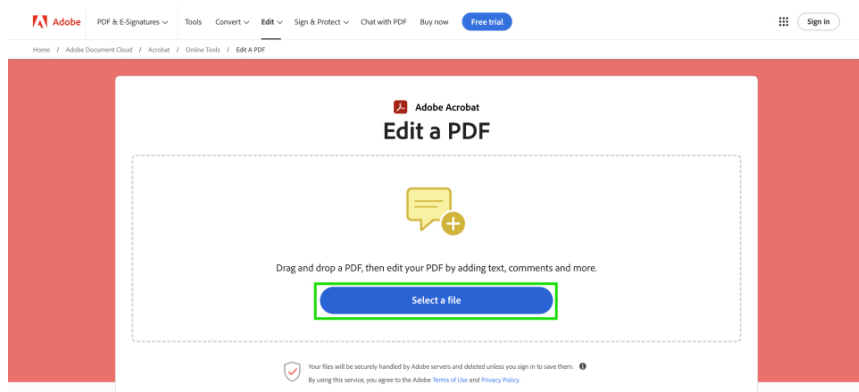


Guide to Editing the External Accountant's Report Using Adobe Acrobat PDF Editor

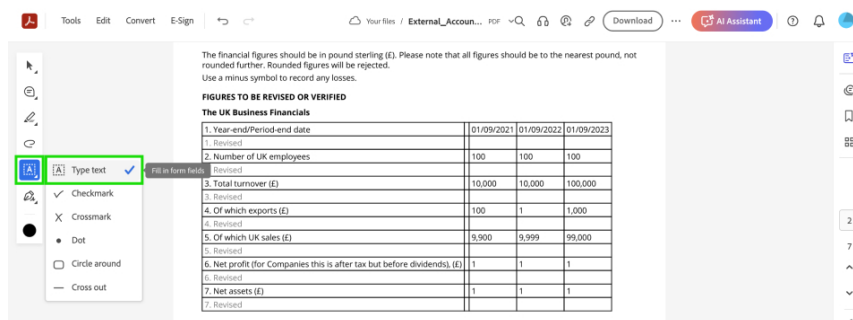
You can print the report, fill it out by hand, and then scan it. Alternatively, you can use digital PDF editing tools like the online **Adobe Acrobat PDF Editor (the free version)**.

Steps to editing the report using Adobe Acrobat PDF Editor:

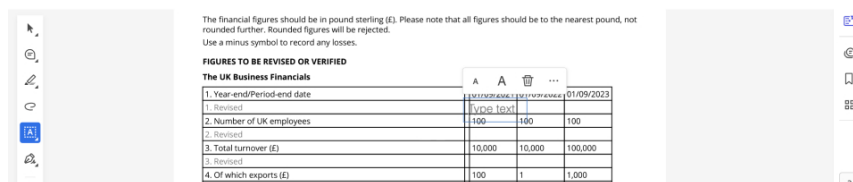
1. Open your browser and go to the [Adobe Acrobat PDF Editor](#) page.
2. Click the '**Select a file**' button to upload the report.



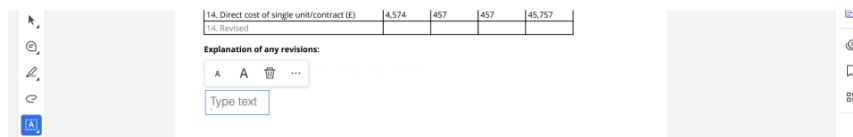
3. When prompted, create an Adobe account (you **do not** need the 7-day trial; the free version offers all the features necessary for this task).
4. Click the '**A**' icon (representing the text tool) on the left sidebar to add text. From the dropdown, select '**Type text**'.



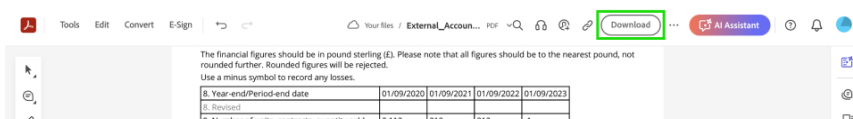
5. A text box that moves with your cursor will appear. Position it where you want to add text and click to start typing.



6. When you need to add text to another area, click on the desired spot to place your cursor and start typing.



7. Once you've completed the editing, click the '**Download**' button at the top right to save the edited PDF to your device.



After Editing the Report:

- If you are from the shortlisted organisation, email the completed report to your external accountant for completion.
- If you are an external accountant, email the final report back to the client (the applicant), who will upload it to the King's Awards online account.