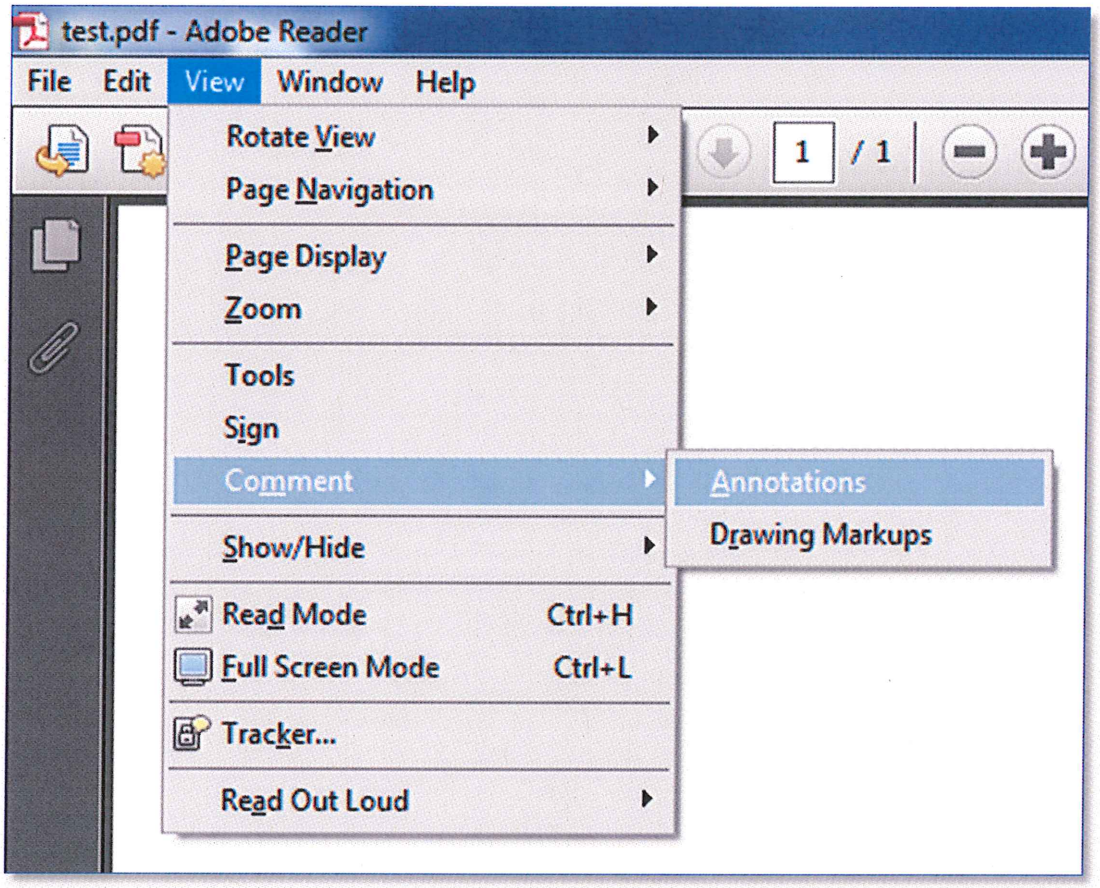
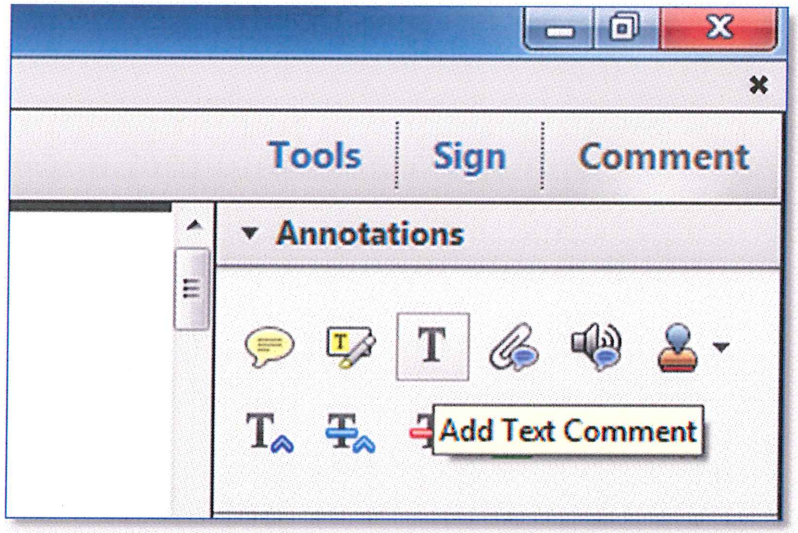
Instructions for adding text to an Adobe Reader Document

1. Open the pdf document
2. Click on VIEW
3. Go down to COMMENT, select ANNOTATIONS
4. Click on the letter T, the ADD TEXT COMMENT tool bar will open
5. Select the desired FONT, COLOR and SIZE
6. Click in the area where you want to type
7. Save your document before sending via email

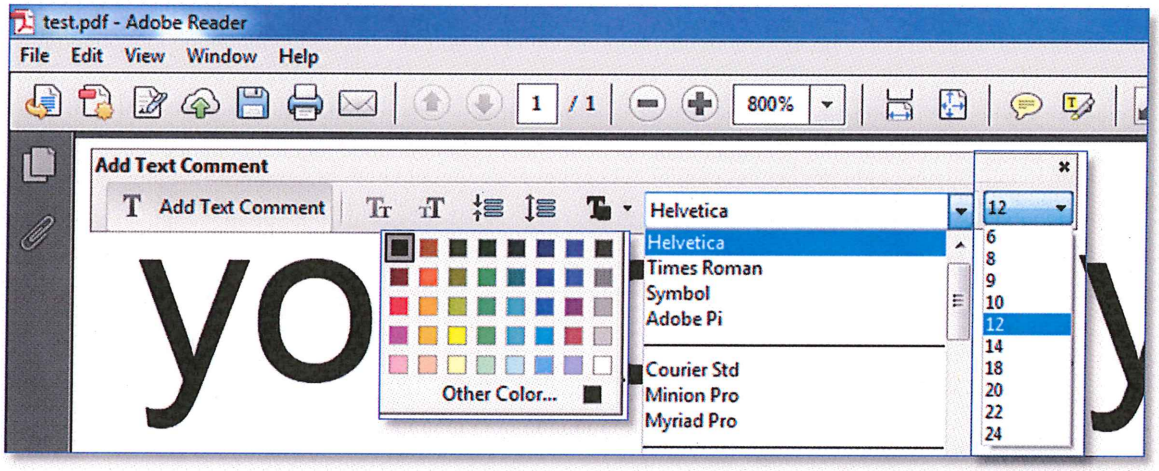
Step #2



Step #4

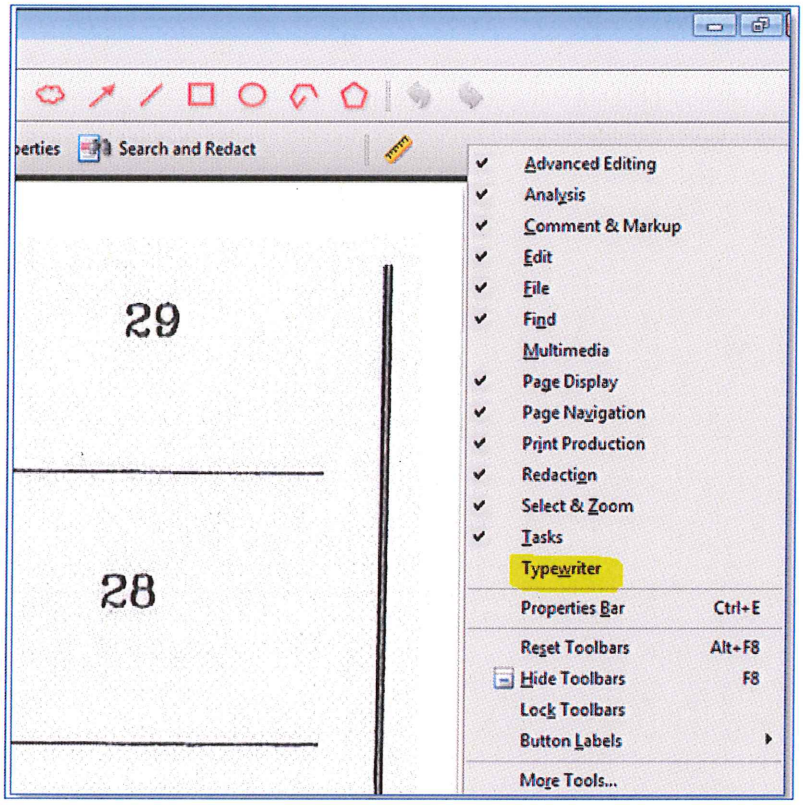
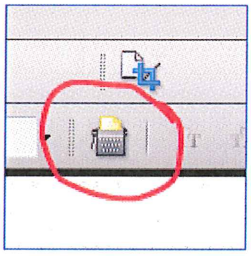


Step #5



Do not forget to save your document after marking it up.

These instructions are for people who have Adobe Reader, see the next page for Adobe Acrobat instructions.

If you have Adobe Acrobat, you can use the Typewriter Tool.

1. Right click anywhere on they grey bar at the top and select TYPEWRITER.
2. Click on the typewriter icon, place your cursor where you want to add text.
3. Save your changes.