

**To use the Fillable PDF (O Application form), please follow these instructions.**

- 1) In order to save a filled form, you will need to use at least **Adobe Reader version 8**.
- 2) If you do not have Adobe Reader version 8 or above, please download a newer version for free at <https://acrobat.adobe.com/ca/en/acrobat/pdf-reader.html>
- 3) Right click on the “fillable PDF” link. Click “Open link in New Tab”. The PDF will open.
- 4) Move your mouse cursor towards the top of the screen. A pop-up will appear which contains more icons such as: Print, Rotate Clockwise and Download.
- 5) Click Download. The Download icon will look like this: . The PDF will be saved where you specify. You can also rename the PDF so it can easily be found.
- 6) Open the PDF. **NOTE: PDF works best when in 100% view.** You will now be able to fill it out as well as save it. Once you have completed the form, please send it to [volunteer@wocrc.ca](mailto:volunteer@wocrc.ca)