



## Instructions for Saving Fillable PDF Forms

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### Preparation:

- You need to have a PDF reader installed on your computer, such as Adobe Reader. It is available as a free download at <http://get.adobe.com/reader/otherversions/>.
- Once you have confirmed you have the program, then you will need to test to ensure you can save the completed form to your computer. To do that, open a .pdf in your computer and open the print menu. If you have the option for:
  - Adobe PDF
  - Any other printer with a similar name to one of these, i.e. other PDF printers/writers

If you have one of them you are all ready to save the forms and send them via email to us.

### Saving the Form(s)

Once you completed the form

- Select file
- Select "Save As"
- Select the location you would like to save the form
- Save the file with the name of the form (name should automatically populate)
- make sure the file extension is PDF (does not need to be Adobe)
- Select "Save"
- Email completed form(s) to us at [Info@PeabodyResidential.com](mailto:Info@PeabodyResidential.com)