How to Open and Fill in PDF on iPad with PDF Expert

For this training, I will be using the agency website, which has been created to house many popular agency forms that are not in Traverse. The website can be found at www.lccsoh.org .

Pick the form you would like to fill in. For this example we will be using the Daily Mileage Report. The PDF will initially open with PDF Viewer which is the default PDF viewer for the iPad. You cannot fill in the fields with PDF Viewer so you will need to open the PDF with PDF Expert which has already been downloaded on your iPad. To do this you will click on the Activities icon which is circled on the following picture. It looks like a box with an arrow coming out of it.
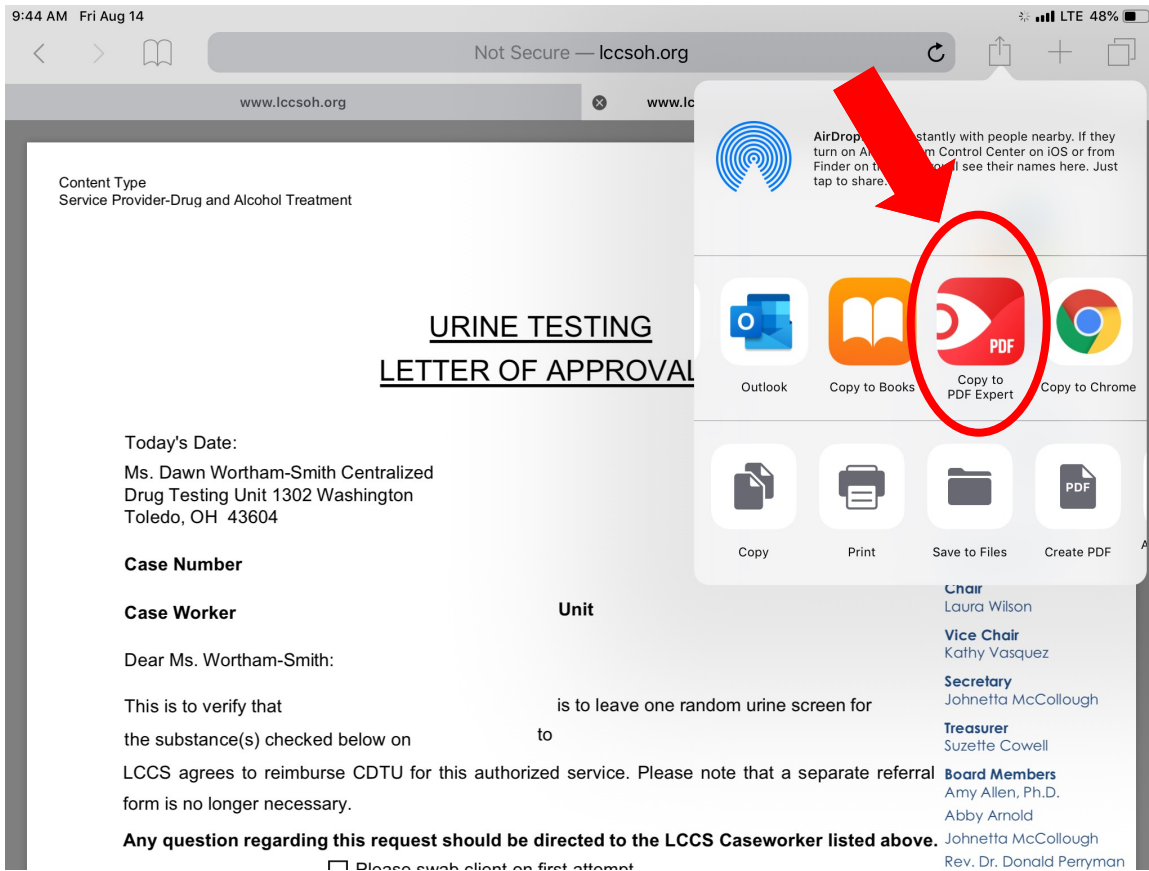
This will open some options for you to choose from. There are three lines of options, from the middle set of icons, scroll over until you see the icon that says Copy to PDF Expert and pick that one.

The PDF will then open in PDF Expert and you will be able to fill in the fields. Just click on the field that you want to type in and you will see a cursor appear for you to be able to start typing.

Annotate   Edit PDF   Fill & Sign   Favorites   Draw   Insert   +

Page   Link   Image   Stamp   Signature   Sound

6551-Crim...s-Check-6 >   URINE-TESTING-7 ✕   URINE-TE...ING-7 copy ✕   1422-Daily-Mileage ✕   URINE-TESTING-9 ✕

Content Type
Service Provider-Drug and Alcohol Treatment

LUCAS COUNTY
CHILDREN
|S E R V I C E S

URINE TESTING
LETTER OF APPROVAL

Today's Date: _____

Ms. Dawn Wortham-Smith Centralized
Drug Testing Unit 1302 Washington
Toledo, OH 43604

Case Number _____

Case Worker _____   **Unit** _____

Dear Ms. Wortham-Smith:

This is to verify that _____ is to leave one random urine screen for

the substance(s) checked below on _____ to _____

LCCS agrees to reimburse CDTU for this authorized service. Please note that a separate referral
form is no longer necessary.

705 Adams St.
Toledo, OH 43604

P: 419.213.3200
F: 419.327.3291
TDD: 419.327.3559

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Robin Reese

Chair
Laura Wilson

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Kathy Vasquez

Secretary
Johnetta McCollough

Treasurer
Suzette Cowell

Board Members
Amy Allen, Ph.D.
Abby Arnold

You can copy and paste the email addresses from the bottom of the letter to your email to make things easier. To do this just click on the word "email" above the email addresses. (Please do not click on the email addresses, you will get an error message.)

Once you have email highlighted, you can drag the highlight area to cover all of the email addresses. Use the blue circles to drag the highlighted area to include all of the email addresses. Change the beginning of the highlight to start with the beginning of the email addresses. Your highlighted area should look like the example below. Once highlighed, click the Copy button.

Once the form is completed you will have the ability to email it. **The Attach to Email button will not work on the iPad.** You will click on the 3 dots in the upper right hand corner and from that options drop down, choose share.
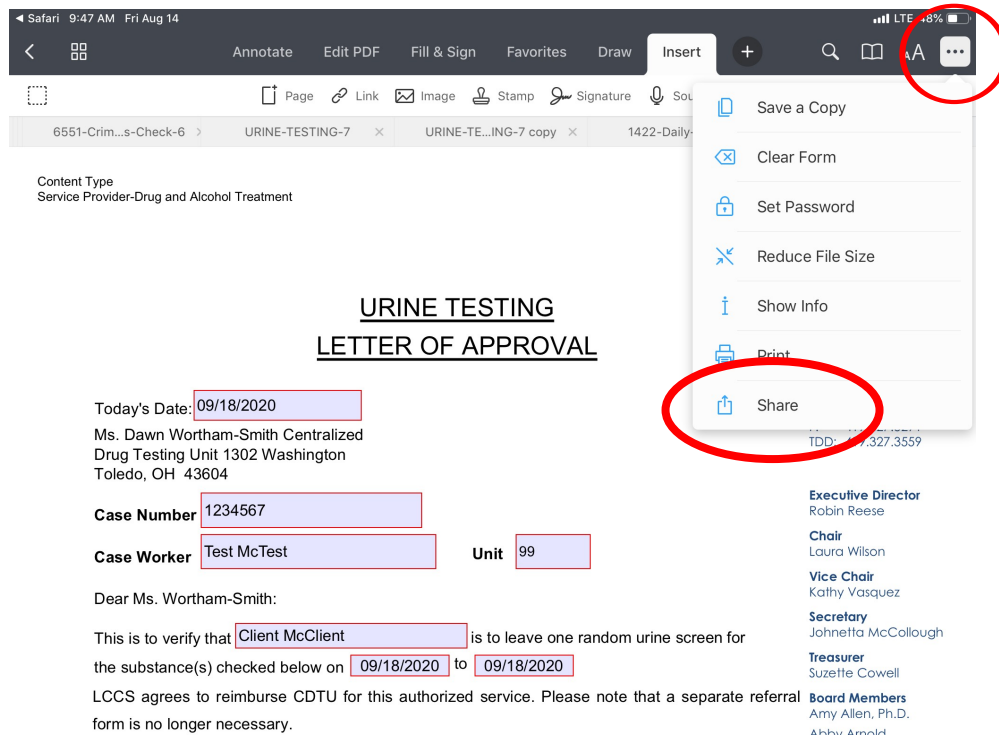
This will then give you the option to choose the file format. Choose the original document.
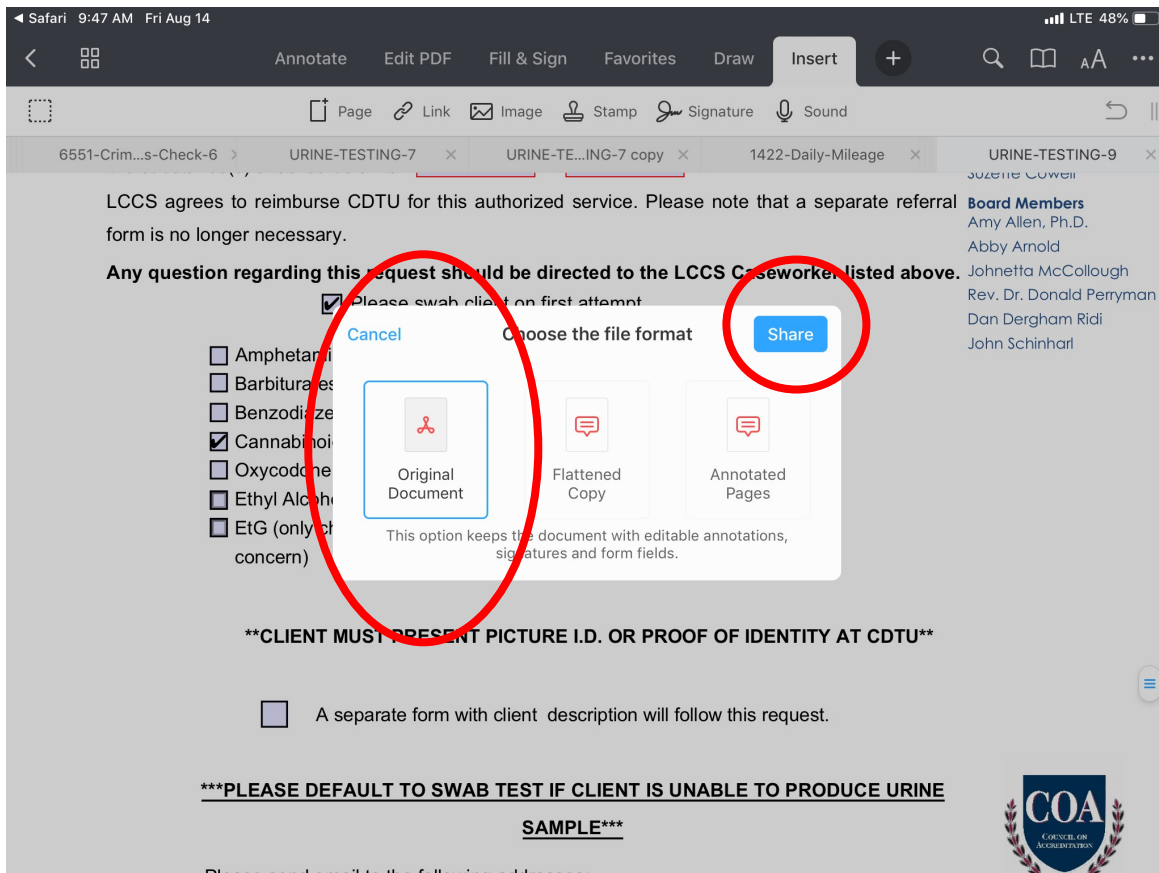
Then choose Outlook from the options for your method of delivery.
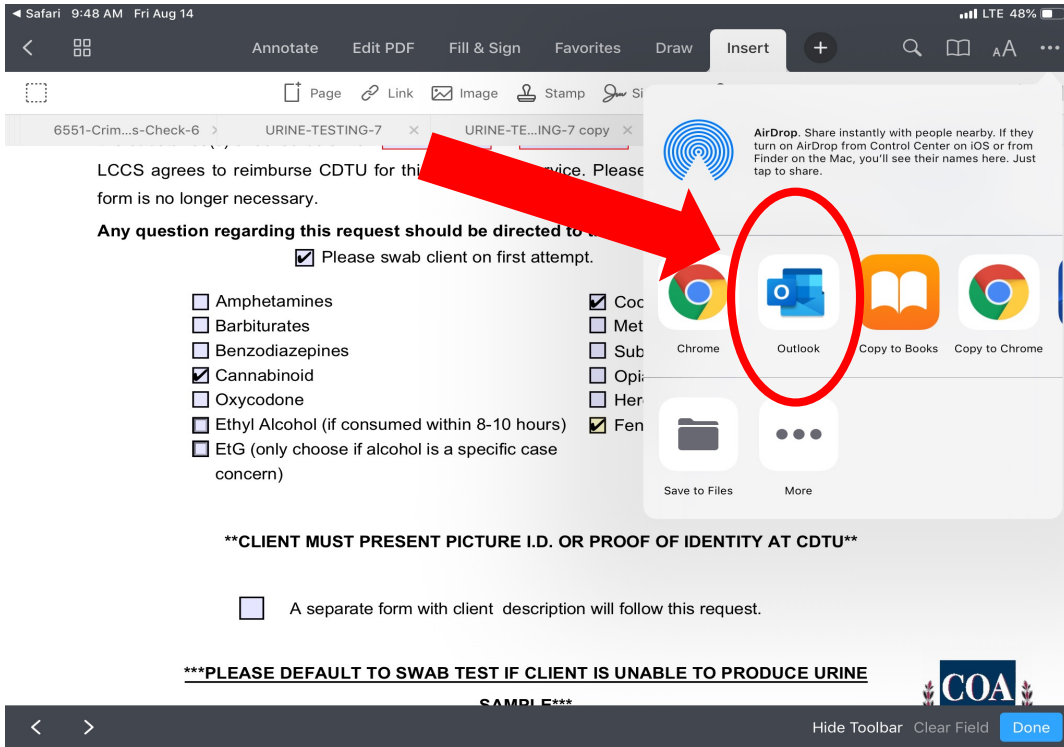
And it will open an email window with the document attached. In the To: line you can hold you finger down and choose Paste to put the email addresses that you just copied. CC your supervisor. Also, if you prefer to have a confirmation that your email sent correctly you can CC yourself as well. This is not a requirement and if you do not CC yourself you can verify sent mail in Outlook in your sent mail area.
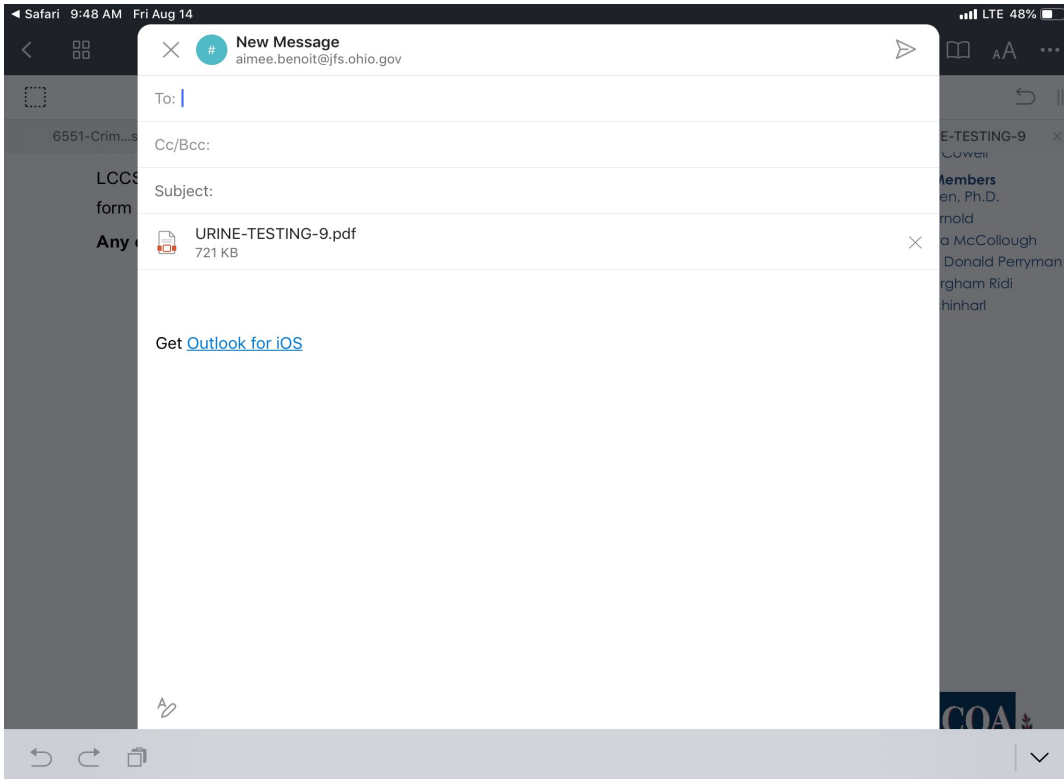
You will also be able to sign all forms in PDF Expert. There are two ways to do this. Either the line will be formatted for signature in which case it will look like the following and when you click on the signature fill in box you will receive two option, seen below.

Choose Customer Signature to be able to sign a new signature each time. You can use your finger or a stylus to sign in the box that appears. Once you are satisfied with the signature you click done.

The signature will then be placed into the document.

Annotate | Edit PDF | Fill & Sign | Favorites | +

Text | Signature | Date | Checkmark | Cross | Stamp | Image

1422-Daily-Mileage

FROM Name Address	TO Name Address	Odometer Reading	Miles	Remarks

Worker's Signature

Total Miles

By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.

Another option for signing on a document that does not have a formatted signature box is to use the Signature option from the PDF Expert toolbar.

This will give you the same options as a box that is formatted for signatures. Choose Customer Signature and you will again be given the box to sign in.
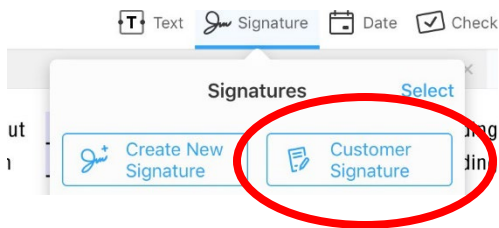
PDF Expert will then ask you where you want to put the signature. Tap the box where you want the signature to go and it will place it for you. You will be able to resize if needed.

This will be very useful when using PDF Expert to fill in PDF forms from the state that have not been formatted. You can also use PDF Expert to fill in fields on a PDF that has not been created as a fillable PDF. There are some state forms that are available online that are not currently fillable. PDF Expert will address your needs. The following form is an example of what a non-fillable PDF will look like. If you would like to use this form for practice it is located at https://www.odjfs.state.oh.us/forms/num/JFS01404/pdf/
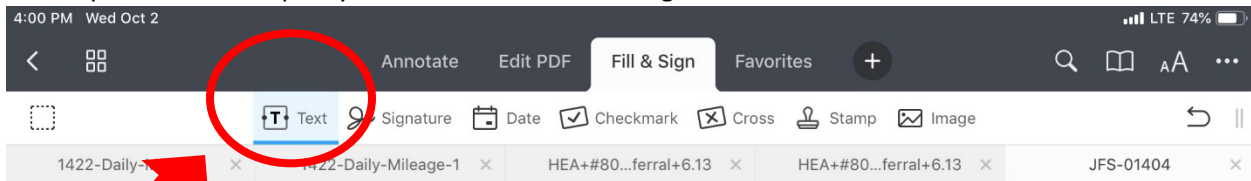

Once opened in PDF Expert you can fill in all boxes using the Text icon from the toolbar.

You will have to put the cursor in the box where you want to type. You can do this over as many times as is needed to complete the form. You will have the option to change the font type, size, and color so you are able to customize the form as you see fit.
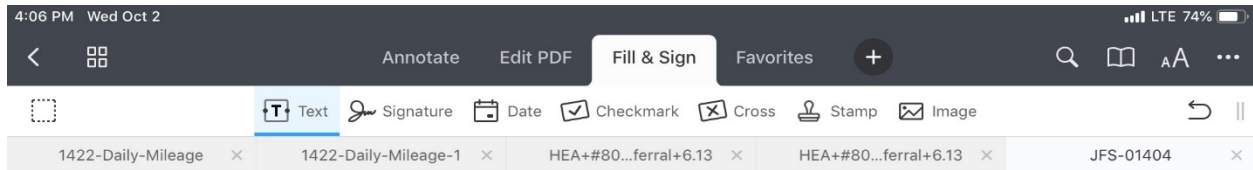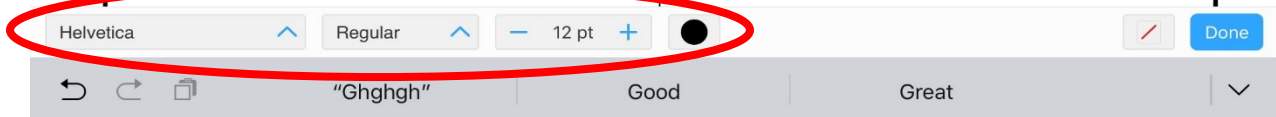
You will also have the ability to enter checks or crosses into boxes on your forms. Chose either option and tap the box you would like to

Another nice feature is the ability to enter the date without having to type it all out. If you choose the date tab, it will ask you where you want to insert the date and you will just need to touch the location. This default to the current date, so if you are entering a different date you will need to choose the edit option after you have placed the date and it will give you a calendar to pick the date that you need.

Again, you have the option to enter your signature where needed by using the signature tab and touching where you want the signature to appear.

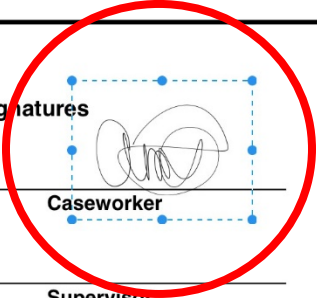<   ▤▤   Annotate   Edit PDF   **Fill & Sign**   Favorites   +   🔍 📖 A A • • •

⬚   T Text   ✒ Signature   📅 Date   ☑ Checkmark   ☒ Cross   ⚖ Stamp   ⊠ Image   ↩ ‖

1422-Daily-Mileage ✕   1422-Daily-Mileage-1 ✕   HEA+#80...ferral+6.13 ✕   HEA+#80...ferral+6.13 ✕   JFS-01404 ✕

☐ **Yes**	☐ **No**

Explain:

Section 5:   **Signatures**

October 2, 2019

_____   _____
Caseworker   **Date**

_____   _____
Supervisor   **Date**

Comments: