit Saved Signature".
11	You will now see either a blank box or the previous signature. Tap clear if there is a signature already in the box and simply sign.

12	If you pause around 3-5 seconds after finishing your signature, you'll see an option for "Thickness". Tap on this and choose the "1 point" option as this will always fit better. Then simply tap "Save".
13	You will now see the signature on the document. If you tap once on the signature, you will see "Delete", "Thickness", "Colour" and "Opacity" options. You can also simply drag the signature into the optimal space as well as resize it using the anchor points on the corners. Once happy, simply tap "Done" in the top right.
14	To complete the form, tap in some white space again to reveal the options across the top of the screen. On the top left you will see the "< Documents" button. Tap this to go to the local storage.
15	The only thing left to do is email it back to its final destination once you're connected to the internet. To do this, simply tap on the document you want send, it will then open it again in the Reader. Tap some white space to bring up the top menu bar and share icon (box with up arrow in) to the left of the search icon and select "E-mail Document".
16	You'll have 2 options for email, one is to share the original document in an editable format and the other is a flattened format where it can no longer be edited. This option is entirely down to personal choice but the obvious option would be to flatten when a document has been signed.



We provide independent training to the UK Fire & Security Industry. Ember Compliance understand that an integral part of maintaining compliance is ensuring staff and technicians have the competence to carry out activities to national standards.

We provide courses and examinations through The CPD Certification Service and FireQual in order for your business to achieve this.

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