

Fillable PDF – Helpful Information For Best Results

Hopefully we have designed new Fillable PDF forms to make it easier for you to complete, update, save, sign, and return the forms without ever having to print them out. And, if you are a MAC or IPAD user and have the full Adobe Acrobat Reader on your machine, you should be able to get the same results.

The document template is saved as an Adobe Acrobat PDF document. Completing this document should be fairly intuitive. However, when you open the document it should open in any PDF program you have on your computer. If you do not have adobe Acrobat Reader XI, you should be able to down load it for free. (for either your PC or MAC, or even mobile device)

Helpful Hints

- **Open the document like any other attachment or document.**
 - Your machine may open it in its default PDF program or format.
- **Complete the form as you would any document, typing into each field.**
 - Most of the features of your word processor should work.
 - Check boxes.
 - You should be able to click one time on the check boxes to fill them in.
 - The formatting should allow for multiple check boxes to be checked where it is appropriate, such as pilot ratings, and qualifications.
 - Text Boxes:
 - Most Text Boxes and Remarks sections that do not have lines should wrap your text and then shrink the type to accommodate more information. Using the enter button within a text box should take you to the next line within the test box.
 - Filling in spaces with underlines. These spaces are actually single line text boxes which may allow type to shrink to fit. When there are multiple lines on the same questions, tabbing to the next line will be required. (a quirk we are working on)
- **Saving your Document**
 - *Prior to completing it*, we recommend you save you document giving it an appropriate name you can remember.
 - This will allow you to start the process and either update it or finish it later.
 - We also recommend you include a date to the document name to help you remember the last time you updated it.
 - An example format of a Pilot Record named might be
 - Pilot Record-Lastname-Firstname-date.pdf
 - *Prior to signing*, we recommend saving it as a different document name.
 - Some programs are set by default to lock to document after signing rendering the update option inoperative.
 - An example format of a Signed Pilot Record named might be
 - Pilot Record-Lastname-Firstname-signed-date.pdf
- **Signing your document.**
 - If you are proficient on Adobe Acrobat Reader XI or newer, you will be able to create a secure signature and sign your document electronically by clicking on the TOOL section

at the top right corner of the Document Bar and following the instructions for Creating and Placing a signature.

- If your PDF program does not support electronic signature, you will need to complete the signature block the old fashion way – Print & Sign.

➤ **Print**

- There should be a print button at the bottom of the document.
 - Using this print button should print the document without the print and send buttons visible on the working document.
 - The document will print using the standard Print function on you program

➤ **Send Document as an Email Attachment.**

- If your email manager supports it (Microsoft Outlook or email manager that resides on your computer), clicking on the “send as Email Attachment” should automatically open and email window pre addressed to admin@jagardner.com with your document attached, ready to send.
- If you use a web based email manager such as Google Mail, this function may not work.
- If it does not work, sending it the old fashioned will should work just as well.

We hope you are able to use our Fillable PDF forms and that it will make completing the needed records for your insurance a lot easier. Your feed back and suggestions on how we may improve our forms or better serve you is always appreciated.

Best Regards,
Your Aviation Insurance Serve Team.
The James A Gardner Company, Inc.