

## Adobe Acrobat: Fill & Sign

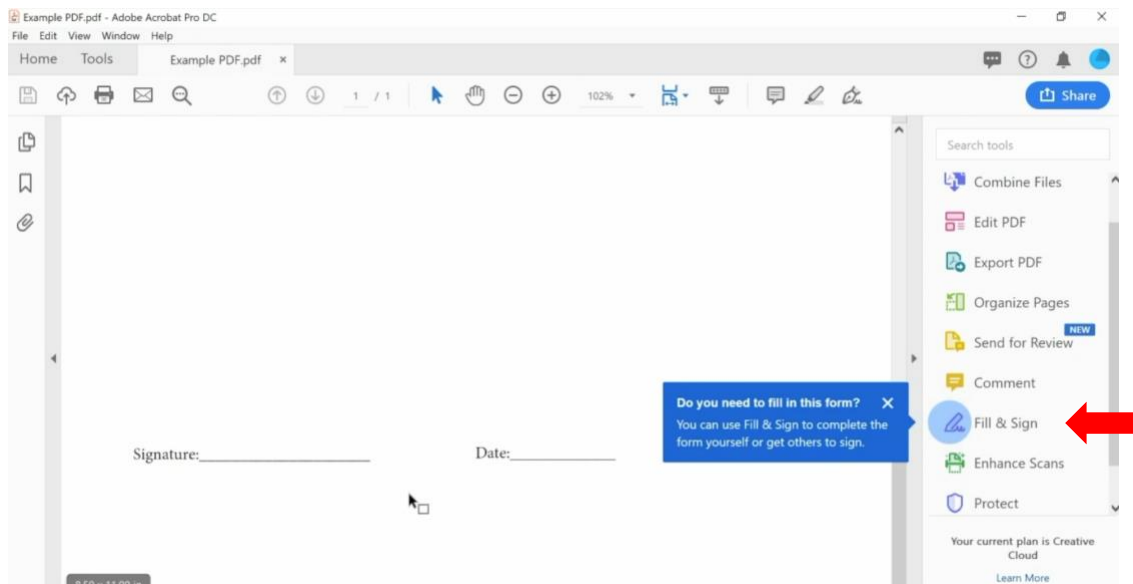
Introduction .....	1
Fill and sign a document .....	1
Creating and inserting a signature.....	3
Adding additional text.....	4

## Introduction

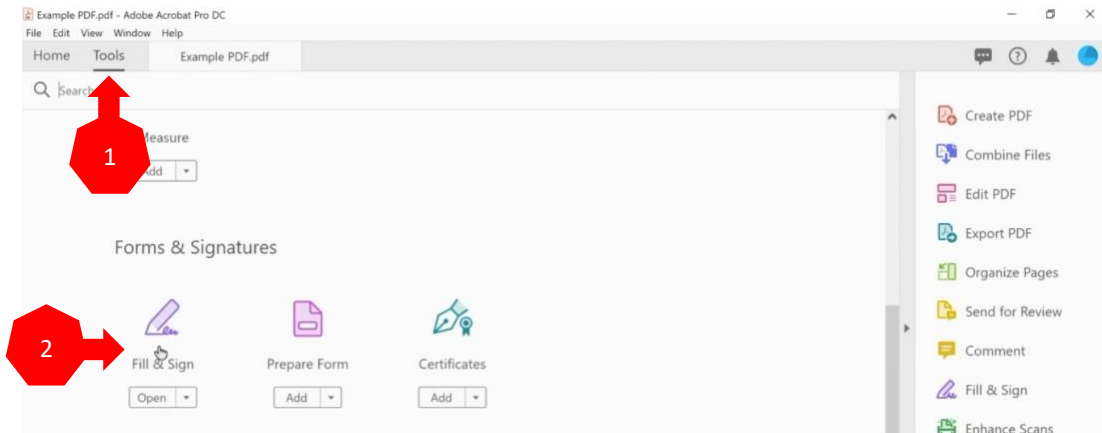
This guide will show how to fill and sign a document using Adobe Acrobat Pro.

## Fill and sign a document

1. With Acrobat and the PDF you wish to sign open, select the “Fill & Sign” option from either the right-hand menu, or by selecting “Tools” from the top menu, then “Fill & Sign”.



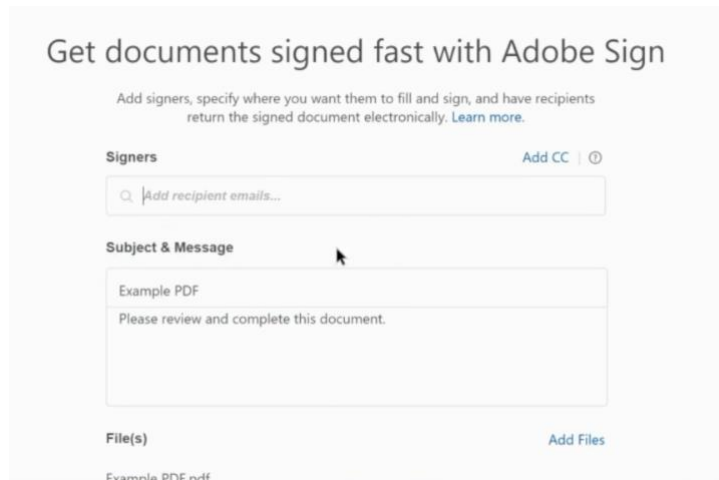
OR



2. Choose who needs to fill and sign first – yourself or others.

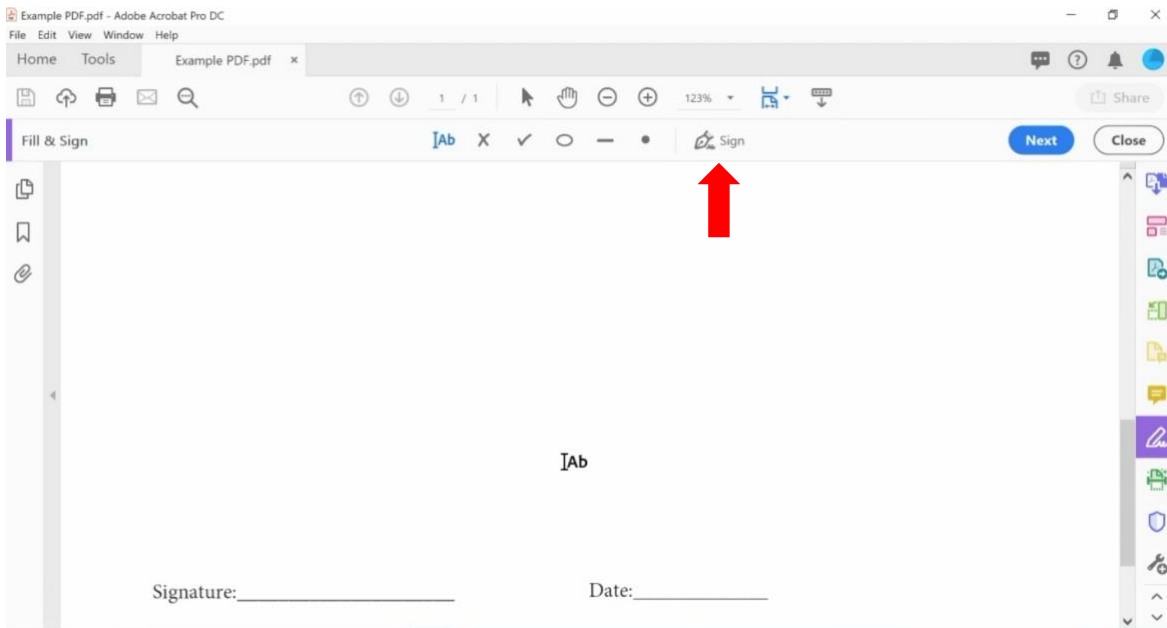


- a. If selecting “Others”, the next screen will ask for the email addresses of the recipients. You may also enter a message and upload other files if you wish. Specify exactly where on the form recipients will need to sign, or browse/apply more options.

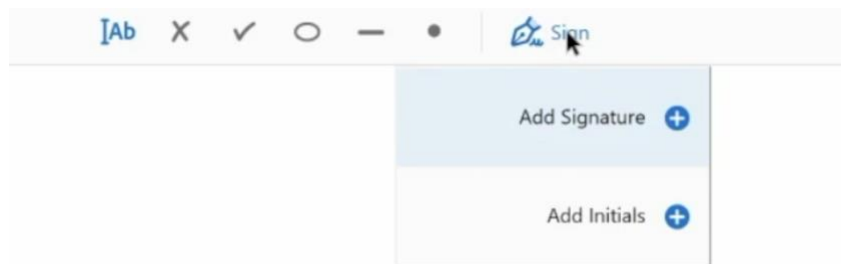


- b. If you are simply signing the document yourself, proceed to step #3.

3. Select “Sign” from the top menu.

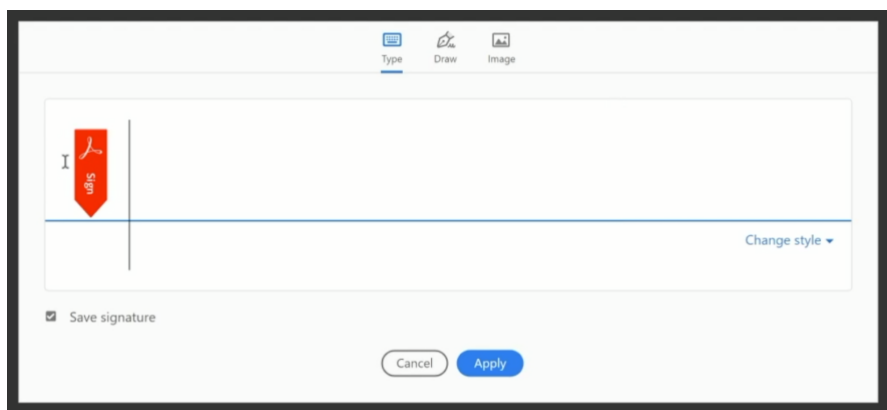


4. If you’ve previously created a signature, it will appear here. Simply select and place the signature where needed.



### Creating and inserting a signature

5. To create and insert a signature or initials, select either option.
6. You may type, draw, or upload an image of your signature.
  - a. “Type” allows you to enter your name and select “Change style” to choose from a list of available fonts.
  - b. “Draw” allows you to create your signature with your mouse or touchscreen if available.
  - c. “Image” allows you to upload a previously captured signature.



7. Select “Apply” after your desired method of creating a signature is chosen.
8. Once applied, the cursor will change to your digital signature. Simply click to place where needed on the form.

Signature: *Otus Owl* Date: \_\_\_\_\_

### Adding additional text

1. The text tool, labeled “Ab”, allows you to insert plain text on the page – such as the date.
2. Click where text is needed and begin to type.

