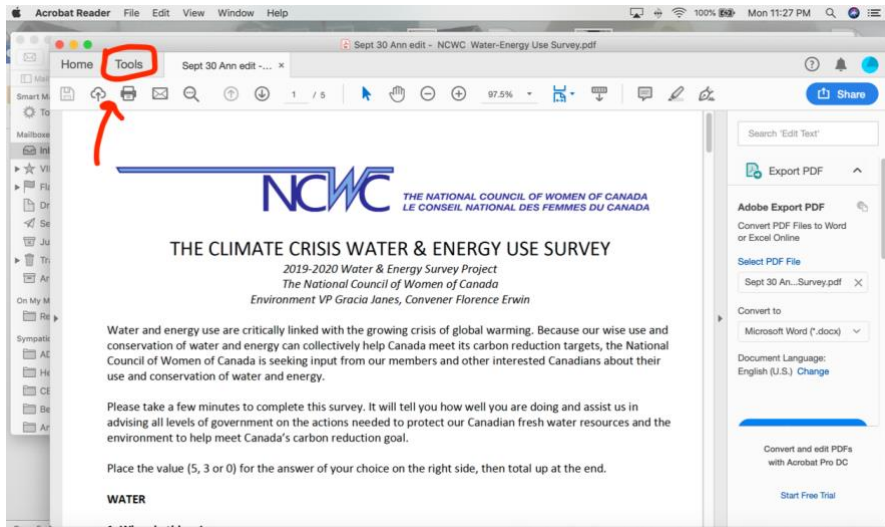


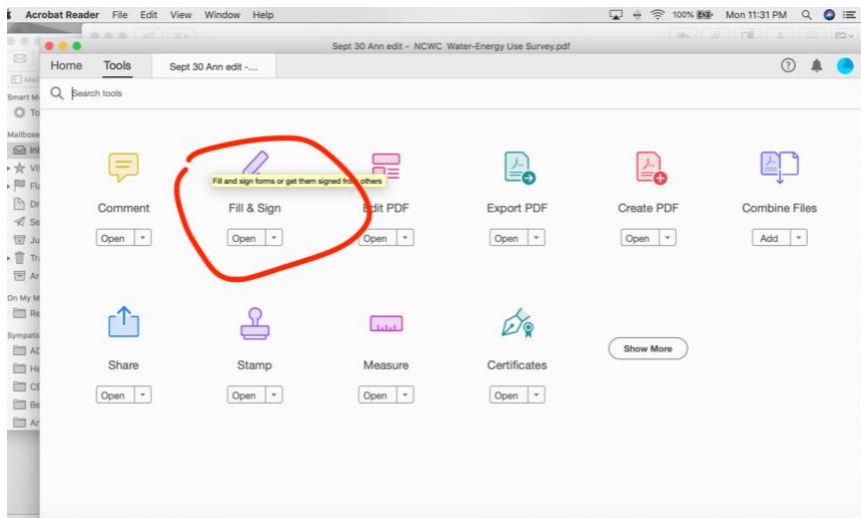
## INSTRUCTIONS TO FILL AND SIGN IN ADOBE ACROBAT

Open the survey file in Adobe Acrobat and at the very top click File, Save As – decide where you want to save it to and rename the file with your own name (for example, “Gracia Janes Water Survey.pdf”)

Then on the Adobe Acrobat menu and select the Tools tab.



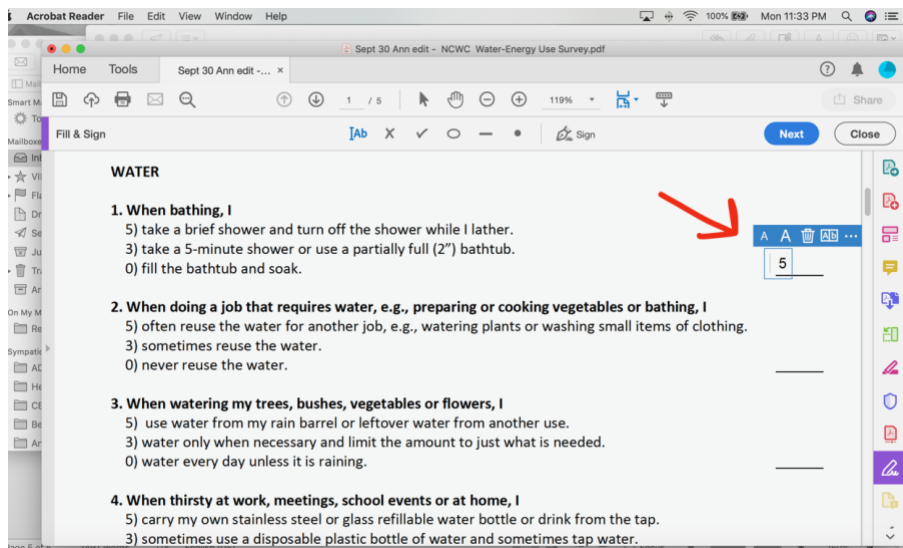
Select Fill & Sign.



**The next screen will ask you “Who needs to fill and sign” — select ME.**

**Then click the cursor onto the line where your answer should go and type your answer (5, 3 or 0)**

**Continue — click the cursor where you want to type and enter your answer.**



**When you are finished, click Save. This file can then be attached to an email and sent in.**