



How to Use Your Fillable PDF and Excel Files

Follow these steps to use your fillable PDF on any device.

Directions for opening:

General Forms and Checklists

Using a Laptop or Desktop:

1. Download the PDF from your email.
2. Open it with Adobe Acrobat Reader (free at get.adobe.com/reader).
3. Fill in the form, save, print, or email it when complete.

Using an iPad or iPhone:

1. Tap the PDF link and select 'Open in Acrobat' or 'Copy to Books'.
2. Fill in the form in Adobe Reader or Books app.
3. Save or share the completed form from the app.

Tip: Safari may open the form but may not support all features.

Using an Android Device:

1. Download and open the PDF in the Adobe Acrobat Reader app.
2. Fill in the form and save or share it.

Follow these steps to use excel based sheets on any device.

Directions for opening:

General excel and spreadsheet based forms

Using Excel Files on Different Devices:

Using a Laptop or Desktop:

1. Download the Excel file from your email.
2. Open it using Microsoft Excel or Google Sheets.
3. Make your edits, then save the updated file to your device.

Using an iPhone or iPad:

1. Install the Microsoft Excel app or use Apple Numbers.
2. Open the file from your email or Files app.
3. Edit, save, or share the file as needed.

Tip: For best compatibility, use the Microsoft Excel app.

Using an Android Phone or Tablet:

1. Download and install the Microsoft Excel app from the Google Play Store.
2. Open the Excel file from your email or downloads folder.
3. Make edits and save or export your work.

Online Option:

Use Google Sheets to open and edit Excel files in your browser.

Upload the file to your Google Drive, then open with Google Sheets.

Need Help?

Email us at: info@ownersexpressservices.com

Visit us: www.OwnersExpress.com

Thank you again for choosing Owners Express!

