
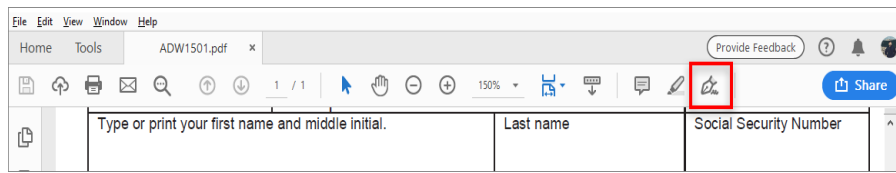


# HOW TO SIGN A PDF ELECTRONICALLY ON PC

- Open the PDF document or form that you want to sign.
- Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.



- Choose that you want to add your signature.



- If you have already added signatures or initials, they are displayed as options to choose from, 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 see the Signature or Initials panel. Below is an example of the Signature panel.



## **Note: The School Only accepts images of a signature**

If you have not previously saved your signature as an image:

- 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.
- Transfer the photo or scan to your computer and save.
- Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.
- 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.