



Design



Print



Mail



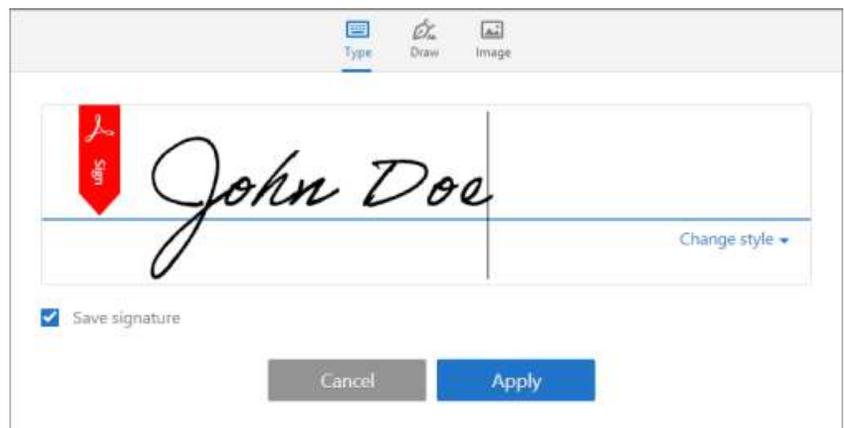
Scan

OA DOCUMENT SOLUTIONS

4720 Scruggs Station Road,
Jefferson City, MO 65109
573.751.3307

HOW TO SIGN A FILLABLE FORM

1. Open the PDF document in Acrobat.
2. Click on the Sign icon  in the  toolbar. Or you can choose, **TOOLS > FILL & SIGN**.
3. After clicking the Sign icon, choose add your signature. This will open up the Signature panel.



4. OPTIONS:

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.

Save Signature: When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

5. Click Apply, and then click at the place in the PDF where you want to place the signature or initial.
6. Save your form.