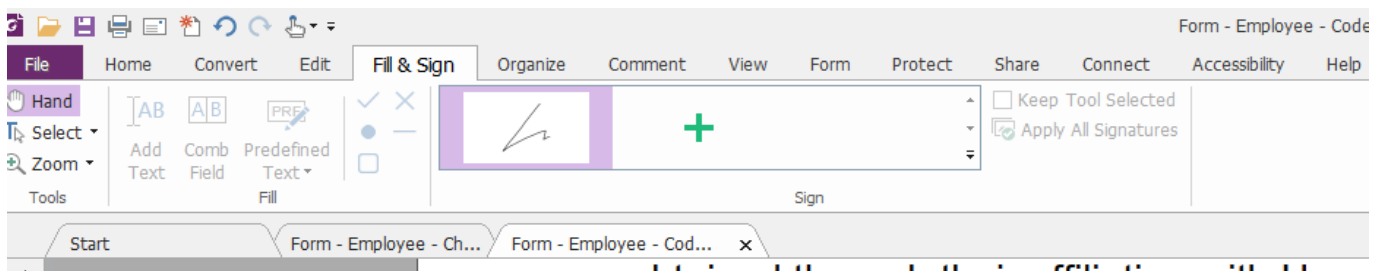


SD – Digitally Signing a Document/Form

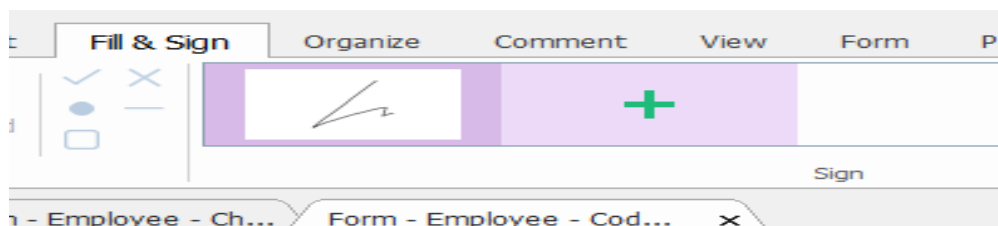
To digitally sign a document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF.

Follow the steps below to digitally sign a document/form on a computer:

1. Open the document or form that you want to sign on your computer.
2. Click the **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.



3. Click on the +icon



4. Create a signature pane will pop up

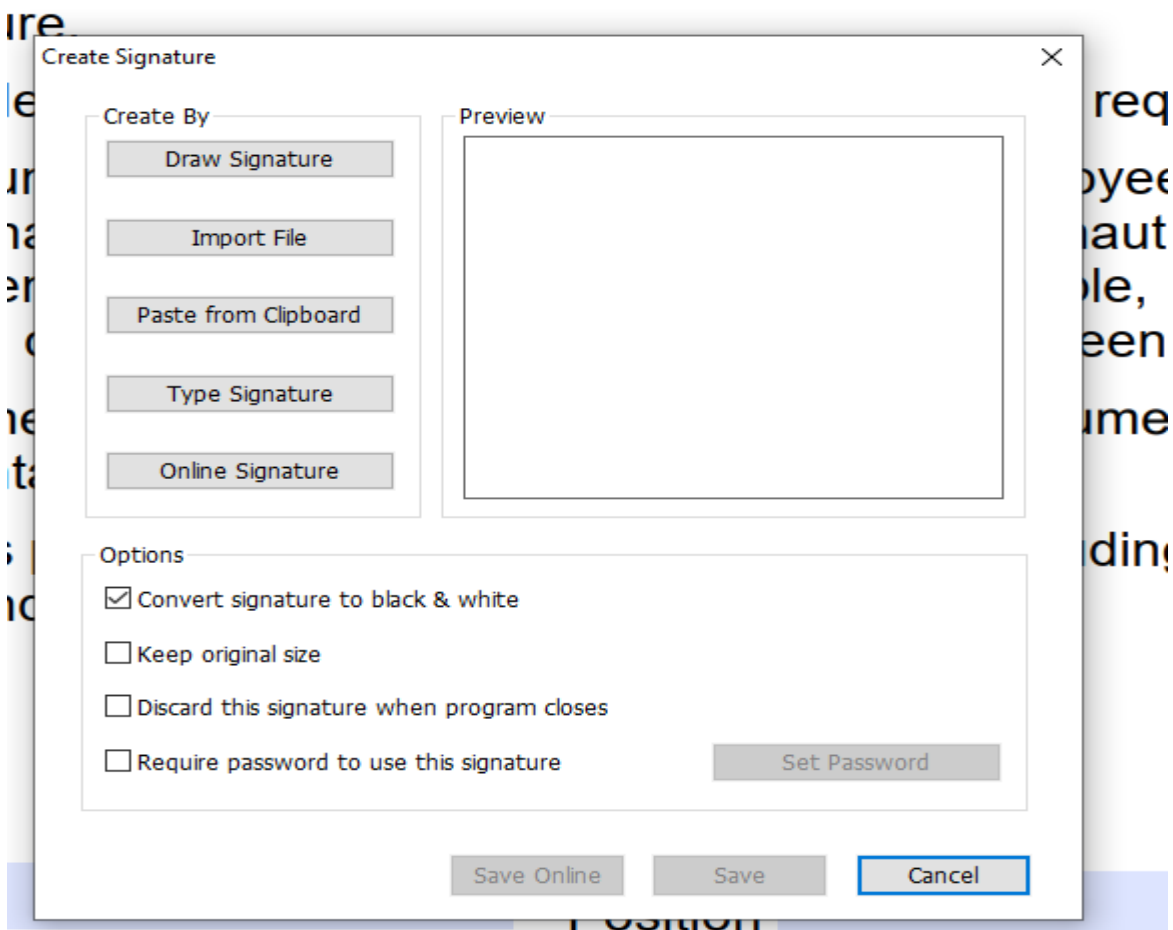
You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.

- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

5. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.



Note:

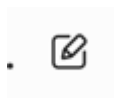


If you want to use an image as your signature:

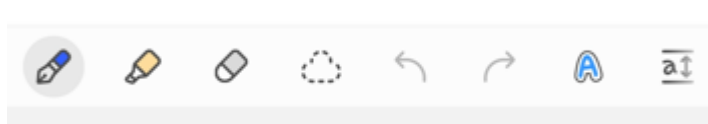
- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

Follow the steps below to digitally sign a document or form on your mobile:

1. Open the document or form that you want to sign on your phone
2. Select the



icon, then click on the pen icon to sign your signature



3. Use your finger to sign your signature
4. Then Click on the Save icon to save your document/form