

# WELLINGTON DENTAL PRACTICE

## HOW TO FILL IN YOUR FORM DIGITALLY

### WINDOWS

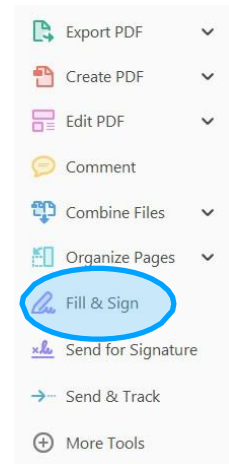
- Open the document in Adobe Acrobat Reader (The document should open in this automatically)
- On the right hand side of the page click on the 'Fill & Sign' button (See adjacent).
- This will open up the Fill & Sign Features.
- At the top of the page in the middle is the toolbar shown below.
- Click the button highlighted below.



- Click on the relevant box and fill in the information with text. Repeat as necessary.
- When filling in **yes** and **no** boxes please place a circle via the button marked below

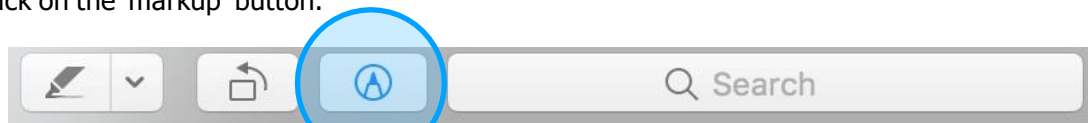


- Click on the yes or no box. Repeat as necessary.
- After the form is filled in Save the document and email it back to us.

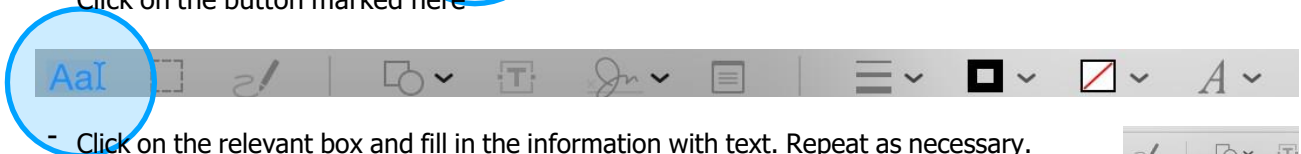


### APPLE MAC

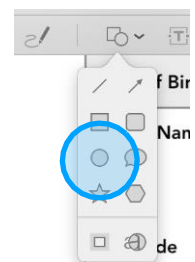
- Open the document in preview (The document should open in this automatically).
- Click on the 'markup' button.



- Click on the button marked here



- Click on the relevant box and fill in the information with text. Repeat as necessary.
- When filling in **yes** and **no** boxes please place a circle via the button marked adjacent.
- Click the shape and place over the box. Repeat as necessary.
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Wellington Dental Practice  
47 High Street  
Somerset  
TA21 8QY

