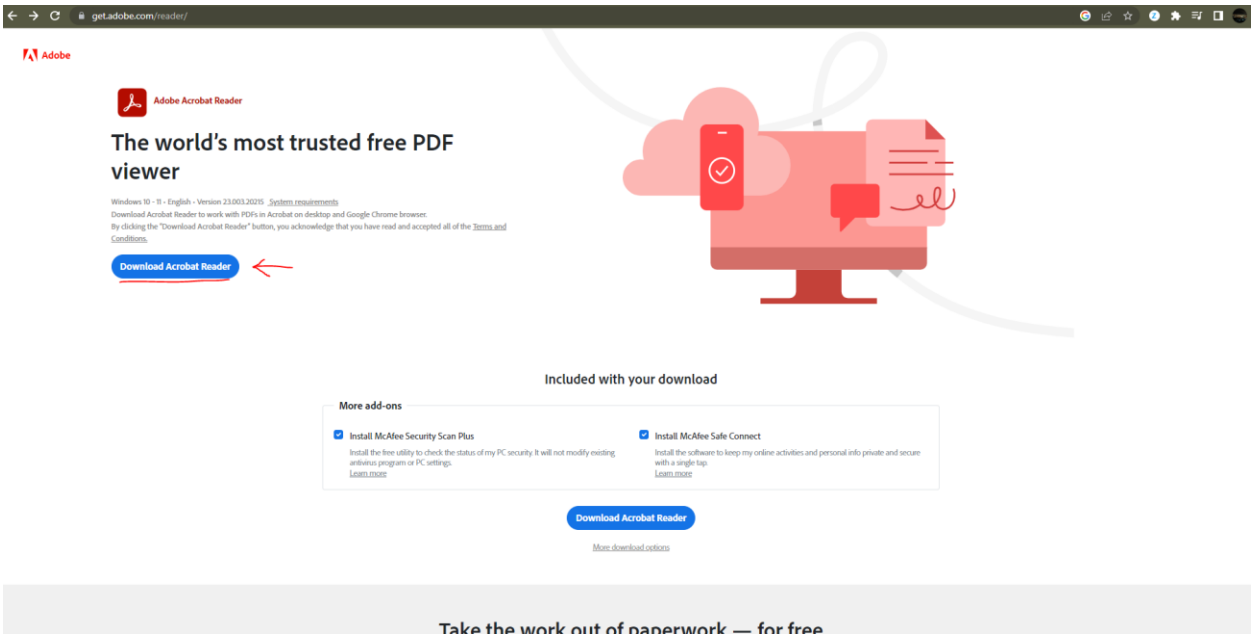
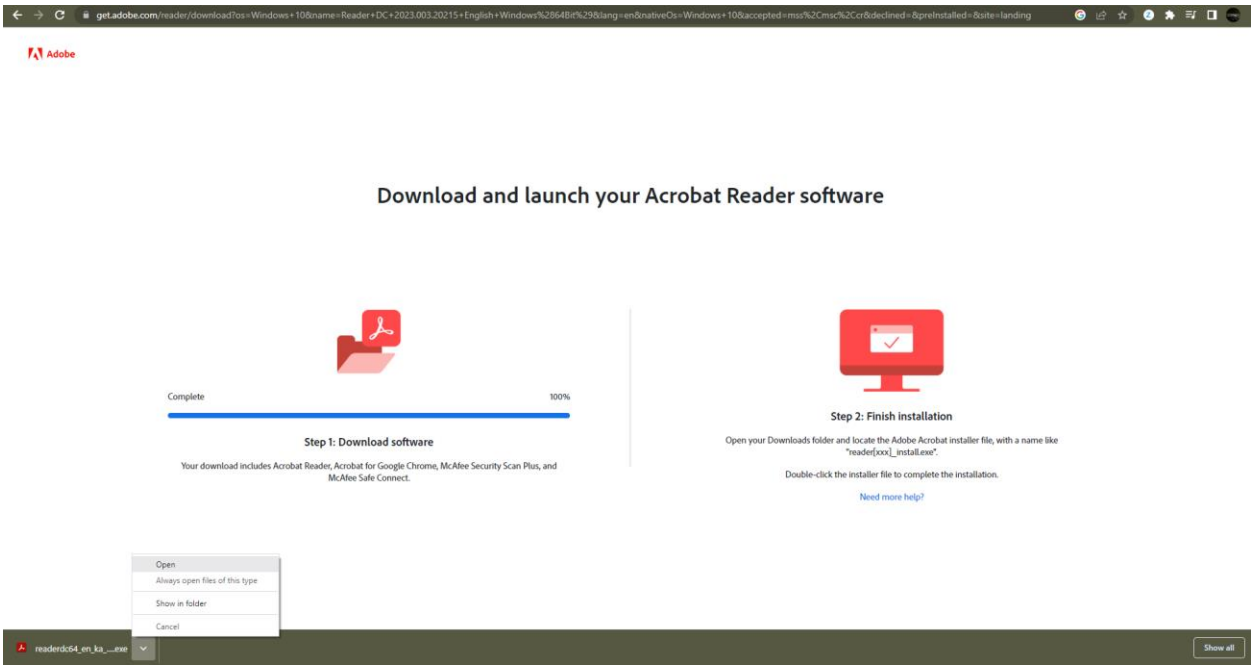
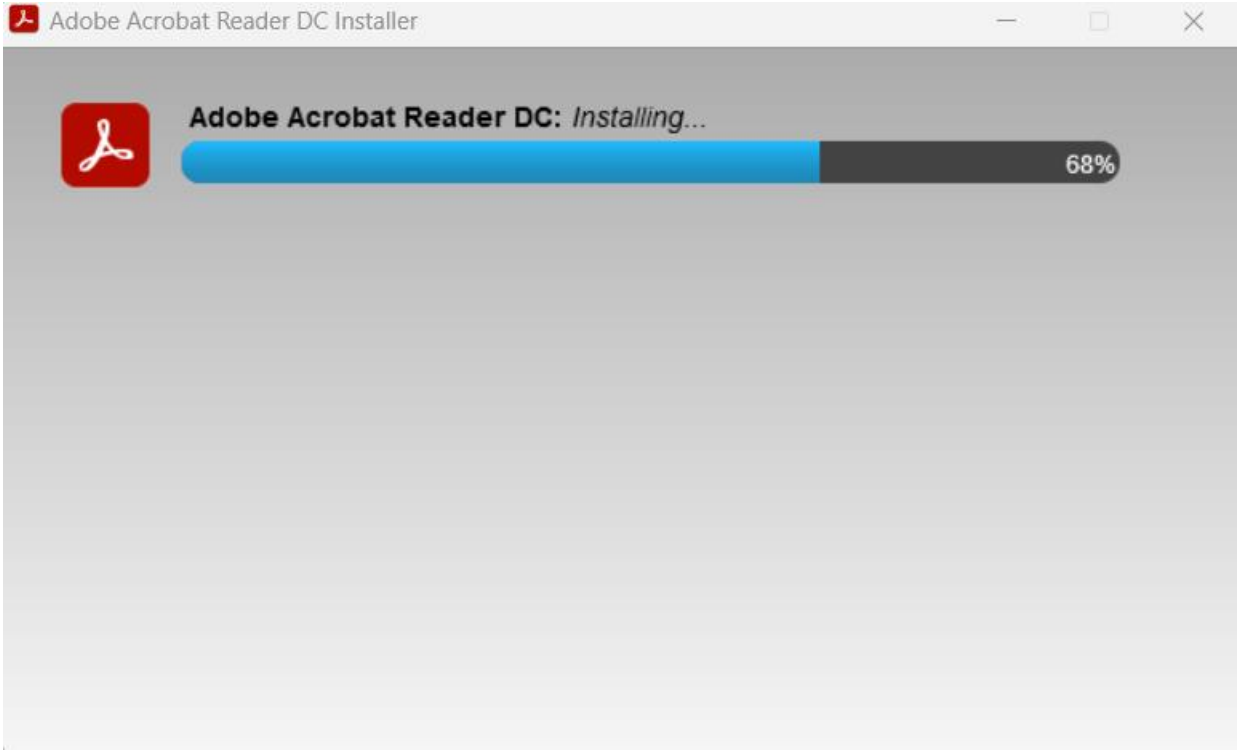
1. Go to https://get.adobe.com/reader/
   Click on Download Acrobat Reader



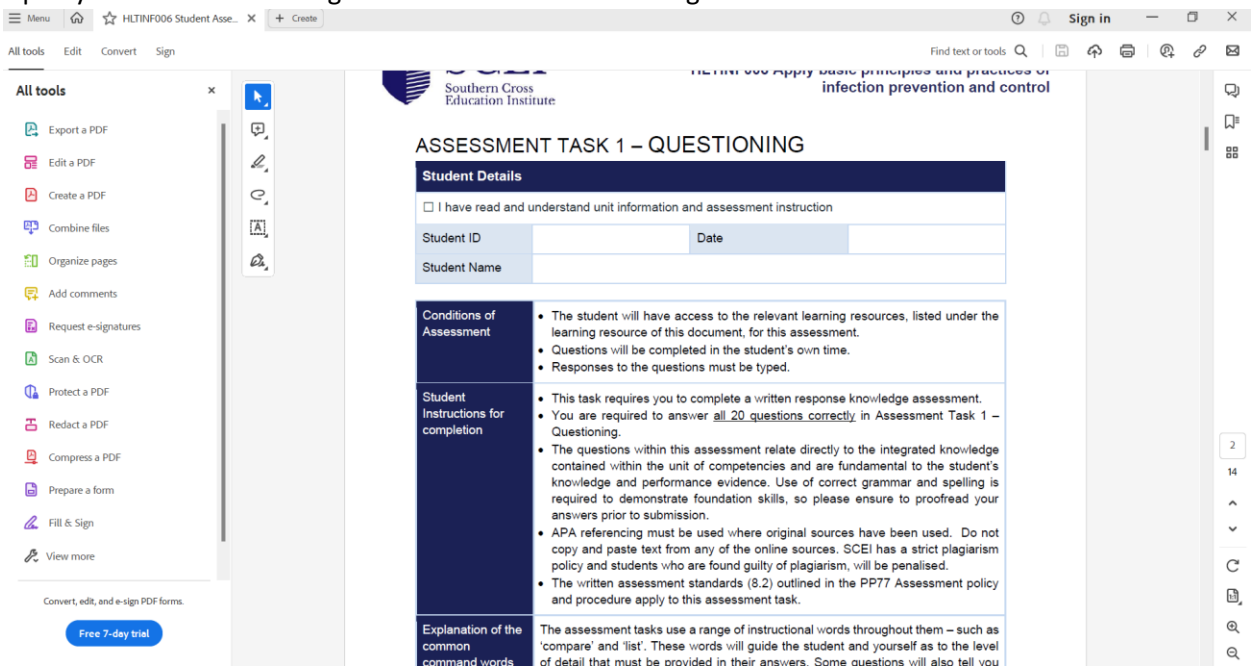
2. Downloaded file will be displayed on the bottom of your browser.
   Click 'Open.'



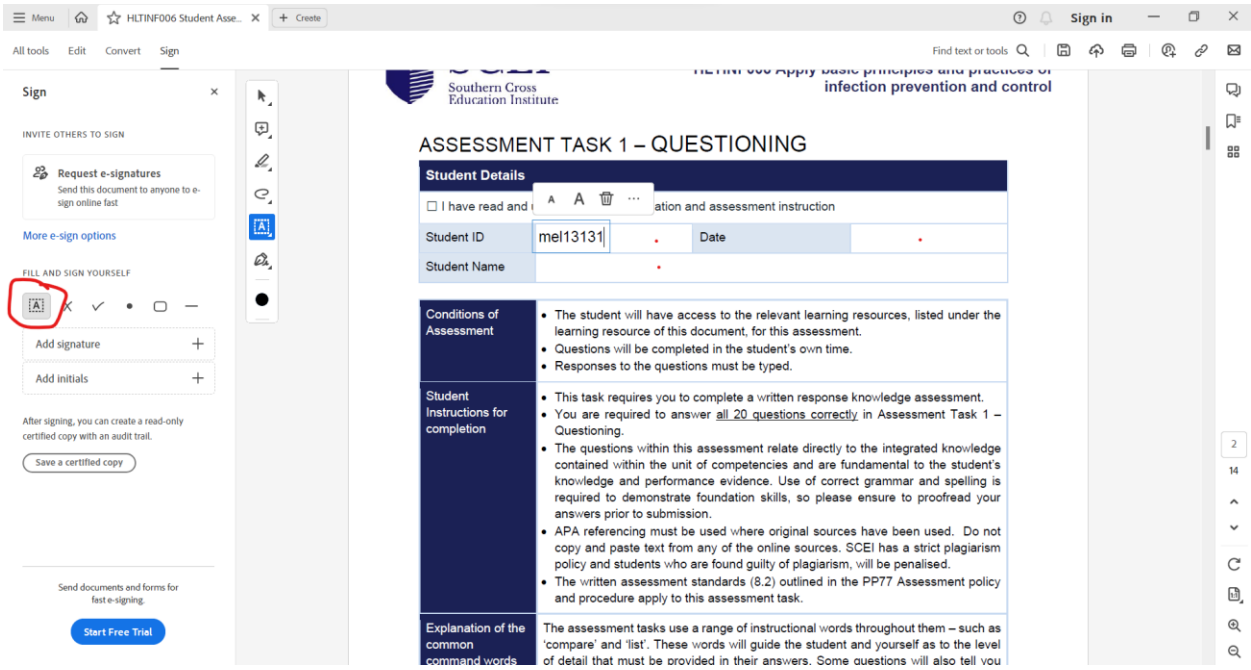
3. Install Adobe Acrobat on your computer.



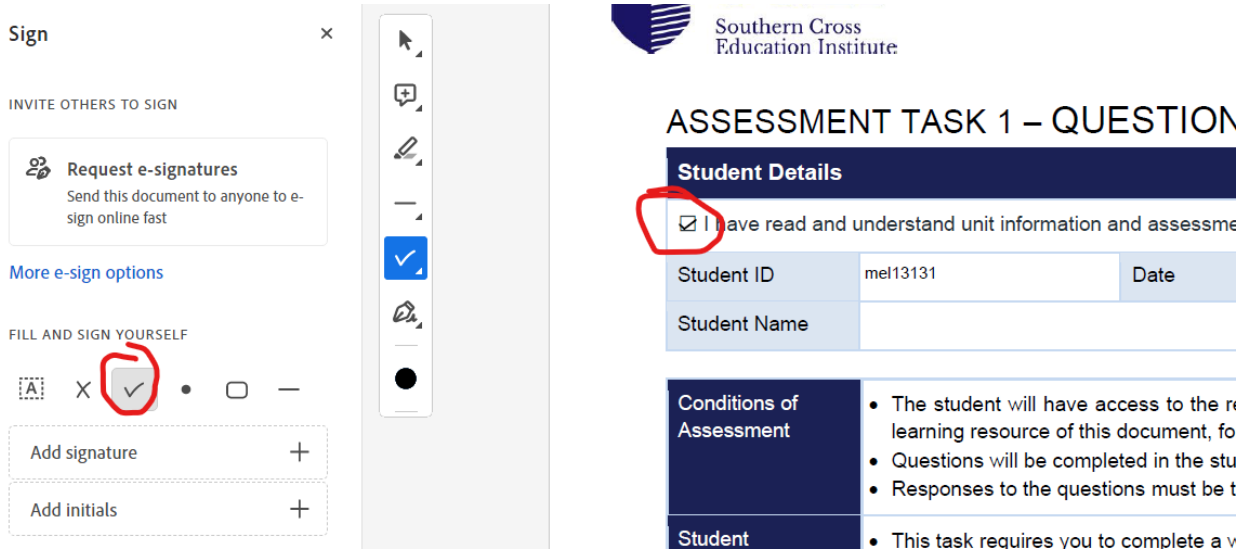
4. Once finished, all pdf files can be opened using Acrobat Reader.
5. Open your assessment using Adobe Acrobat. Find Fill & Sign.



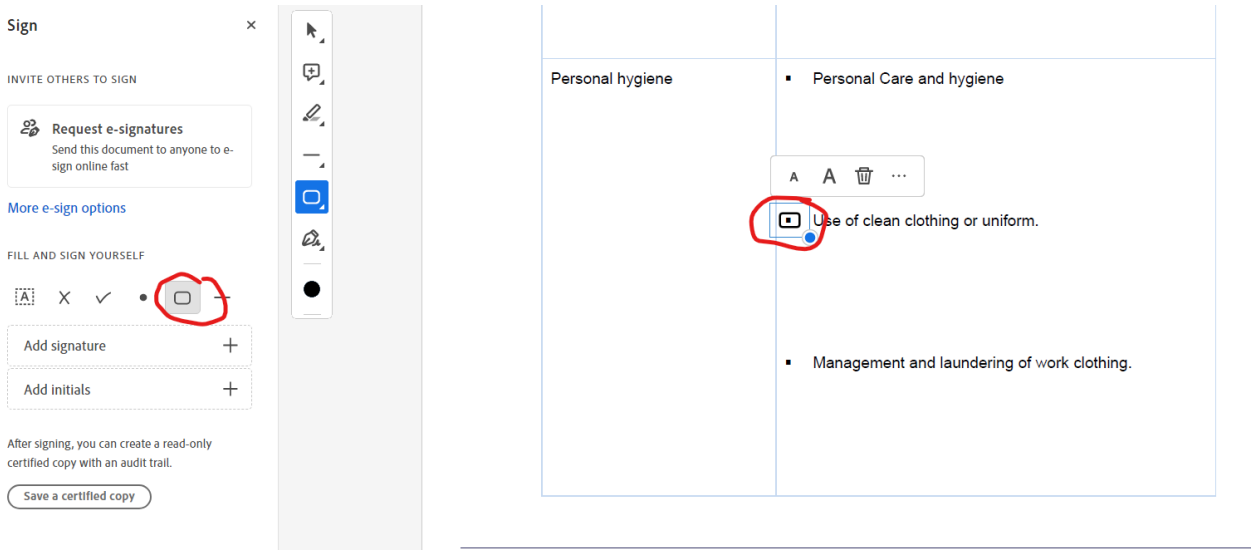
6. Choose ‘’fill in area’ and put on the text field area. Then you can easily write it in a box. You can choose your font size preference.



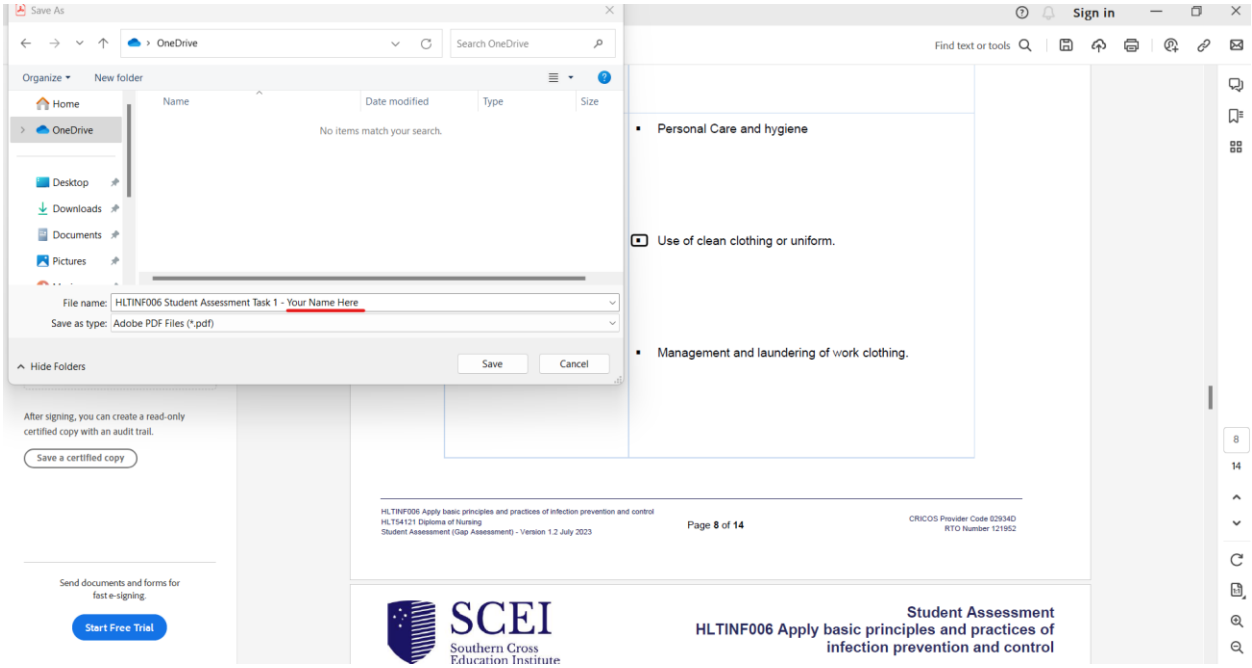
Besides filling in the area, you can choose if you need it for the check box.



Or if you need to circle the correct answer, you can use



7. Saving your pdf file. IT recommends students to put their name or student id in the PDF files.



After that you are good to proceed with your submissions.

Thanks,
IT Departments,