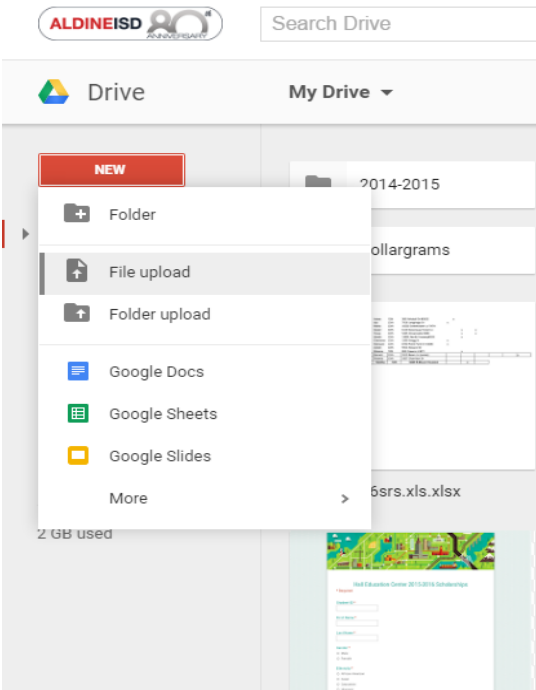


1. Log into your Google Account

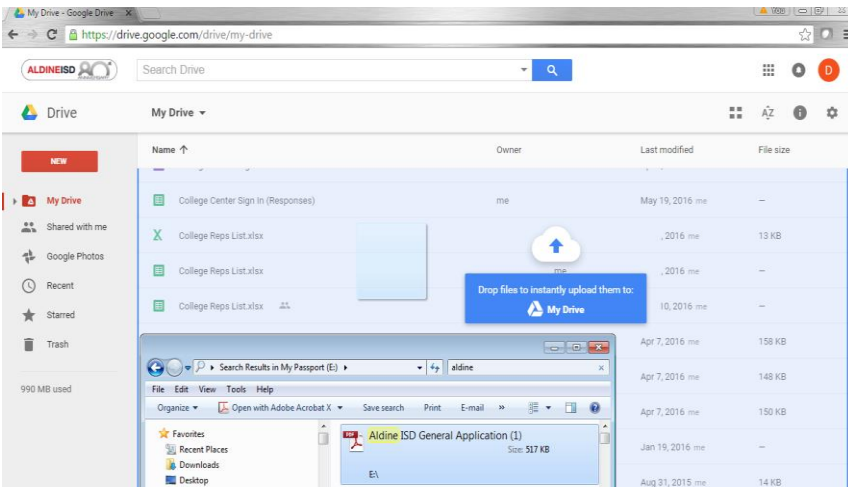


2. Upload your file to your Google Drive (G Drive)

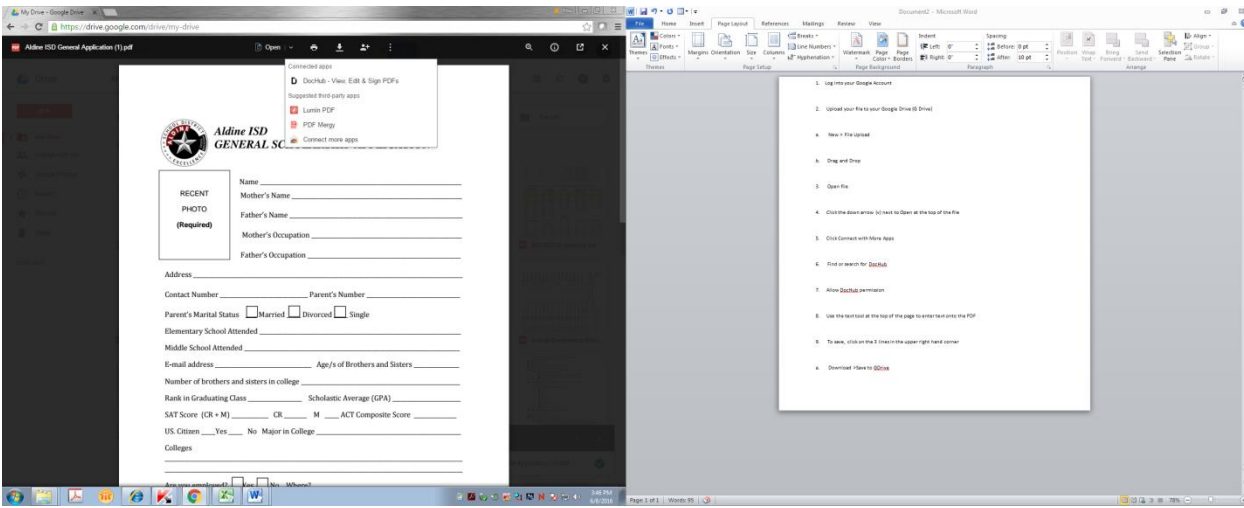
a. New > File Upload



b. Drag and Drop



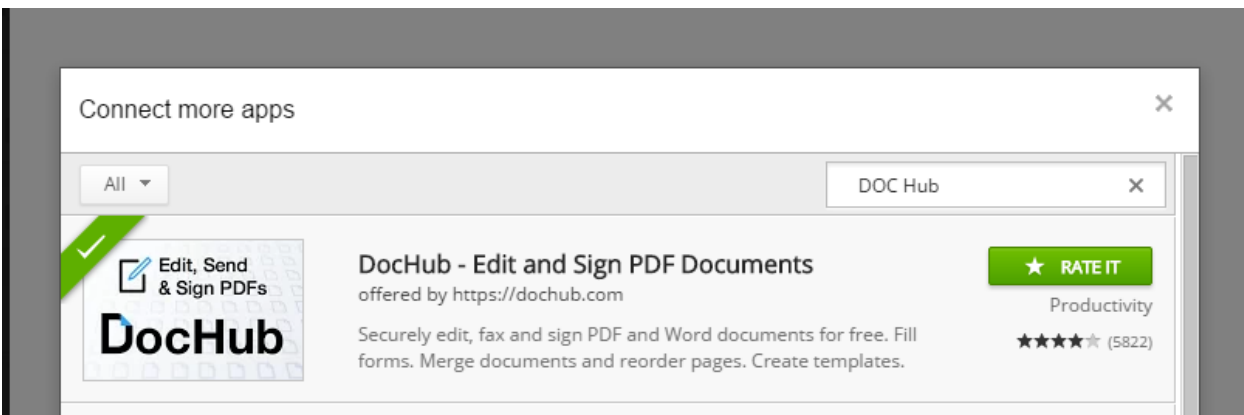
3. Open file



4. Click the down arrow (v) next to Open at the top of the file

5. Click Connect with More App



6. Find or search for DocHub







7. Allow DocHub permission





- DocHub - Sign & Edit PDFs would like to:

 View your email address 

 View your basic profile info 

 View and manage Google Drive files and folders that you have opened or created with this app 

 Add itself to Google Drive 

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

8. Use the text tool at the top of the page to enter text onto the PDF

9. To save, click on the 3 lines in the upper right hand corner

a. Download > Save to GDrive

The screenshot shows a web browser window with the address bar displaying "Macroplant, LLC [US] | https://dochub.com/denisekeaton/Nkq6Yy/demo". The document viewer interface includes a toolbar with various editing tools and a right-hand menu. The document content features the Aldine ISD logo, the title "Aldine ISD GENERAL SCHOLARSHIP APPLICATION", and form fields for "Name" and "Mother's Name". A "RECENT" tab is located at the bottom left of the document area. The right-hand menu is open, showing options such as "Send", "Actions", "Download", "Document Properties", "Permissions and Sharing", "Document Audit", and "Print...". The user is signed in as "denisekeaton" with the email "dakeaton@aldineisd.org".