

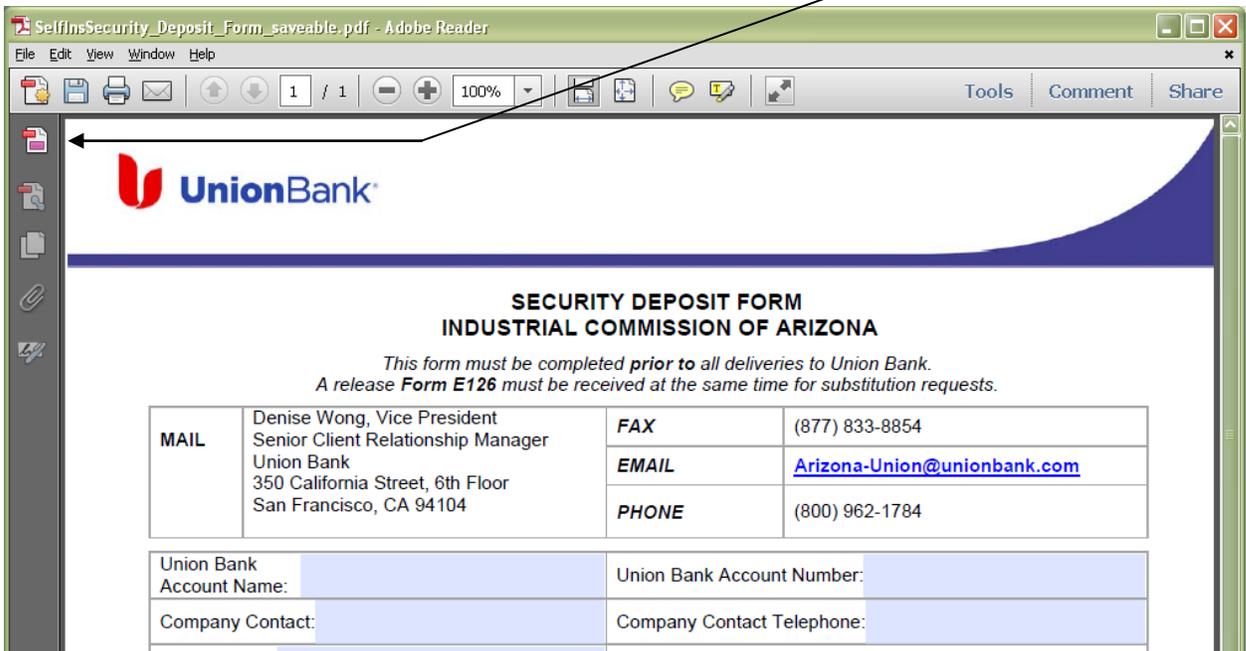
## Instructions for Using Adobe Reader with Saveable PDFs

This form is designed to be used with Adobe Reader. You need to have version 8 or above of Adobe Reader. If you don't, you can download the latest version free from this site:

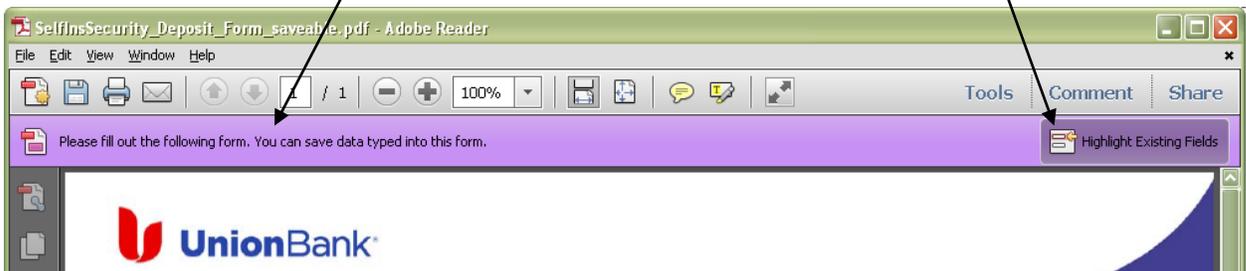
<http://www.adobe.com/downloads/>

Here are some suggestions for using the form.

To use the saveable security PDF forms from Union Bank in Adobe Reader, double-click the filename in Windows Explorer. If Adobe Reader does not open with the purple form frame, then in the left corner of the Adobe Reader window, underneath the File Menu, single-left-click the **icon with the pink rectangle in it** as shown here:



Now Adobe Reader should have the purple form frame as shown below. It should contain text that says **Please fill out the following form. You can save data typed into the form.** If it doesn't, be sure that you have the latest version of Adobe Reader. You will be able to type data into the areas that are turquoise in the form. These are called **form fields**. The ones at the top of the form are shown below. If your form fields do not have turquoise backgrounds, then single-left-click the button called **Highlight Existing Fields** at the extreme right of the purple form frame bar as shown below.



Now just fill in the form. Some notes on that . . .

Type in **dates** in any reasonable date format. The form will reformat them to the default appearance shown above. For example, **Mar 29, 2011** will be saved as **03/29/11**.

To check a check box that is empty, just click in it. a check will appear. To clear a check box that has a check box in it already, click in it and the check will disappear.

If you enter currency as a whole number (25), it will reformat with zero cents (25.00). If you enter currency in dollars and cents (including the decimal, such as 25.99), it will retain that format (25.99).

Enter a % figure as a percent (25); it will become 25.0000%. Do not enter it as a decimal fraction (0.25).

If you receive an error dialog box about a formatting error when you enter a date or a time, just click OK in it, and the form will reset the data in the box to the approved format.

When you are done and want to save, just pull down the File Menu and click on the Save line.