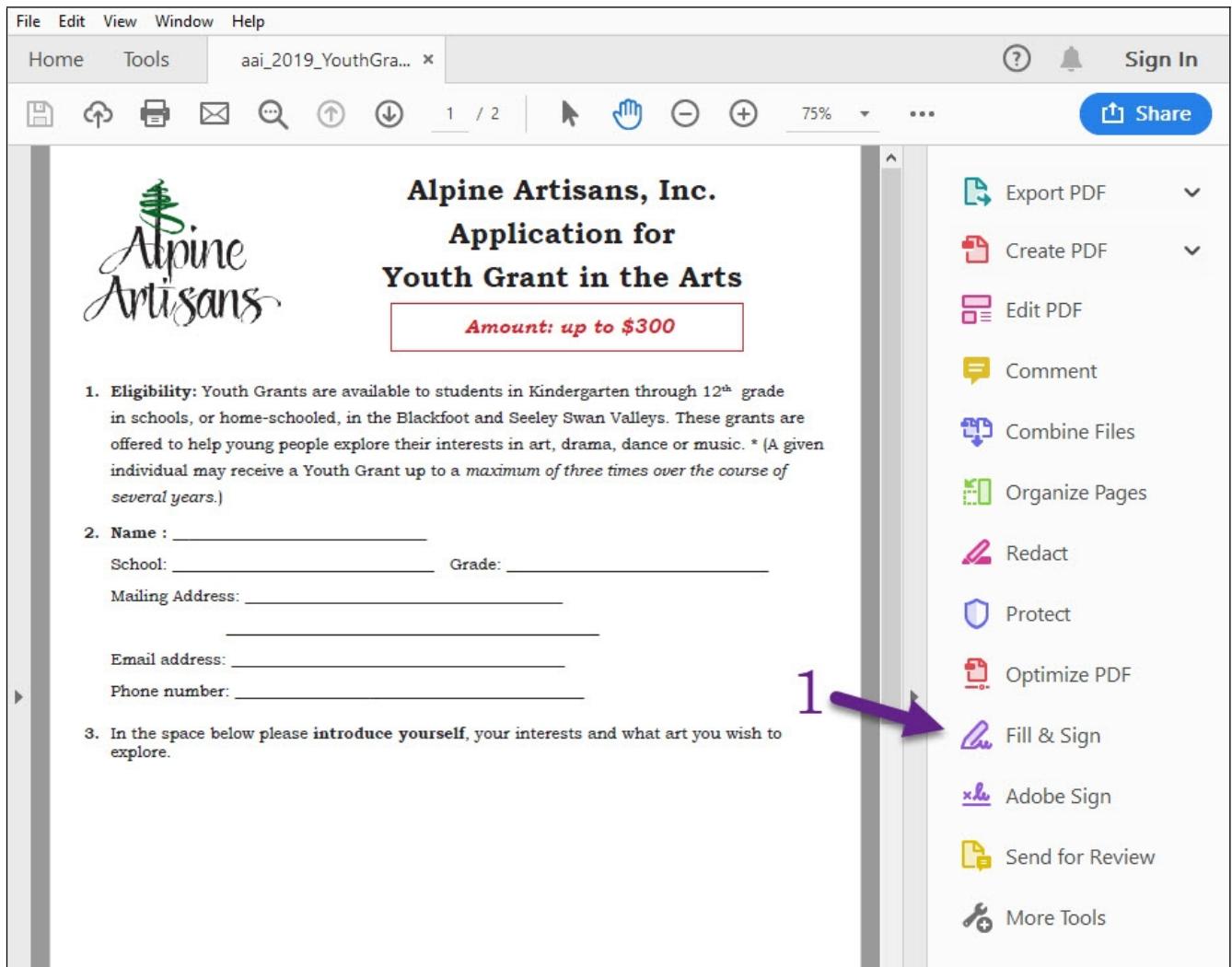


Directions for using Adobe Acrobat Reader DC to complete your AAI Scholarship/Grant Application electronically.

Download and Save to your computer the **application** you are interested in applying for.
(Note – the example here is for the Youth Grant in the Arts application.
The process is the same for the Senior Scholarship.)

Open the application file with Adobe Acrobat Reader DC.
Your screen will look similar to the picture below.

1. Click on Fill & Sign



Continued on page 2

2. **Click where information is needed and type inside the box** that is created.

The box should expand to the size needed.

3. **Click on another location, continuing to add information until the application is complete.**

If you are unable to complete the application all at once, jump to 4. **Close** and then **Save** your application as it is. Open it later to continue working on it.

4. **Close and Save your application file.**

We recommend opening your application file later and reviewing your information before mailing or email it.

The screenshot shows a PDF application form titled "Alpine Artisans, Inc. Application for Youth Grant in the Arts" with a sub-header "Amount: up to \$300". The form contains three numbered sections: 1. Eligibility, 2. Name, School, Grade, Mailing Address, Email address, and Phone number, and 3. A large text area for an introduction. The PDF is open in a "Fill & Sign" application with a toolbar at the top. A blue box highlights the text input field in section 2. A purple arrow points from the "Close" button in the top right to the text input field. Another purple arrow points from the "Close" button to the large text area in section 3. A third purple arrow points from the "Close" button to the right side of the page. Text annotations in purple provide instructions: "4 Click 'Close' when your application is complete. Then do a 'save as' and either print or email your application.", "2 Click where you want to add text, then type.", and "3 Click on a new space when the needed information is complete." The PDF viewer interface includes a menu bar (File, Edit, View, Window, Help), a toolbar with various icons, and a "Sign In" button in the top right corner.

5. **Once you're satisfied that your application is complete, either print and mail it or email it** using the information provided on the application.

If you have additional questions, please contact one of the Scholarship Committee Members listed on the AAI website: <http://www.alpineartisans.org/scholarships/>