

From: dopmannouncement
Sent: Thursday, March 15, 2018 2:40 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week - How to sign a PDF

How to sign a PDF


Brought to you by
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- one of the Student Techs in MT-403

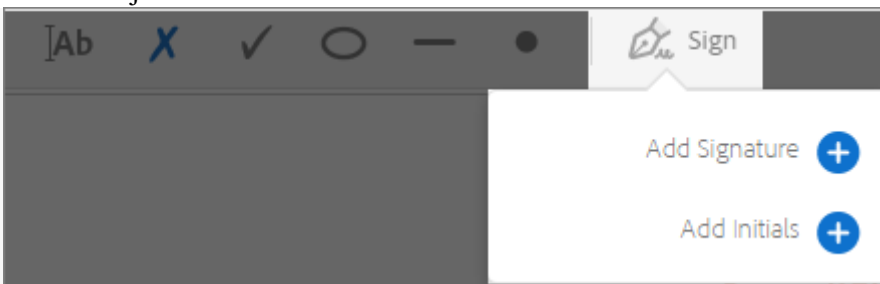


Situation:

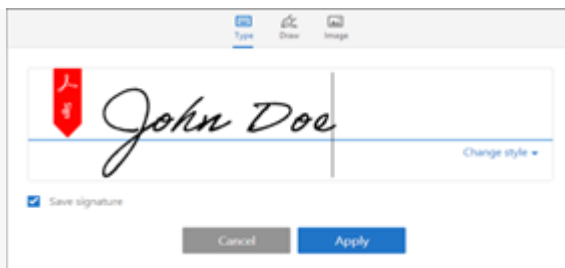
A PDF form sometimes has special boxes in it that allow you to edit. One of them is a signature box. Here is how you can provide your signature.

Solution

- Open the PDF document or form that you want to sign.
- Choose **Tools > Fill & Sign**.
- Click the **Sign** icon  in the toolbar, and then choose whether you want to add your signature or just initials.



Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type**-Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.
- **Draw**-Draw your signature in the field.
- **Image**-Browse and select an image of your signature.
- Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>