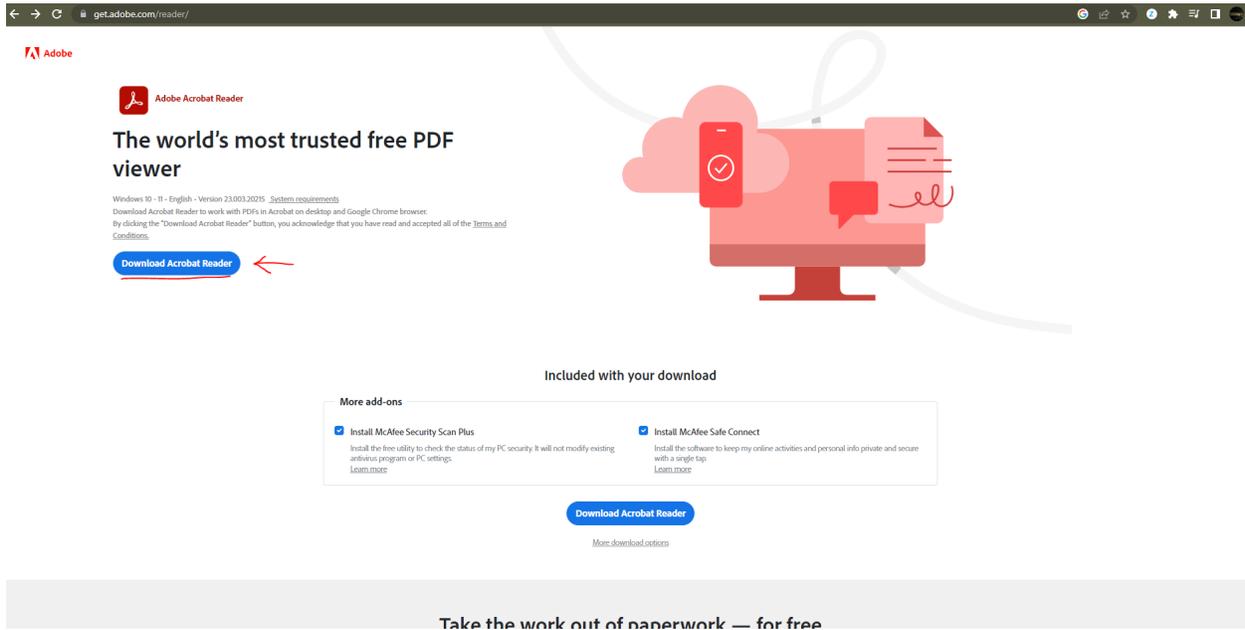
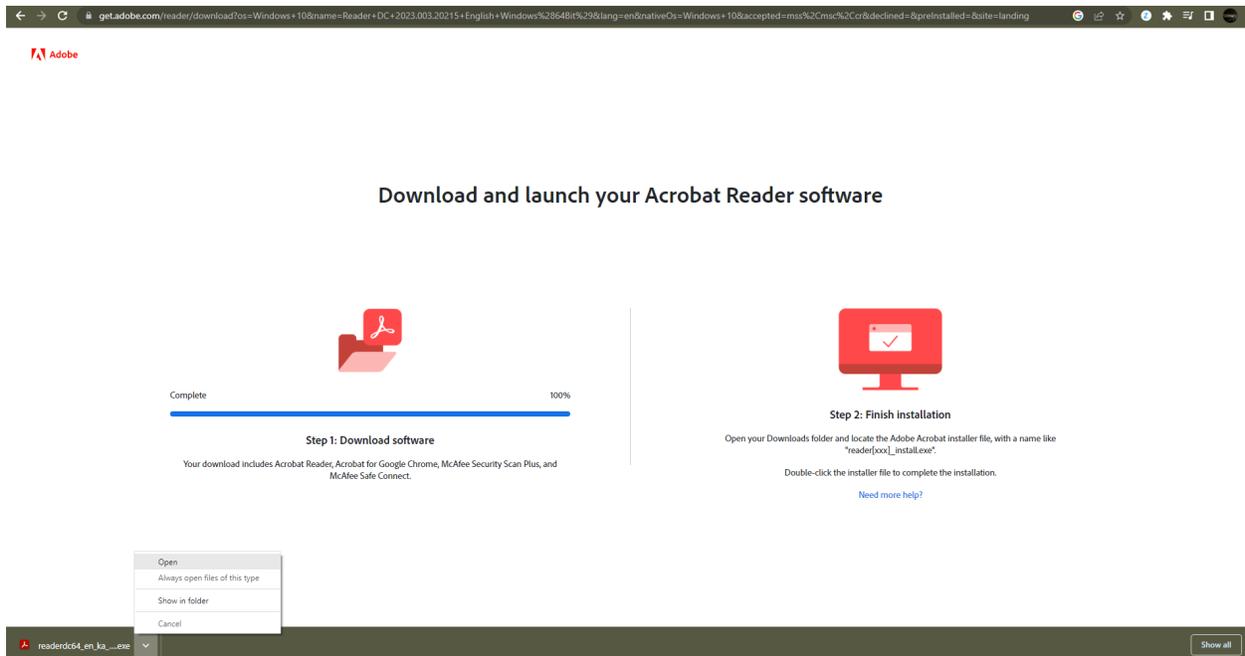


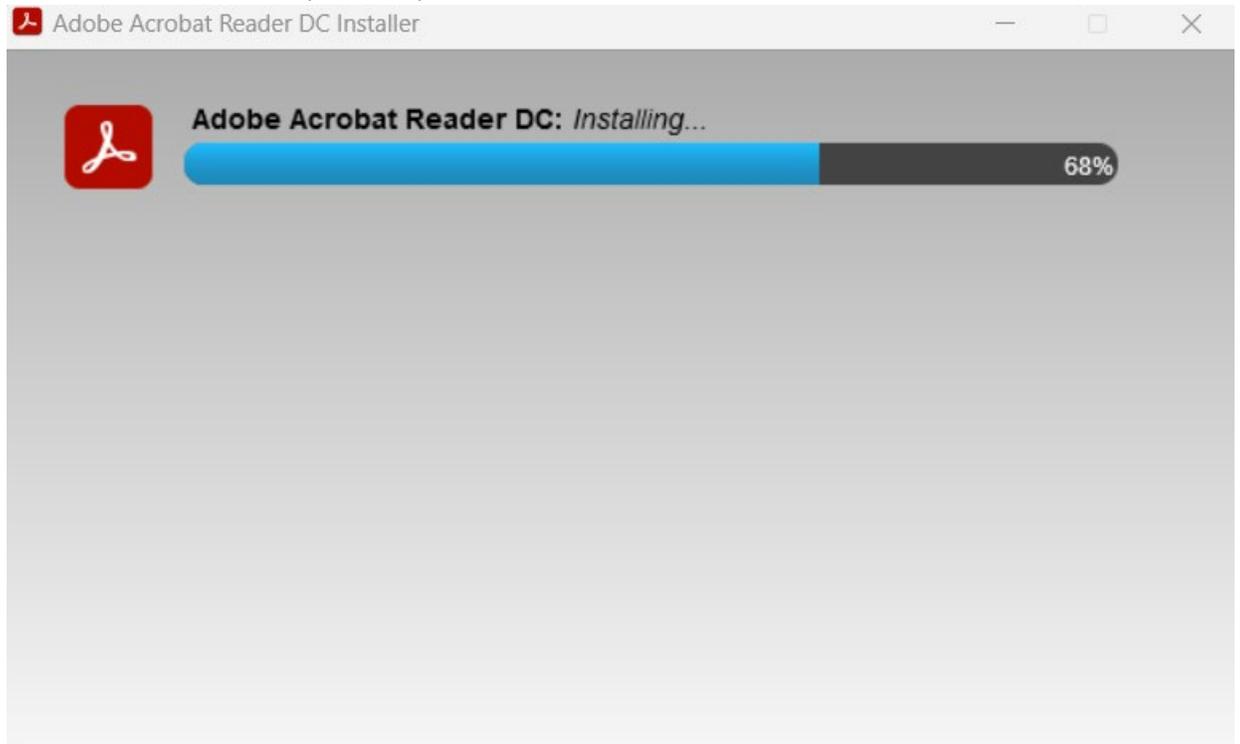
1. Go to <https://get.adobe.com/reader/>
Click on Download Acrobat Reader



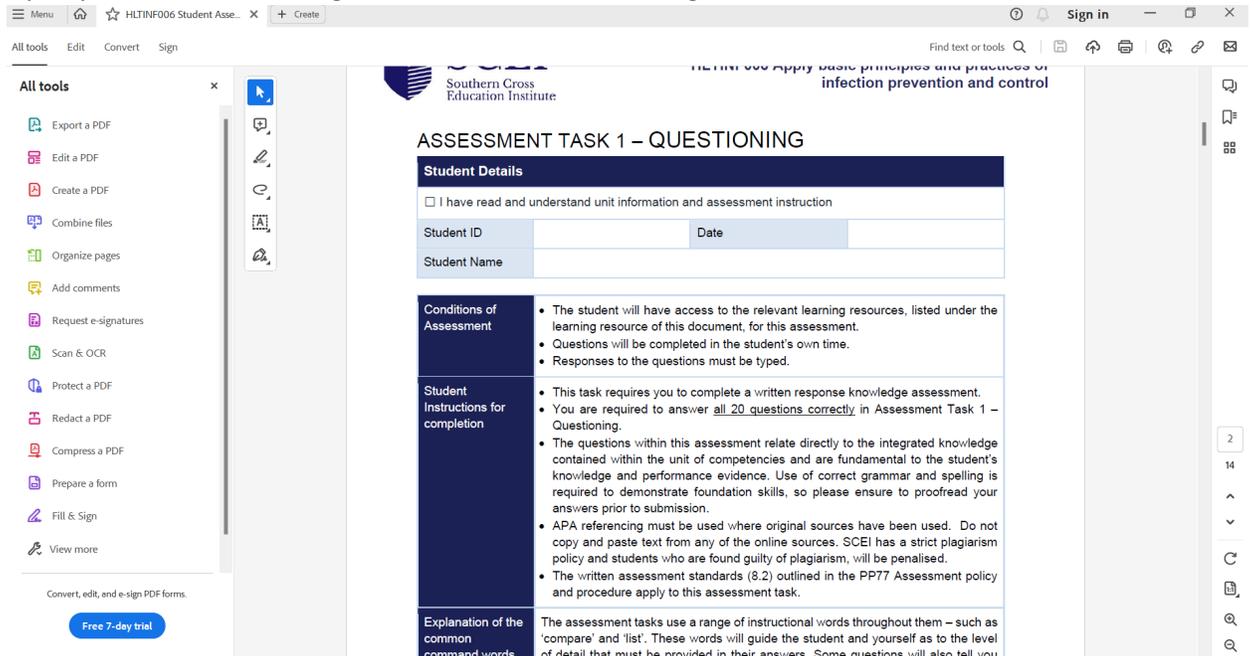
2. Downloaded file will be displayed on the bottom of your browser.
Click 'Open.'



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.

The screenshot shows a web application interface for signing documents. On the left, there is a 'Sign' sidebar with several options: 'Request e-signatures', 'More e-sign options', 'FILL AND SIGN YOURSELF', 'Add signature', 'Add initials', and 'Save a certified copy'. A red box highlights the 'fill in area' icon in the 'FILL AND SIGN YOURSELF' section. The main content area displays 'ASSESSMENT TASK 1 - QUESTIONING' from Southern Cross Education Institute. It includes a 'Student Details' section with a checkbox 'I have read and understand the assessment instruction', a text field for 'Student ID' containing 'mel13131', and a 'Date' field. Below this are sections for 'Conditions of Assessment', 'Student Instructions for completion', and 'Explanation of the common command words'. The 'Conditions of Assessment' section lists several bullet points regarding access to resources, completion time, and response requirements. The 'Student Instructions for completion' section lists requirements for a written response, correct answers, grammar and spelling, APA referencing, and assessment standards. The 'Explanation of the common command words' section provides context for the assessment tasks.

Besides filling in the area, you can choose

X ✓

if you need it for the check box.



ASSESSMENT TASK 1 – QUESTION

Student Details

I have read and understand unit information and assessments

Student ID mel13131 Date

Student Name

- Conditions of Assessment
- The student will have access to the resource of this document, for
 - Questions will be completed in the student's own time
 - Responses to the questions must be typed

Student

- This task requires you to complete a video

Sign

INVITE OTHERS TO SIGN

Request e-signatures
Send this document to anyone to e-sign online fast

More e-sign options

FILL AND SIGN YOURSELF

Add signature +

Add initials +

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



Sign

INVITE OTHERS TO SIGN

Request e-signatures
Send this document to anyone to e-sign online fast

More e-sign options

FILL AND SIGN YOURSELF

Add signature +

Add initials +

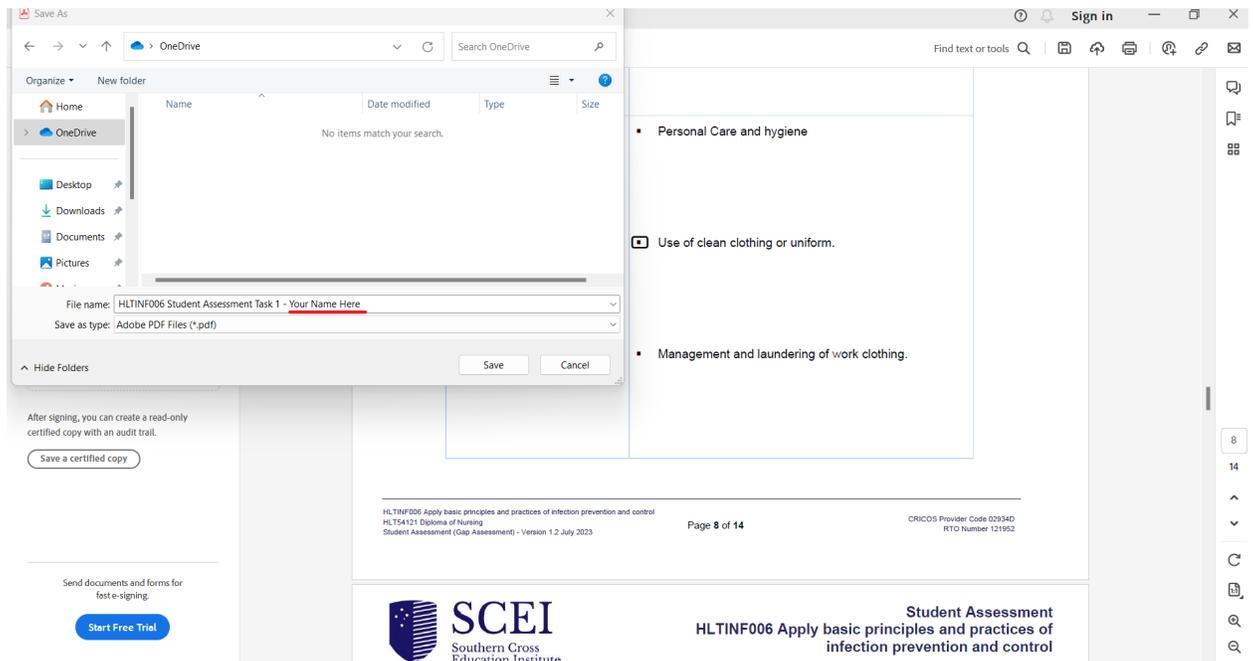
After signing, you can create a read-only certified copy with an audit trail.

Save a certified copy

Personal hygiene

- Personal Care and hygiene
- Use of clean clothing or uniform.
- Management and laundering of work clothing.

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,