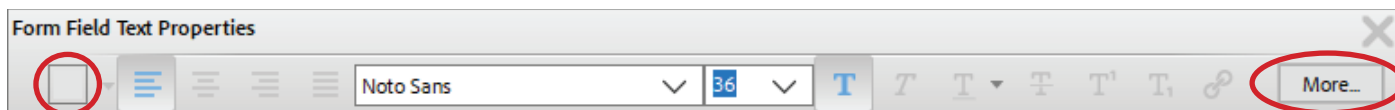


How to modify the In-reach Rehabilitation Patient Handout Form (Easy Read version)

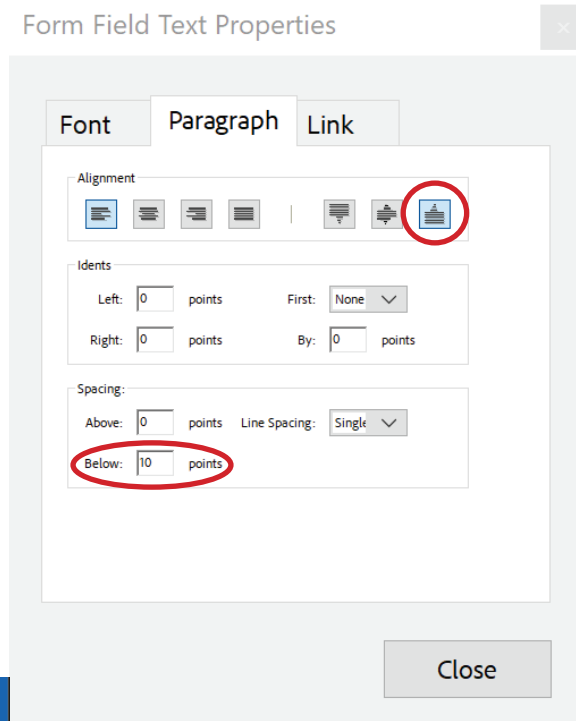
Adding details to the PDF form

1. Open the PDF form in Adobe Acrobat.
2. Click inside the pale blue box on the front cover above **Patient handout** and type the name of the service.
3. Make sure your cursor is clicked in the box you just entered the service name into and then press **Ctrl+ E** (Windows) or **Cmd + E** (Mac) to open the floating

Form Field Text Properties Toolbar



4. Click on the first box on the toolbar and make sure the colour white is selected for the text colour.
5. On the toolbar, click the **More...** Button
6. In the **Paragraph** tab, select the **Text Below** Alignment button, which aligns the text to the bottom of the form space.
7. In the **Spacing** section, navigate to **Below:** and enter **10** into the box.
8. It should look like the image to the right of this text, before you click **Close**
9. The title should be aligned with the existing text **Patient handout** like the below image



In-Reach Rehabilitation Patient handout

Easy Read version



10. Click inside the pale blue box on the front cover under **We are located at** and type in the hospital's name, address, and any other details you want to add.
11. On page 2, type the phone number in the blue box under **Call us** and the email address in the blue box under **Email us**.
12. You can add the names of rehabilitation team members under **Your team** on pages 14 and 15 or print the document as is, adding team members' details by hand.

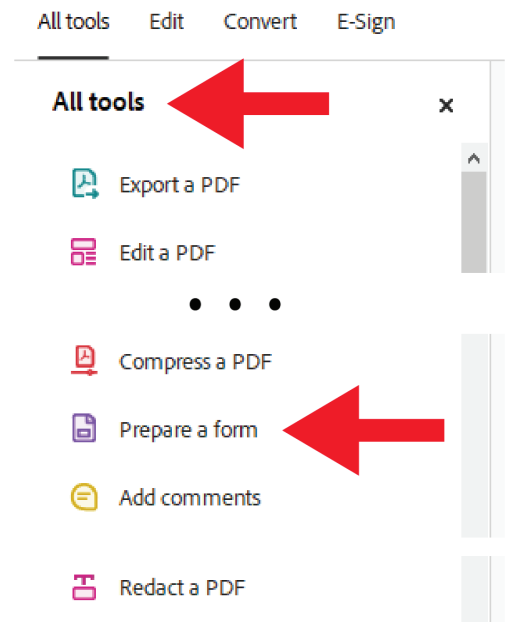
'Locking in' details so they can't be changed

To 'lock in' the details you added so that they can't be changed, follow the steps below.

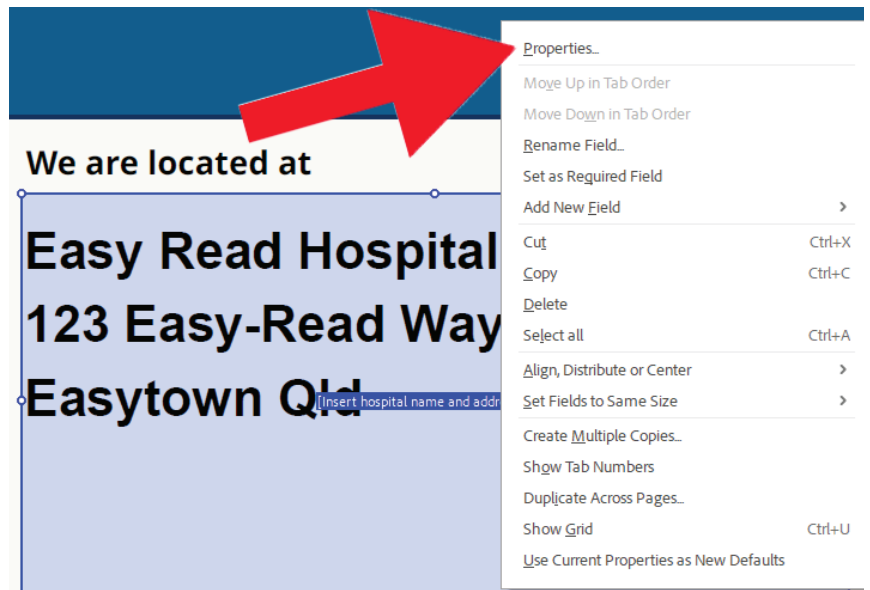
1. Select **All tools** from the Acrobat menu on the top left side of the screen.

2. Then select **Prepare a form**.

*Note: you may need to click on **View more** to see the **Prepare a form** option.*



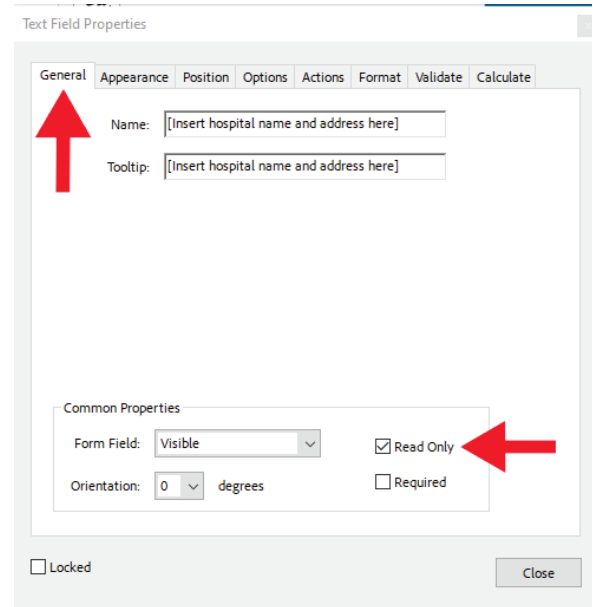
3. Right-mouse click inside the blue box on the front cover where you typed in the hospital details, then select **Properties**.



4. Under the **General** tab, make sure the box next to **Read Only** is ticked.

Close the **Properties** window.

Follow steps 3 to 4 for each blue box you want to lock.



5. At the bottom of the **Prepare a form** screen is a **Preview** button which lets you make sure the form is displaying correctly.

Note: in preview mode, the blue boxes disappear and the details you typed in appear in black text.



6. Navigate to the main menu and select **Save as**, add a new title to the document to indicate that it has been filled with hospital details and to prevent saving over the original working file.

