

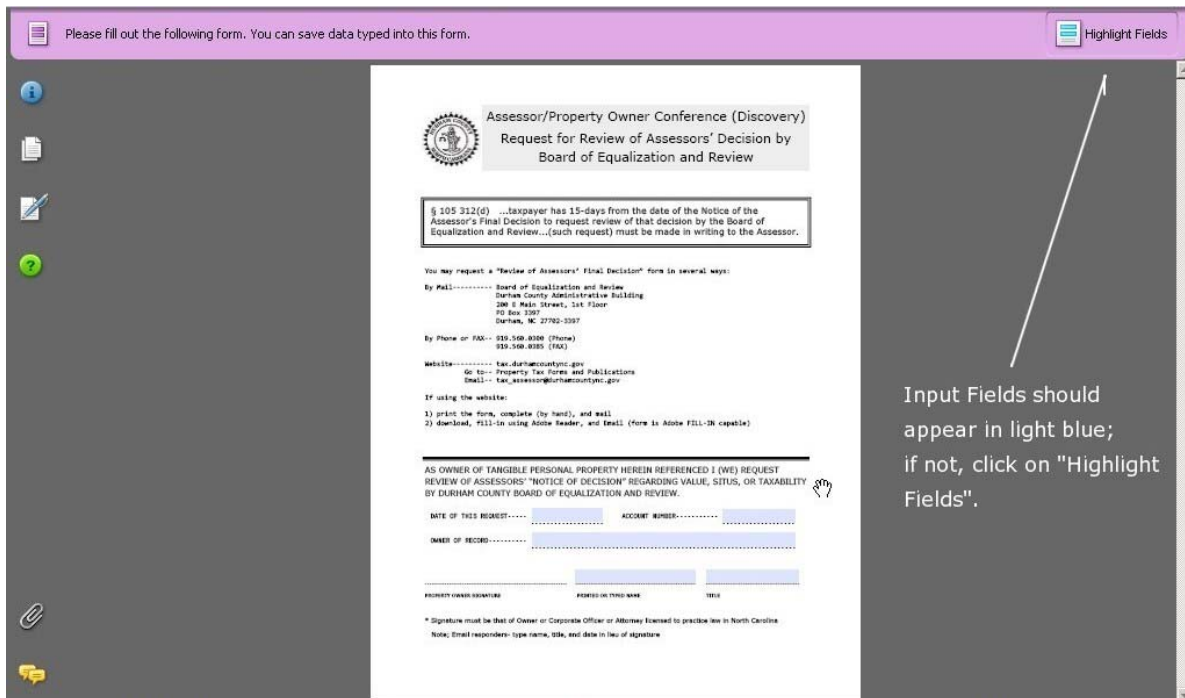


# ADOBE READER

## ADD TEXT TO A FORM USING FILL-IN

Using **FILL-IN** to complete a formatted PDF form

- 1) Open the Office of Tax Administration Form using Adobe Reader.
- 2) Download the subject Form to a work folder on your computer.
- 3) Input fields appear in light blue.



- 4) Click on a field and input the requested information; continue until complete.
- 5) Save the Form.

**EMAIL COMPLETED FORM:**

tax\_assessor@durhamcountync.gov