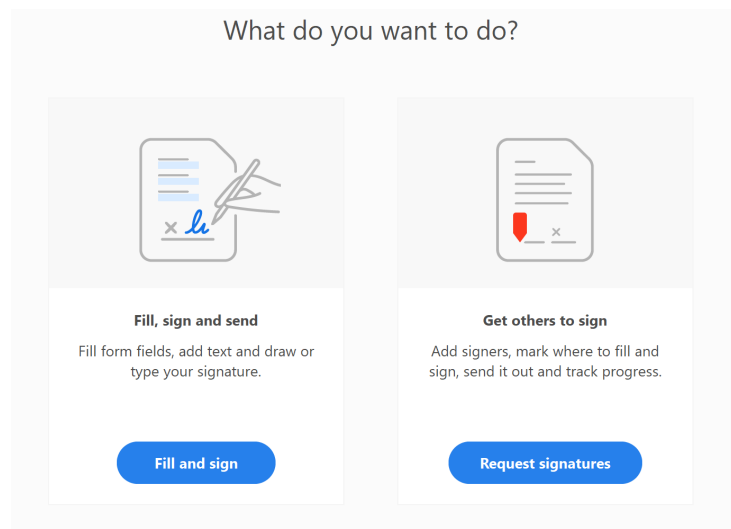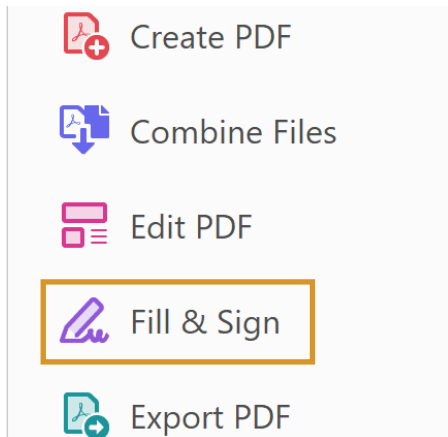## Using Adobe Sign

Adobe Sign

Adobe Sign allows users to sign documents and/or have documents signed by others quickly from anywhere using a web browser or mobile device. Adobe Sign is an add-on feature within Adobe Acrobat or Acrobat Reader.

To sign a PDF 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.
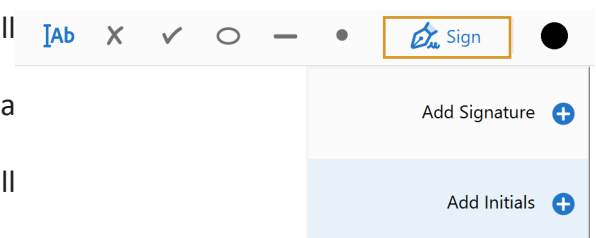
Getting Started

1. Open the application (Adobe Acrobat or Adobe Acrobat Reader)
2. Open the PDF that is needing signed.
3. Click the *Sign* icon in the tool bar or *Fill & Sign* from the right pannel.
   a. The Fill & Sign tool will be displayed. This is where you will choose to sign a document or request signatures from others.

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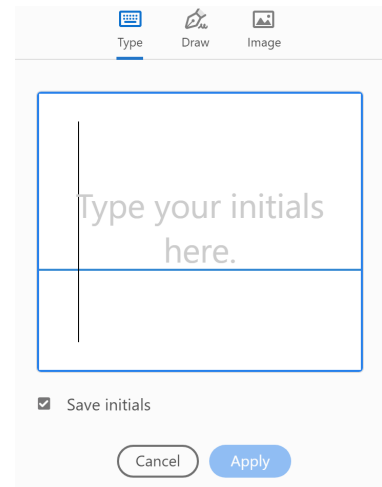
Signing a Document

4. Click the *Sign* icon in the tool bar, then choose to add a full signature or just initials.
5. If you are signing for the first time you will have to create a signature.
   a. You only have to create your signature once, Adobe will save it for future use.

Adding a Signature

6. If you are signing for the first time, you will see the Add Signature or Add Initials panel. You can choose to Type, Draw, or import a signature image.
   a. **Type:** Choose from a small selection of character styles.
   b. **Draw:** Use your finger or stylus to handwrite your signature in the field.
   c. **Image:** Browse and select an image of your signature. See tips bellow.
   d. **Save Signature:** Make sure this box is checked so your signature will be saved for future use. <u>Note:</u> You must be signed into your Adobe account for it to save.
7. Click **Apply**, then click anywhere in the document to paste your signature.
8. If you have already created a signature, select it from the Sign options then click the area of the document you want it to be placed.
9. Edit the size or delete a signature by clicking on it, then choosing one of the highligted options.

10. That's it! You can now save and close/send your document. Once you save, signatures become a perminate part of the PDF.

Tips For Using an Image

- Sign your name in black pen on a clean, blank sheet of white paper.
  ◇ Signing in the middle of the page works best.
- Scan or take a picture of your signature. Make sure the page is well lit and centered, this makes it easier for Adobe to identify your sigature.
- Adobe will automatically import only the writting from the image.
- Once your signature is imported you can paste and resize the writting.
  ◇ The same applies for written and typed signatures.

For more information, questions and tutorials visit https://helpx.adobe.com/support/sign.html