
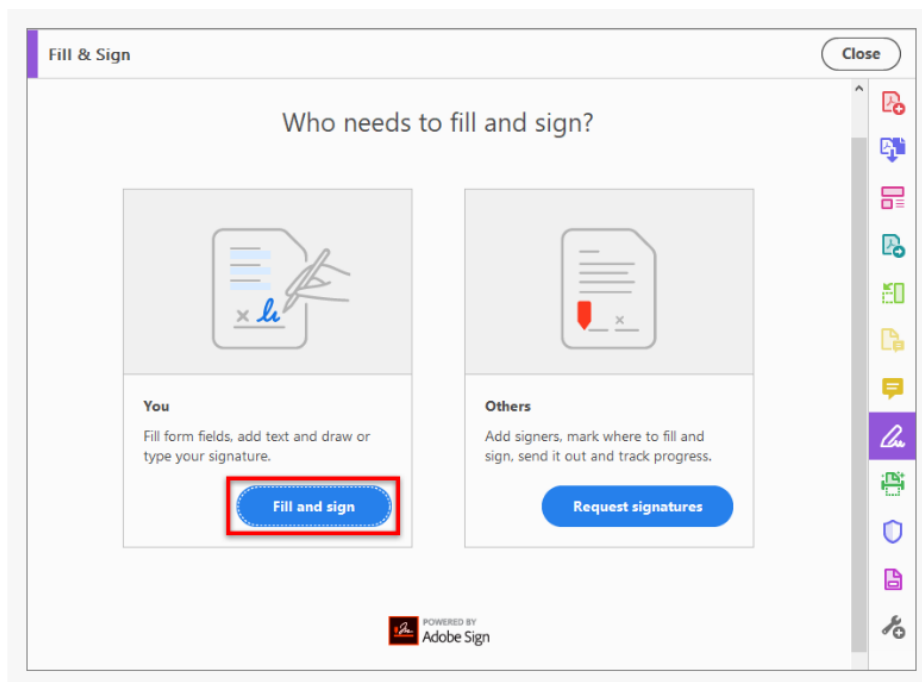


Creating a digital signature on your device

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials


1. Open the PDF document or form that you want to sign (must be opened in Adobe Acrobat/Reader)
2. Click on the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right-hand panel
3. The Fill & Sign tool is displayed. Click **Fill and Sign**

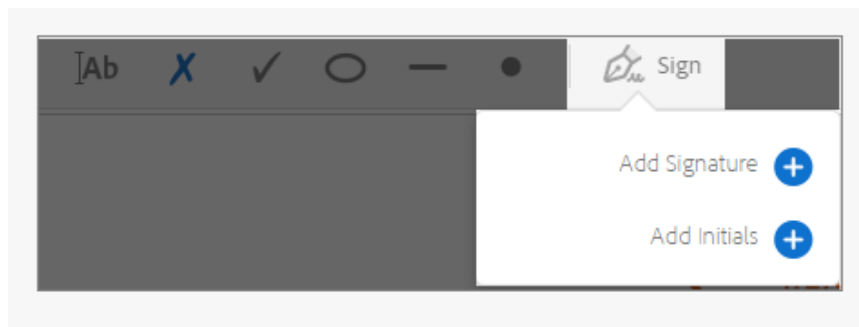


4. The form fields are detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box, the cursor will be placed at the right position automatically. Type your text to fill the field.

PERSONAL DETAILS
(PLEASE COMPLETE IN BLOCK CAPITALS)

TITLE

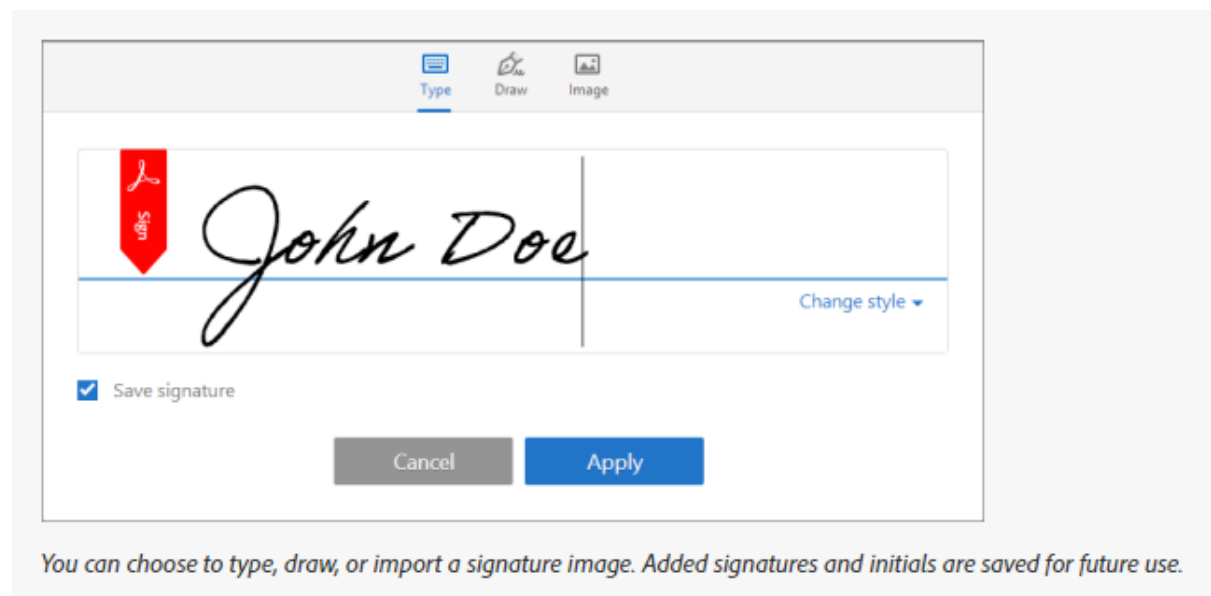
5. To complete a box that requires your signature, click the **Sign** icon  in the toolbar, to add your signature



If you already have a signature, it will be displayed as an option to choose from.

6. If you have already created a signature, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you will see the Signature panel. Below is an example of the Signature panel.



- **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 are signed into 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.

7. 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 do not 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 reasonably clean.