

2024 School Art Electronic Application Guidance for Western Art Academy and Glassell Junior Applications

How to fill out the application:




1. **By hand:** Print the pdf applications and complete the forms in ink. Scan and email the applications back to the email on the application.
2. **By computer:** Complete the application using a desktop or laptop computer with Adobe Acrobat. Save the document to the computer. Email the document as an attachment back to the email on the application.
3. **Both:** Complete the application using a desktop or laptop computer with Adobe Acrobat. Print the application. Have the verification page and signatures completed in ink. Scan and email the applications back to the email on the application.

How to use electronic signatures on a MOBILE DEVICE with Acrobat.








1. Open a PDF document in Acrobat.
2. Click Fill & Sign in the toolbar on the right, or Sign in the toolbar at the top of the page.
3. Draw, type, or choose an image file to fill the signature box. Then click Apply to place your new signature on the form.
4. Click Next to download the document or send it to others to review or sign.

How to save your application as PDF

iPhone using the Notes app:

1. **Open Notes** and select a note or create a new one.
2. Tap the **Camera button** , then tap **Scan Documents** .
3. Place your document in view of the camera.
4. To **manually capture** a scan, tap the **Shutter button**  or press one of the **Volume buttons**.
5. **Drag the corners to adjust the scan** to fit the page, then tap **Keep Scan**.
6. Tap **Save** or **add additional scans** to the document.

Android using the Google Drive app:

1. **Open the Google Drive app** .
2. In the bottom right, tap **Add** .
3. Tap **Scan** .
4. Take a photo of the document you'd like to scan.
 - a. **Adjust scan area**: Tap **Crop** .
 - b. If needed, take photo again: Tap **Re-scan** current page .
 - c. **Scan another** page: Tap **Add**  as many pages as needed until done.
5. Create your own **title**.
6. To **save** the finished document, tap **Save** .
7. **Choose** which **folder** to save it to in your **Google Drive**; the document will be **saved as a PDF** in the desired folder.