

Adobe Acrobat: Fill & Sign

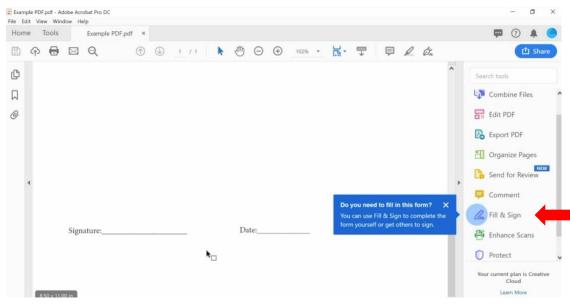
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Introduction

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 righthand menu, or by selecting "Tools" from the top menu, then "Fill & Sign".



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

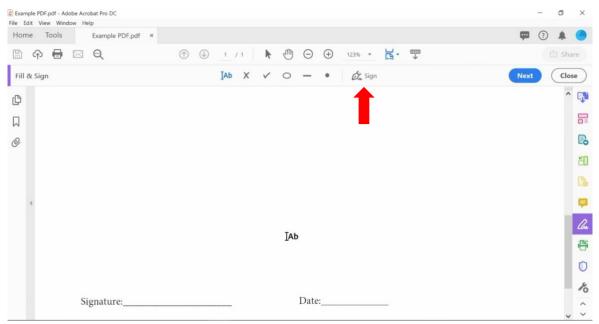
Who needs to fill and sign first?

a. If selecting "Others", the next screen will ask for the email addressed 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.

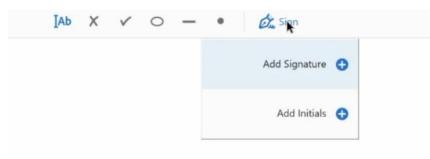
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	Please review and complete this document.	
	File(s)	Add Files
	Example PDF.pdf	

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.

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- 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 Oul

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.

