

Mobile PDF Form's Instructions



First, if you have not done so, download Adobe Reader on your mobile device



And make this your default App

Next you will download and open in Adobe any of the PDF documents on the website

These Documents have fillable fields, so fill out as necessary



Then, if one requires a signature, click the comments button WITH the highlighter



Then click the signature icon and you will create and place your signature on the form. The signature can be sized and moved. Once you have one saved, it will automatically provide it moving forward.

Now, you have 2 options.

If this is a document that you do not mind having someone change (such as a H100 and you are sending it to the president)



Then you simply click the menu icon at the TOP RIGHT CORNER



And select the Share button and select email.

If it is a document (such as a 3G3R, RFI, Etc.) that cannot be changed



Click the menu button

Click PRINT

Select to PRINT or SAVE as PDF and place it in a file on your phone, or save to the icloud.

Then go to your email, attach the file, and send it.

PRINT TO PDF INSTRUCTIONS

For Android

Android

This is part of Android too. It's integrated as part of Android's built-in support for printers — both physical printers and PDF printers.

In an Android app that supports printing — Chrome, for example — open the menu and tap the “Print” option. Tap the “Save to” menu and select “Save as PDF” to save a PDF file to your Android phone or tablet's local storage, or tap “Save to Google Drive” to save a PDF file directly to your Google Drive account.

If you're using an app that doesn't have built-in printing support, you can always use Android's Share menu. Install an app that can convert documents to PDF and you can then tap Share anywhere in Android and select that app to make a PDF.

For iPhone

How to print to PDF on iPhone



Open the AirPrint modal.



Expand the preview pages to fill the screen.



Tap the Share button in the toolbar.

Printing to PDF from iPhone will work in any app that integrates AirPrint. This is because PDF saving options are hidden inside the normal printing modal interface.

The exact location of the Print button will vary from app to app. Usually, apps that expose a system share sheet include a Print action in the bottom row. Other apps have special menus which reveal a print button.

For example, Mail puts a Print button in the action sheet next to Reply and Forward. Some apps don't offer any printing support and, in those cases, you are simply out of luck — there's no way to print (PDF or paper ink) iMessages for example as of iOS 10.

- In an AirPrint compatible app, open the Print UI, revealing the standard system sheet.
- Customize the rendering options as desired, such as selecting monochrome output. A preview of the document will appear below these controls.
- On an iPhone that supports 3D Touch — applicable to iPhone 6s or iPhone 7 — press firmly on the preview to make it expand and fill the screen. On an older iPhone without a pressure-sensitive display, perform a pinch-out gesture instead. This means placing two fingers on the page thumbnails, and spreading your fingers apart from each other.
- In full screen preview mode, tap the screen once to reveal the toolbar with the Share button.
- Tap the Share button in the lower left corner of the screen. This reveals the system share sheet, displaying a variety of actions for saving the PDF based on the apps you have installed on your phone.
- To save as PDF, select the Add to iCloud Drive action. This will save a copy of the printout as a PDF in your iCloud document storage, which you can then import into other apps.