

## SIGN ON PAPER AND IMPORT IMAGE OF SIGNATURE INTO PDF FILE

The purpose of this document is to show the steps for how to do the following:

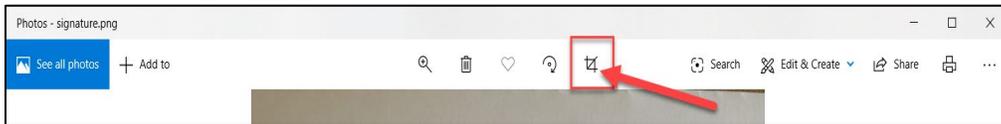
- Place and save the image of a signature on a PDF document
- Send the PDF document to others

### Signing and Saving Picture of the Signature

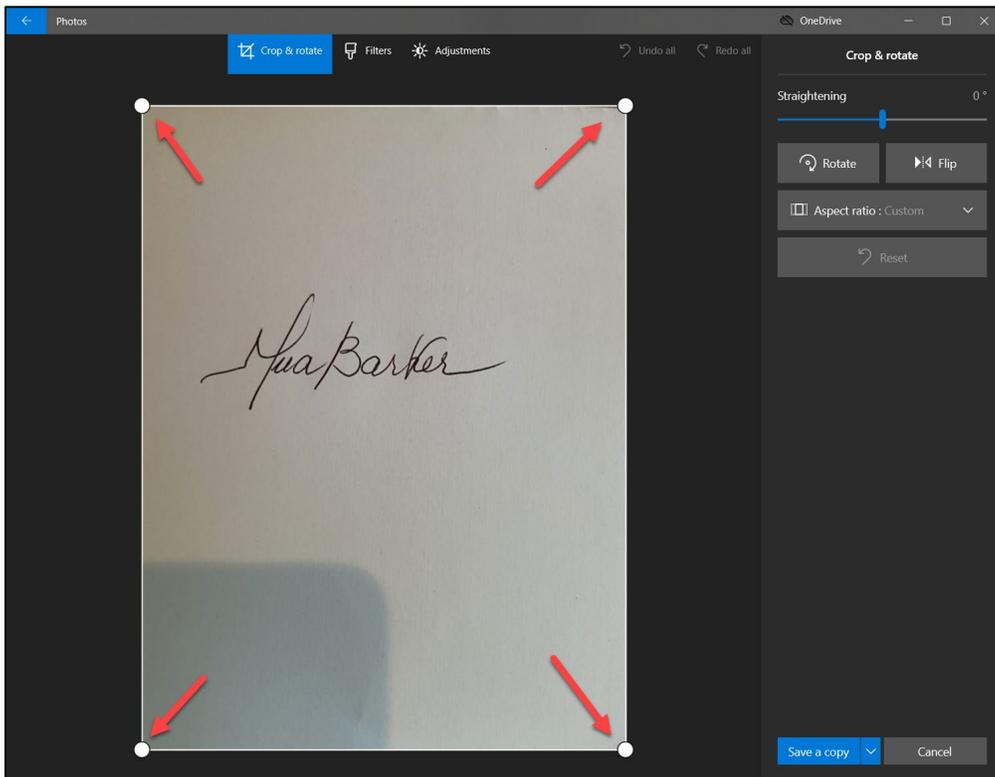
1. Use your smart phone to take a picture of the signature.
2. Use your smart phone to email the picture of the signature to your email account.
3. Access your email account on your computer and download the picture of the signature to a folder on your computer.

#### Ensure the picture of the signature is sized correctly:

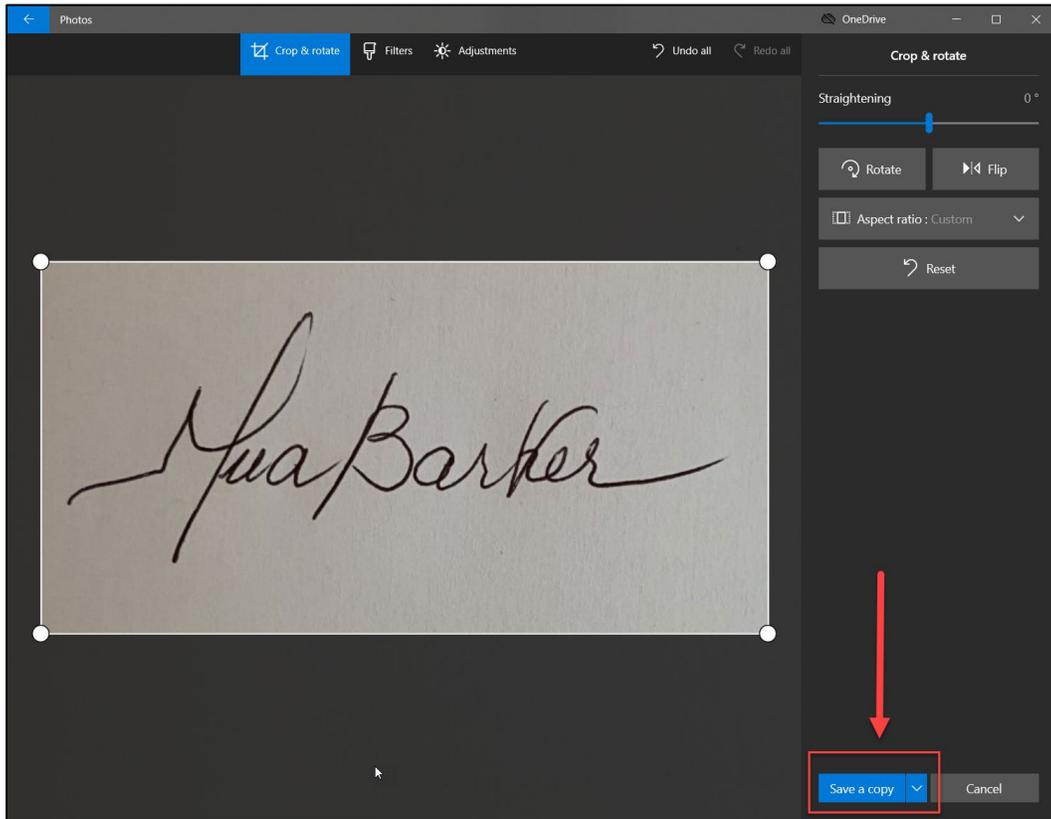
- a. Find the document with the picture of the signature on your computer.
- b. Double click on the document with the picture of your signature to open the picture.
- c. When the picture of the signature displays, click on the Crop icon on the top, center of the screen. You use this icon to crop the picture of the signature and clean up any imperfections, resize the picture, etc.



- d. Resize and clean the image by clicking and dragging any of the dots located on the corners of the picture. Ensure that the signature remains in the center of the picture.



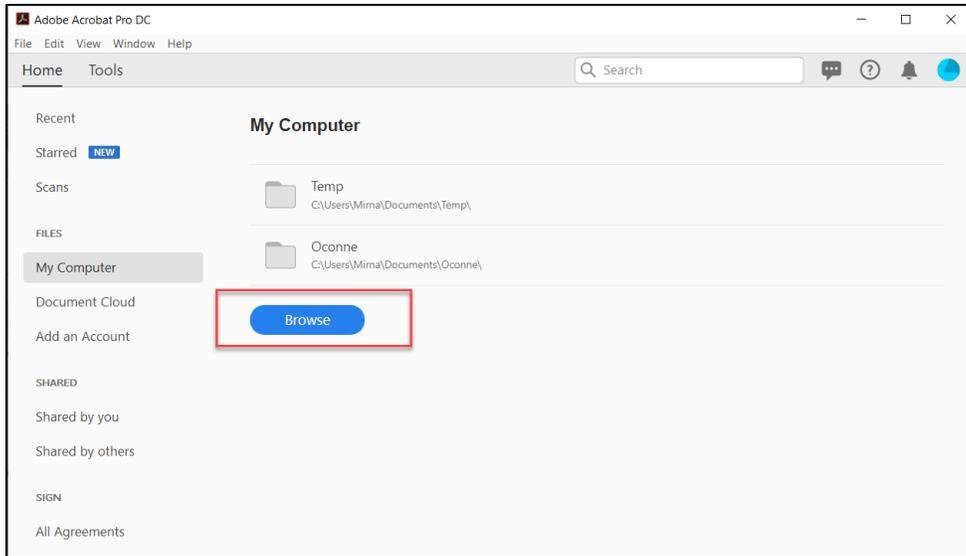
- e. Once you are satisfied with the look of the signature, click the Save button to save the new picture of your signature.



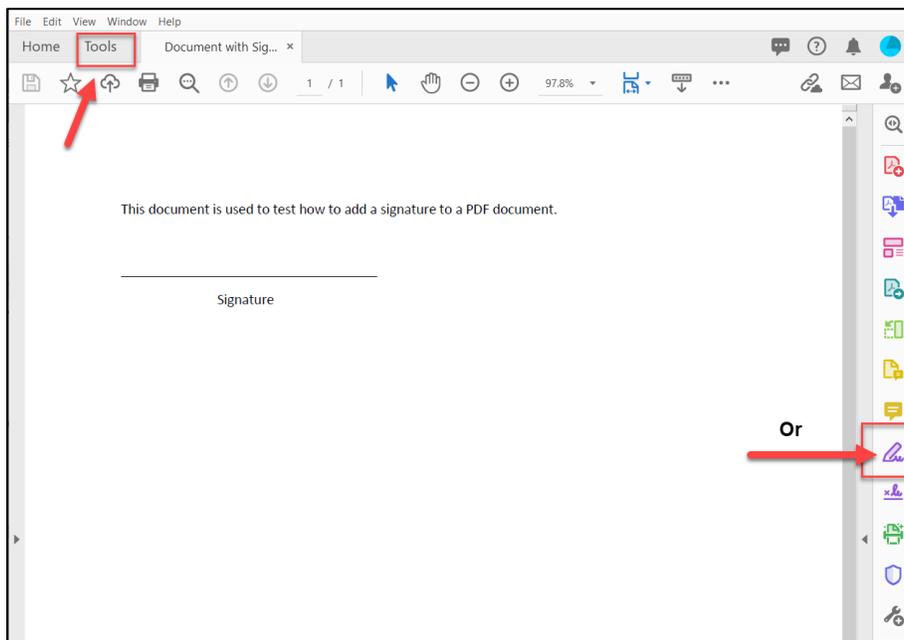
- f. Enter a new name for the file containing the picture of your signature and save it in the appropriate folder.

### Placing Signature in PDF Document using Adobe Acrobat

1. Access the Adobe Acrobat DC application on your laptop.
2. Access the file where you want to place the picture of the signature by clicking on My Computer on the left side of the screen. Then, click on the Browse blue button to find the file.

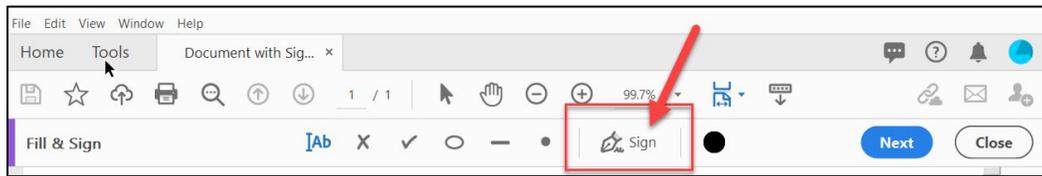


3. When the file displays, click on Tools on the top menu and scroll down to select Fill and Sign (or, click on Fill and Sign icon on the right of the screen.)

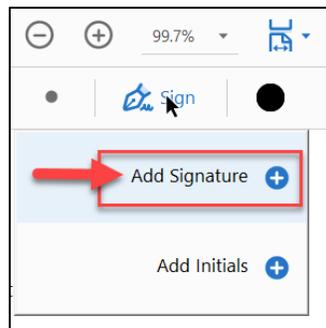


4. When the Home page of the Fill and Sign displays, click on the Fill and Sign blue button.
  - a. Please do not use the "Request Signatures" option unless approved by IT.

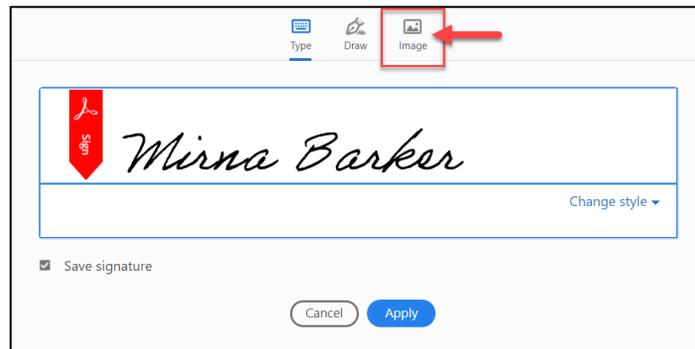
5. Click on the Sign icon on the top menu to select the signature.



6. When the list of selections displays, click on Add Signature.

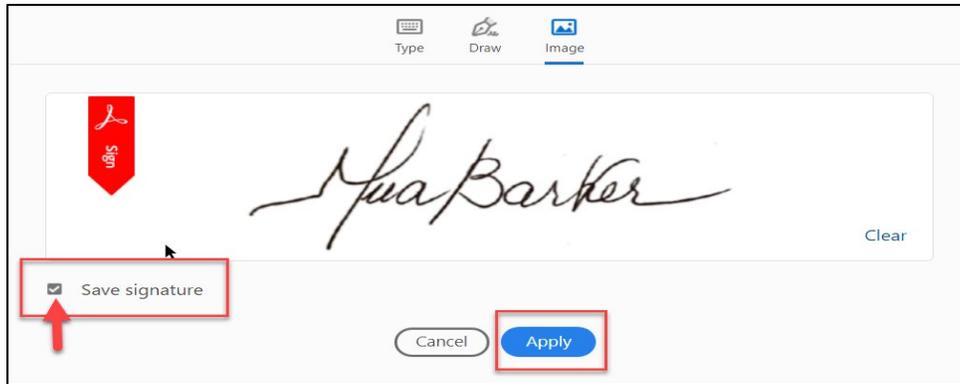


7. When the signature window displays, click on Image to use the image you signed on paper.

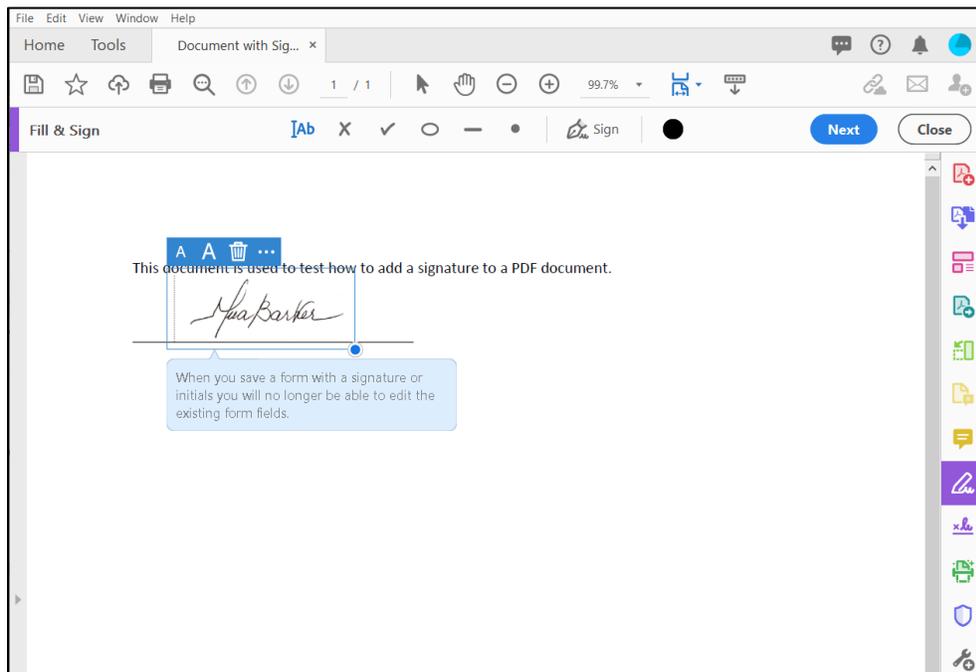
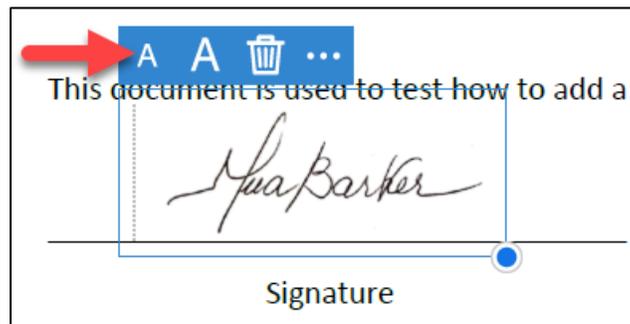


Notice the following related to the selections on the top of the window:

- Type: You can also type your name instead of using a picture of your signature. In this method, you select a font for printing your signature on the document. This method does not use a picture of your signature.
  - Draw: This method is recommended when you have a Tablet and a pen which allows you to actually sign on the tablet itself.
8. Find the picture of the signature you saved from your smart phone, select it and click the Open button. Make sure to select Save Signature to keep a copy of your signature. Then, click Apply.



9. Place the signature in the desired location on the file. You can click on the smaller A to make the signature smaller or the bigger A to make the signature bigger. Once you save the file, the signature cannot be changed.



10. Click the Close button and save the file with the inserted picture of the signature.