

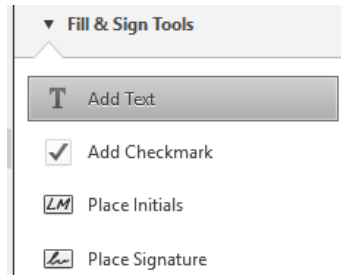
How to edit a PDF file

Acrobat/Adobe Reader

- 1 Once your PDF is open, click *Fill & Sign* on the top-right hand side:



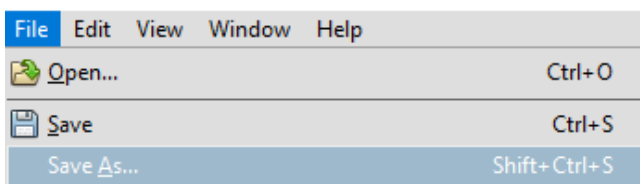
- 2 Click *Add Text*:



- 3 Click in the space provided and type your details:

Business Details	
Legal name	Your name here
Trading name	
Postal address	
Telephone	

- 4 Once you have completely filled out the plan, click *File, Save As...* and save it again (e.g. BusinessName_Date_Complete)



- 5 Use the floating text toolbar to edit the font or font size:

