

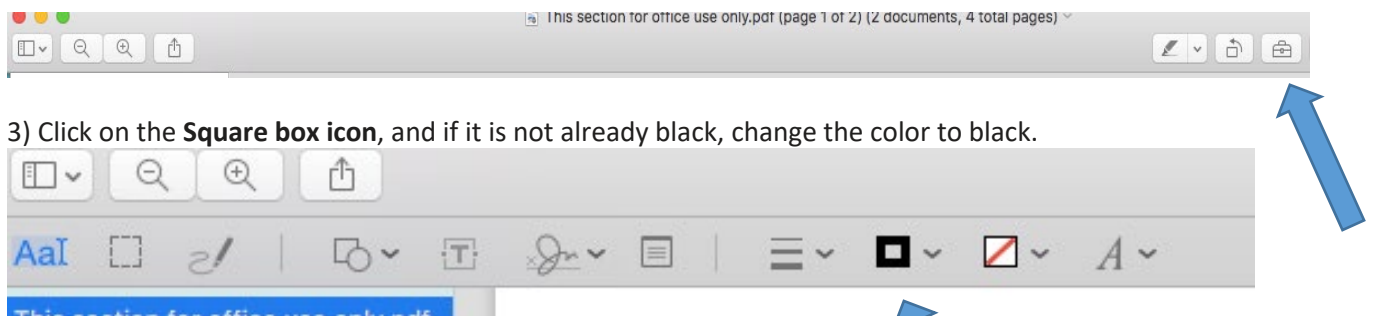
## Step by Step Guide for Signing the Dual Enrollment Petition form for Mac and PC computers

### For Mac Computers:

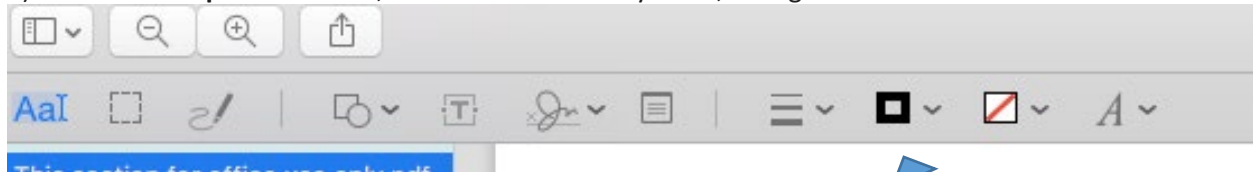
This is the step by step guide for signing and submitting the form if you do not have access to a printer.

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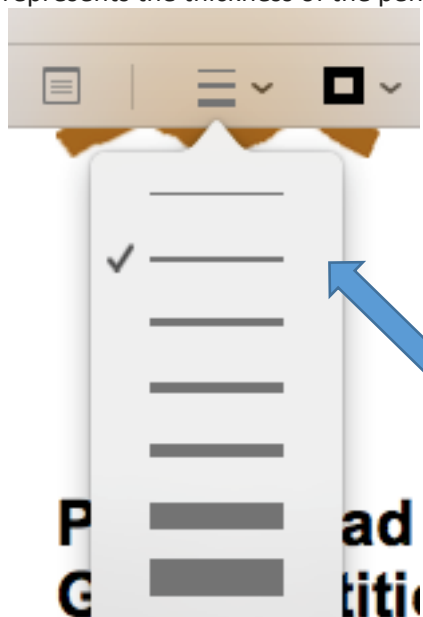
- 1) Open the completely filled form that you have saved onto your computer drive.
- 2) Click on the **toolbox icon** on the top of the page.



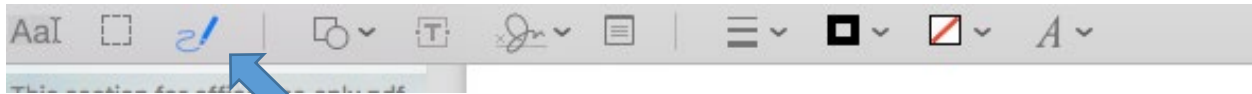
- 3) Click on the **Square box icon**, and if it is not already black, change the color to black.



- 4) click on the **dash lines next to the box icon**, and select the second to the top dash, as this line represents the thickness of the pen, and click on the **pen icon** with the draw mark next to it.



- 4) Click on the pen icon on the far left.  
Place the cursor over the signature lines.  
Use your mouse to draw out your signature and your parent's signature, and then date the form.

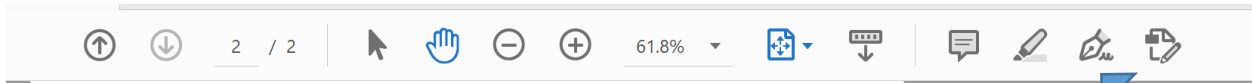


5) Save the document with the following format: Name\_Petition Form\_Summer2020 and email the completed document with all signatures to Tam Contreras in Dual Enrollment at [Dualenrollment@riohondo.edu](mailto:Dualenrollment@riohondo.edu). If you have questions, please call 562-463-7048 Monday- Friday from 8 – 5 PM.

### For PC Computers:

1) Open the completely filled PDF form from your computer drive.

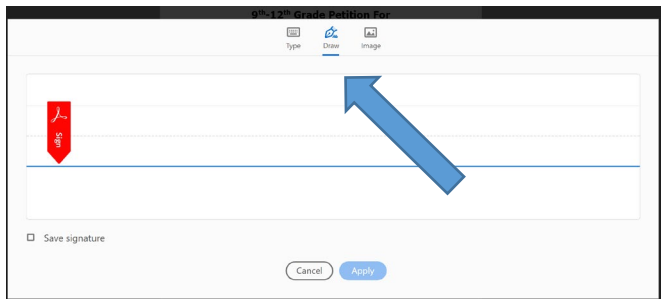
2) Click on toolbar at the top of the page. Click on the felt pen icon near the right-hand side of the toolbar.



It says, “sign document by typing or drawing a signature.”

3) Click on it and it will say “Add signature” or “Add initials.” Please select “Add signature.”

3) The box that comes up gives you the following options, “Type, Draw or Image.” Please select “draw.”



Use your mouse to draw the signature, then click on Apply. Place the signature where the line is assigned for student, and repeat the steps for parent’s signature.

4) Save the document with using the following format: Name\_Petition Form\_Summer2020 and email the completed document with all signatures to Tam Contreras in Dual Enrollment at [Dualenrollment@riohondo.edu](mailto:Dualenrollment@riohondo.edu). If you have questions, please call 562-463-7048 Monday-Friday from 8 – 5 PM.