

CREATING A SIGNATURE ON PDF

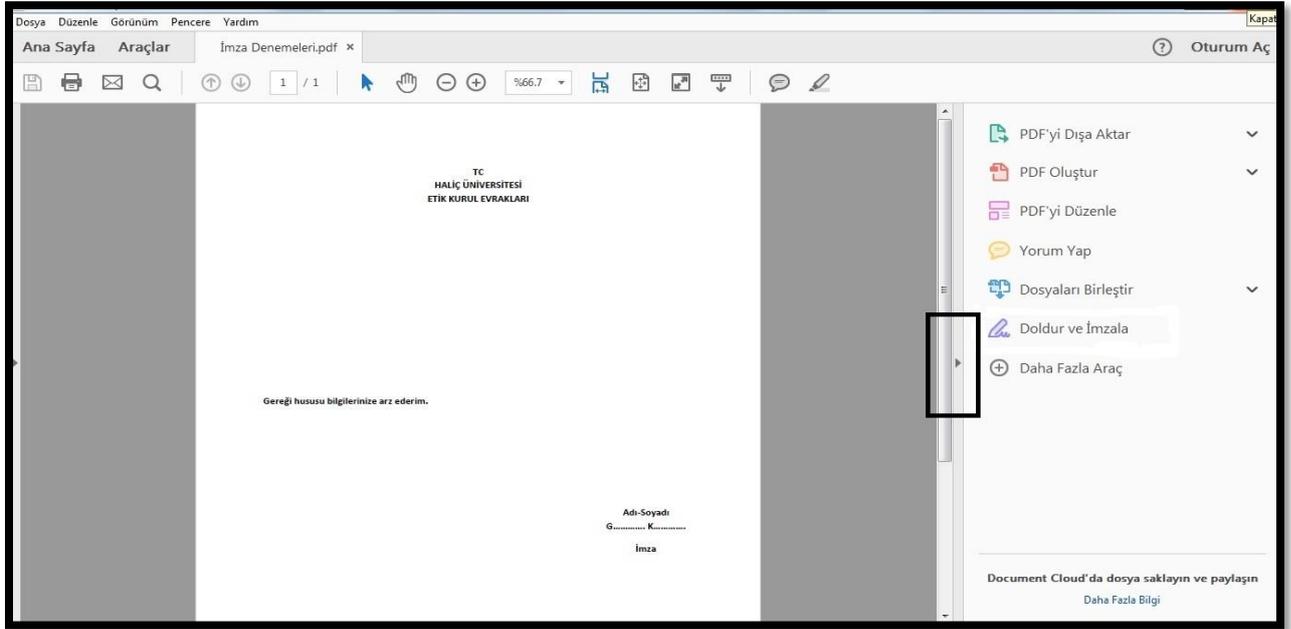


Figure 1. Open the PDF file. Expand the area with the side arrow on the right side of the file to reveal the tools.

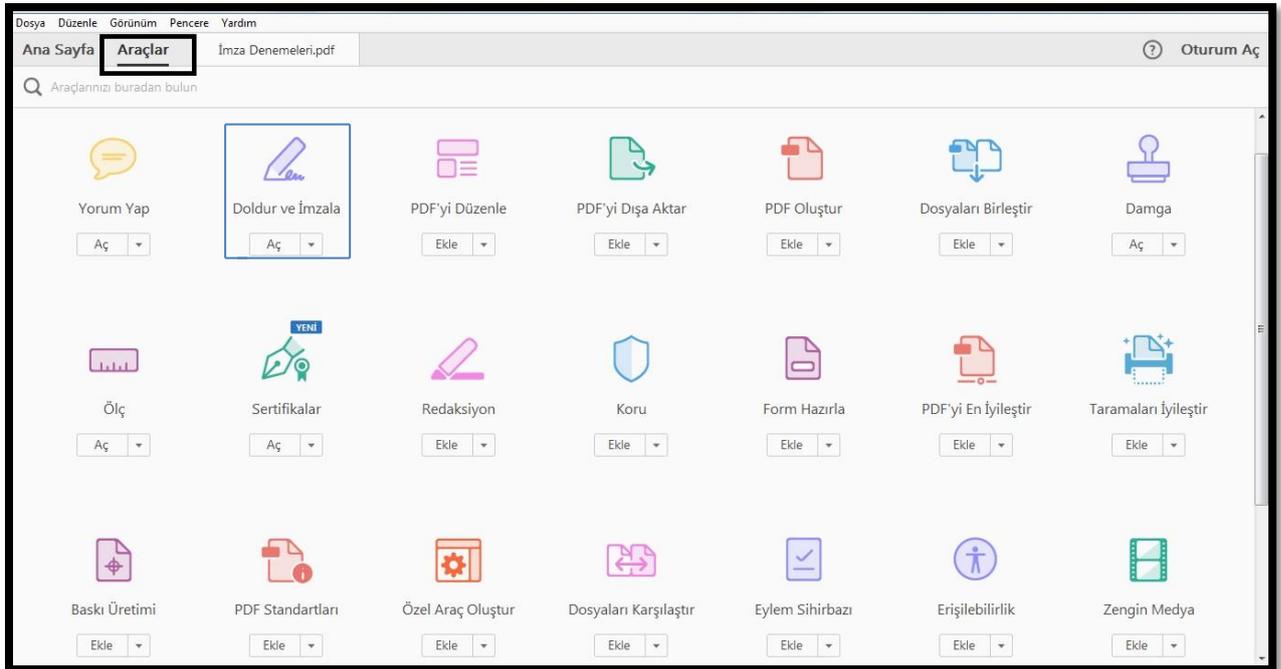


Figure 2. If there is no arrow on the file, it can also be opened from "Tools".

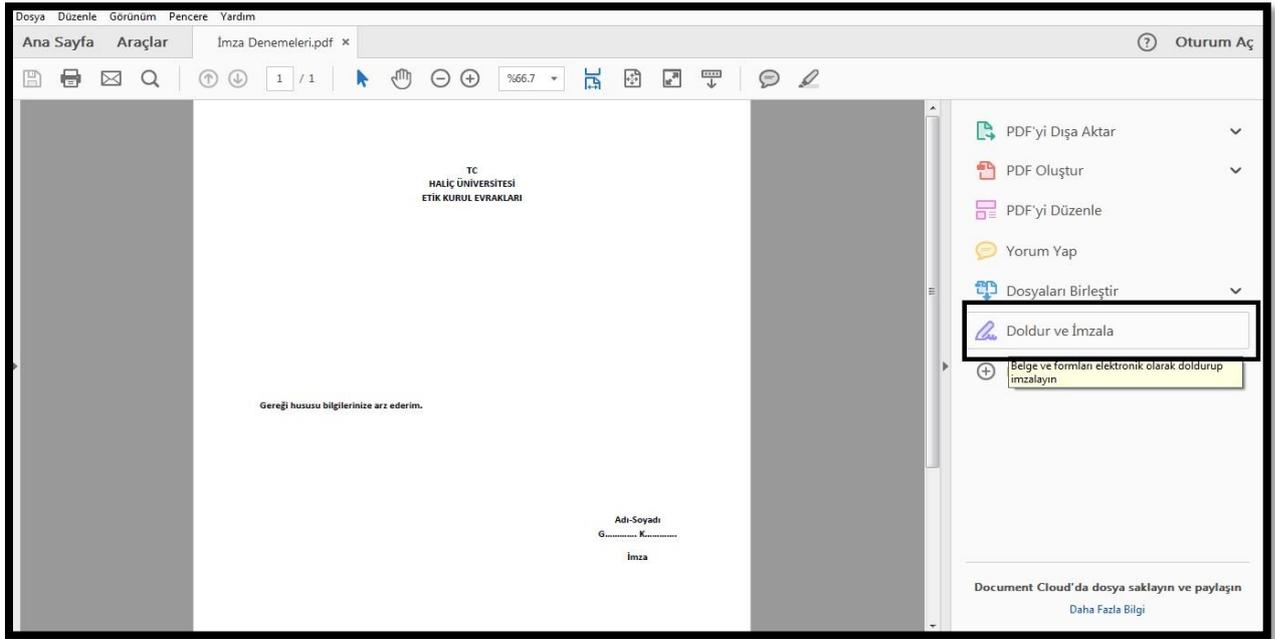


Figure 3. Click on the “Fill and Sign” button, then the signature field opens.

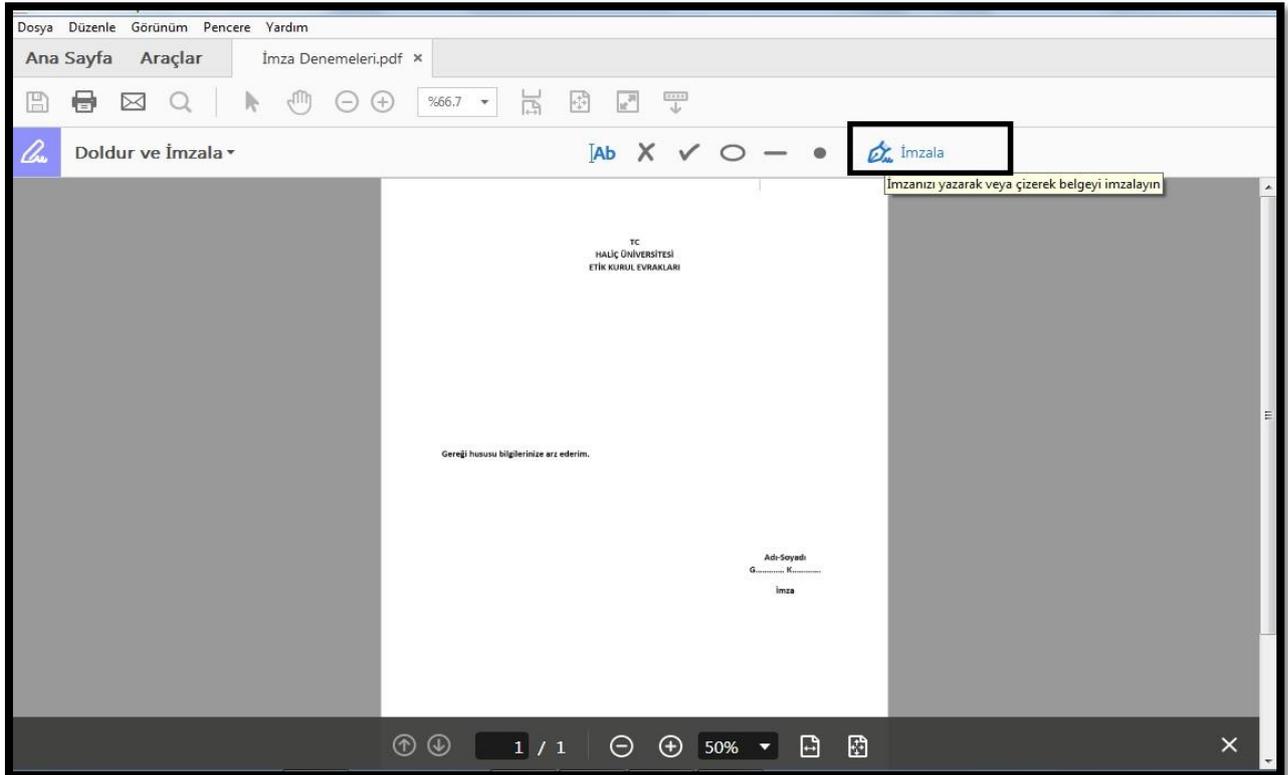


Figure 4. On the page that opens, scroll down to the “Sign” section and select it.

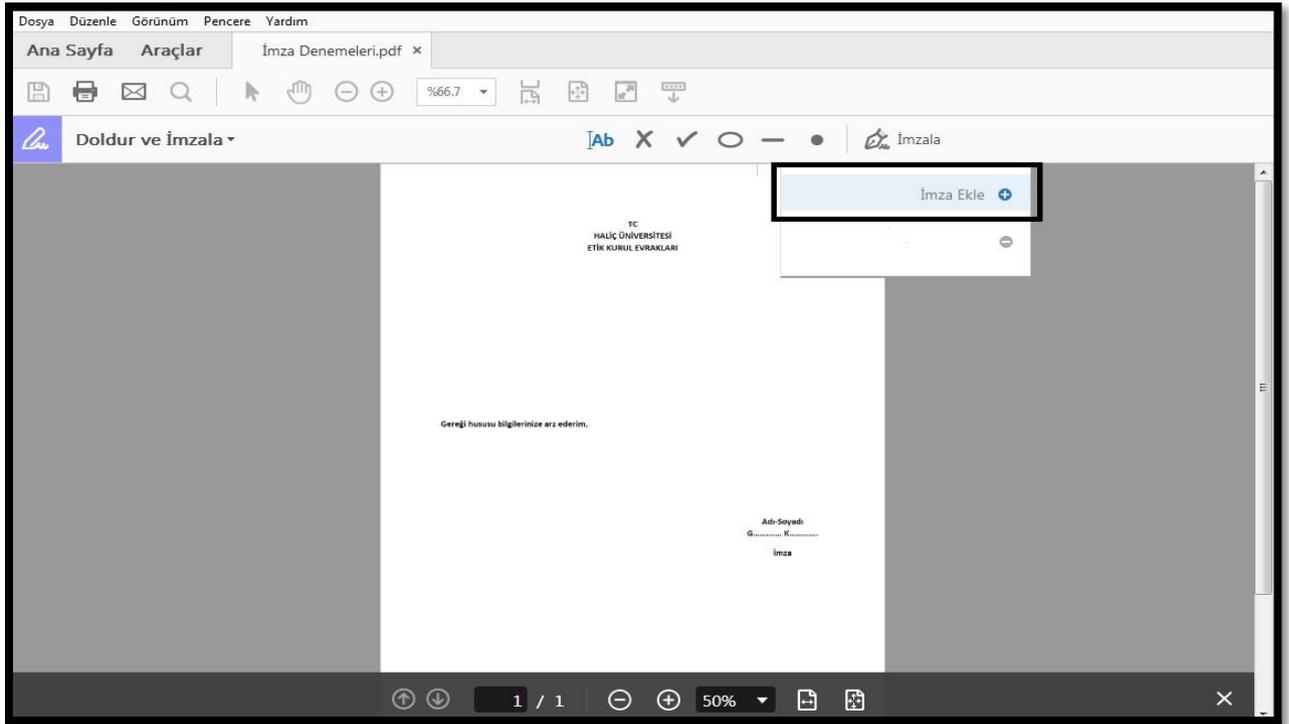


Figure 5. Press on Signature and “Add signature” will appear and select it to get to the area where you will create the signature.

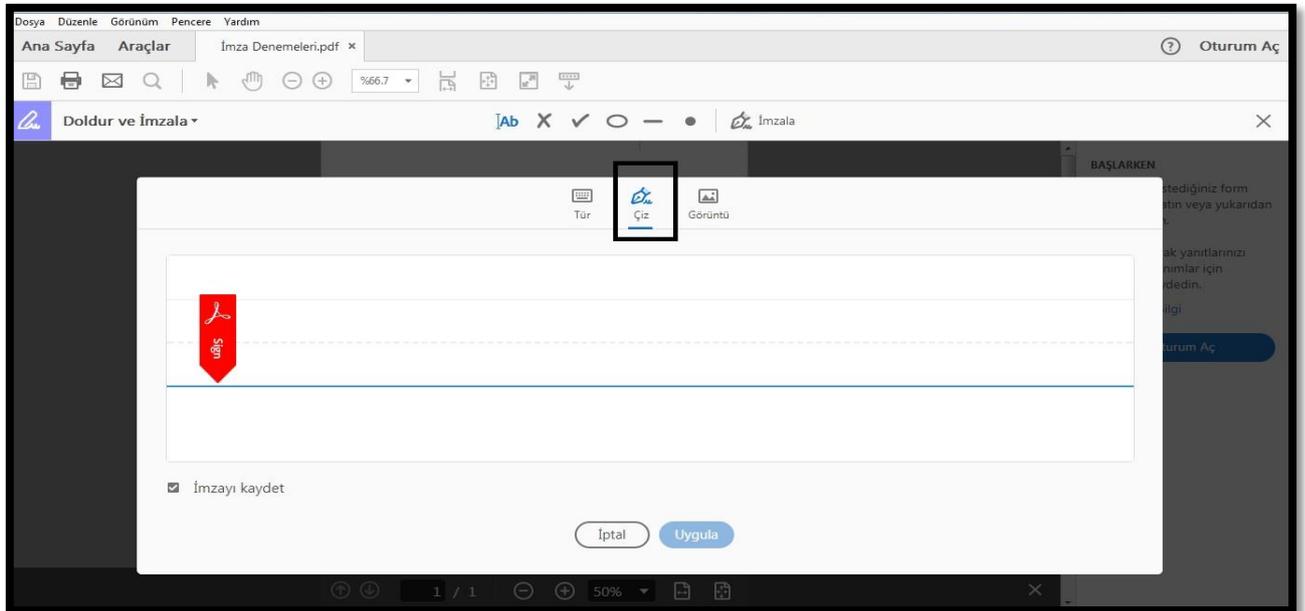


Figure 6. When the signing section appears in the PDF file you open from your phone or computer, select the “Draw” section.

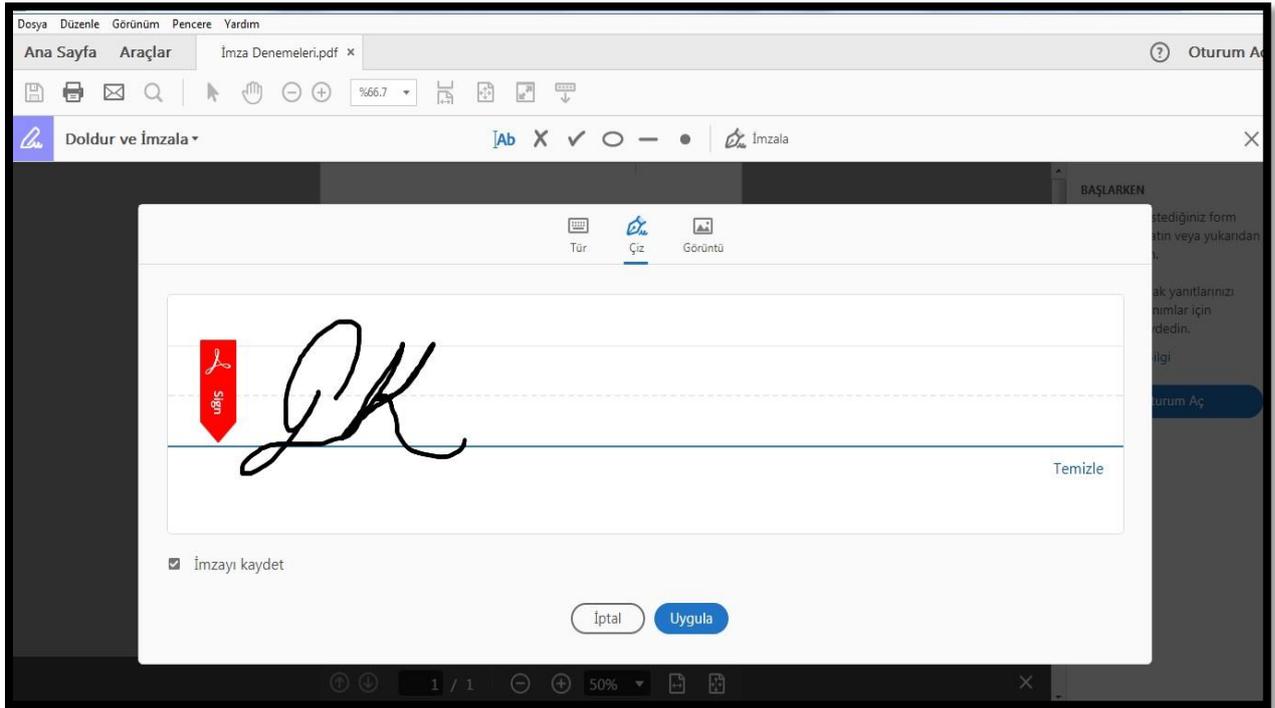


Figure 7. After selecting the “Draw” section, the signature is drawn on the blank screen that appears by tapping on the phone or using the mouse on the computer. If you have a photo of your signature on your desktop, you can go to the “Image” section and select the signature or stamp photo from the desktop and add it to the file.

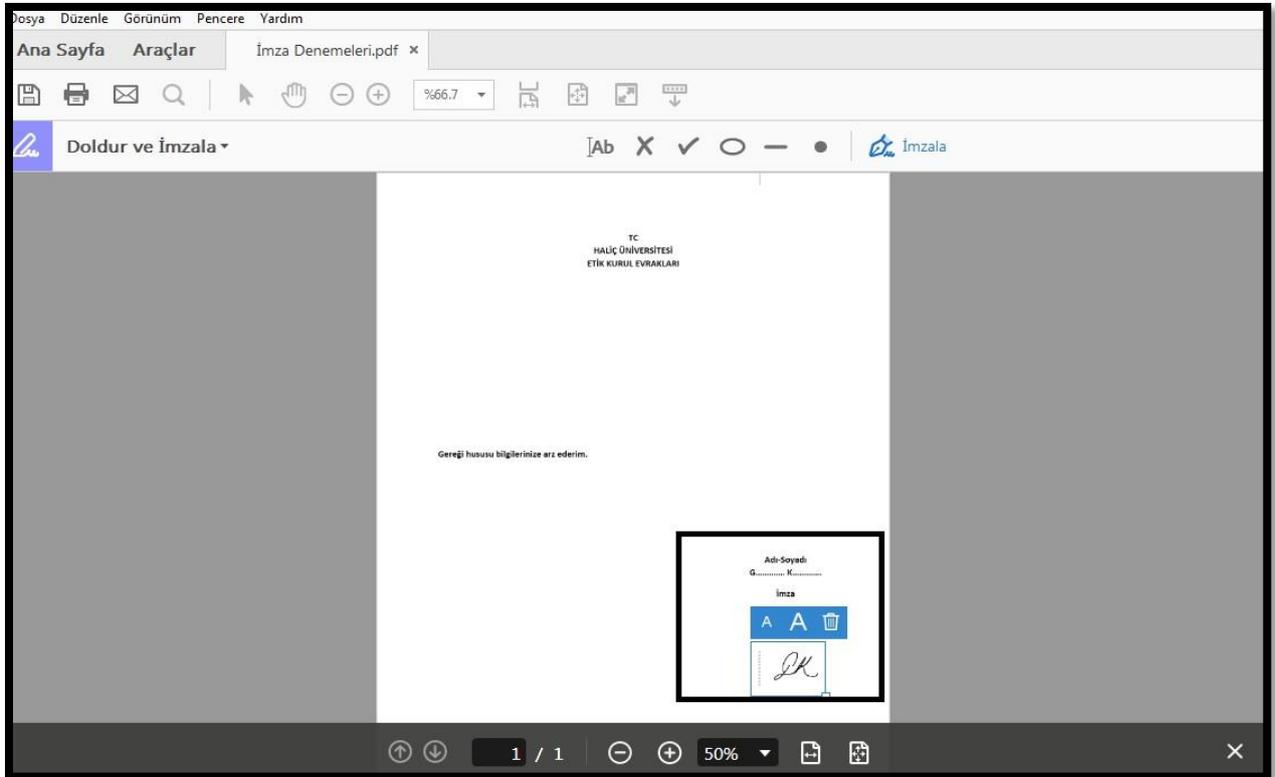


Figure 8. After the signature is drawn, click the “Apply” button and the signature is added to the file. Adjust the size and location of the added signature.

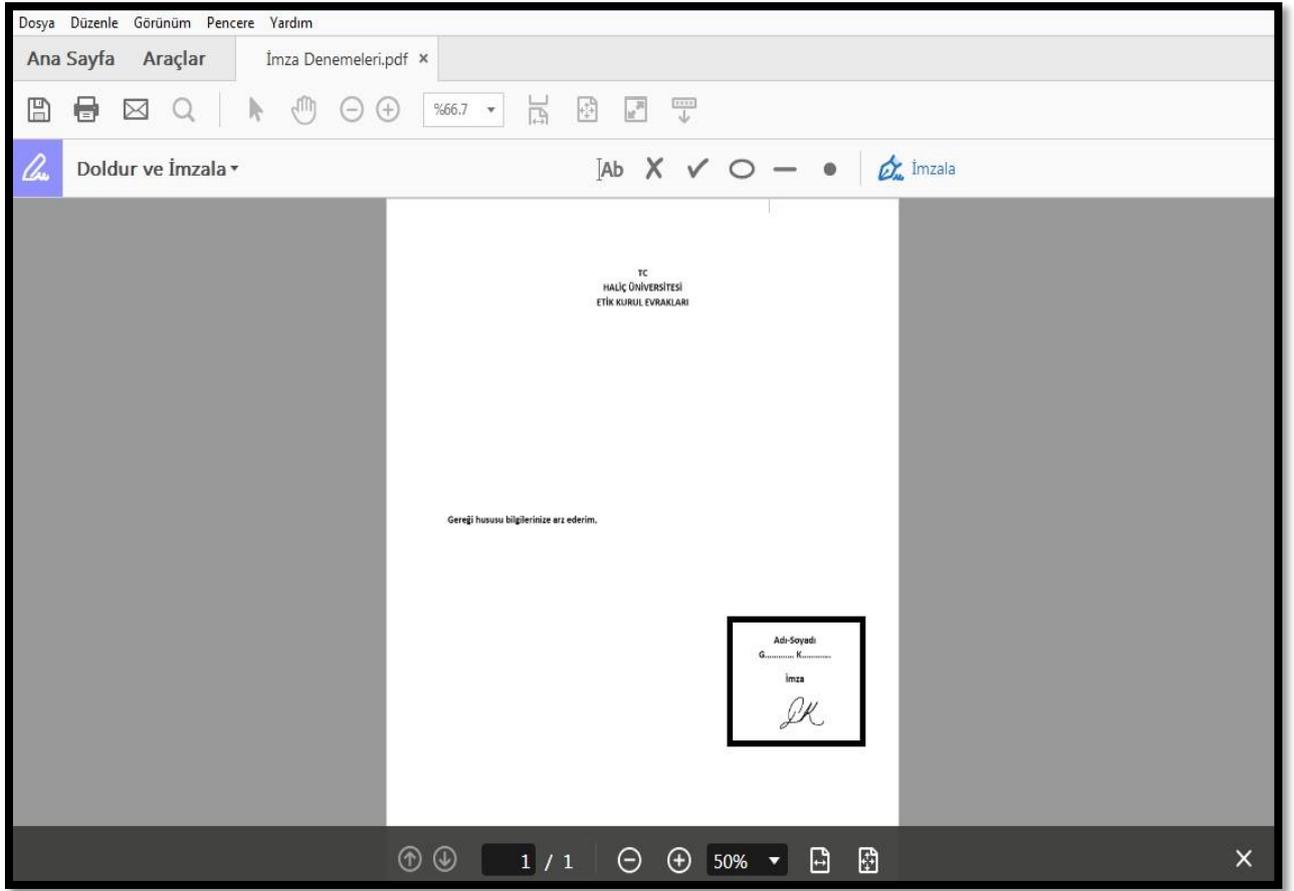


Figure 9. Once the signature is in the required position, the file is saved. The signature will be saved automatically. The next time it is necessary to sign a different file, the saved signature can be used by clicking on “Sign” without the need to create it again. Two different signatures can be saved in the same tab.