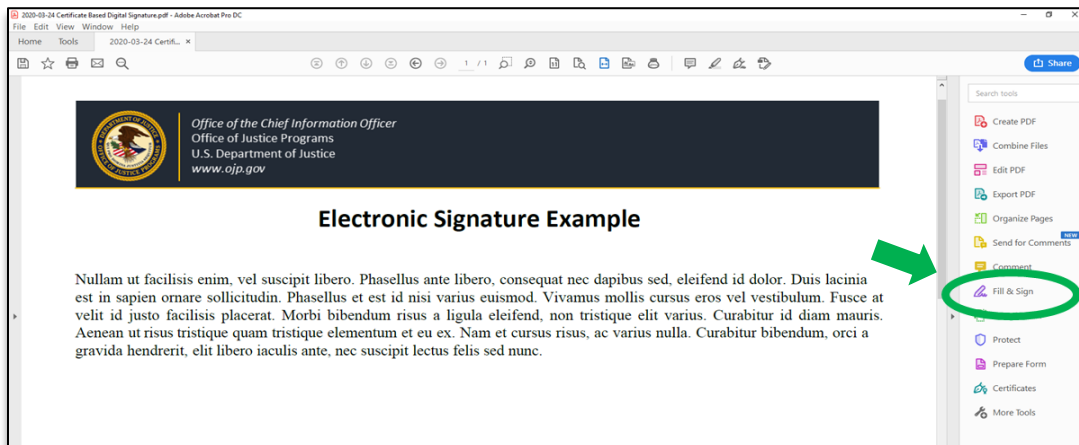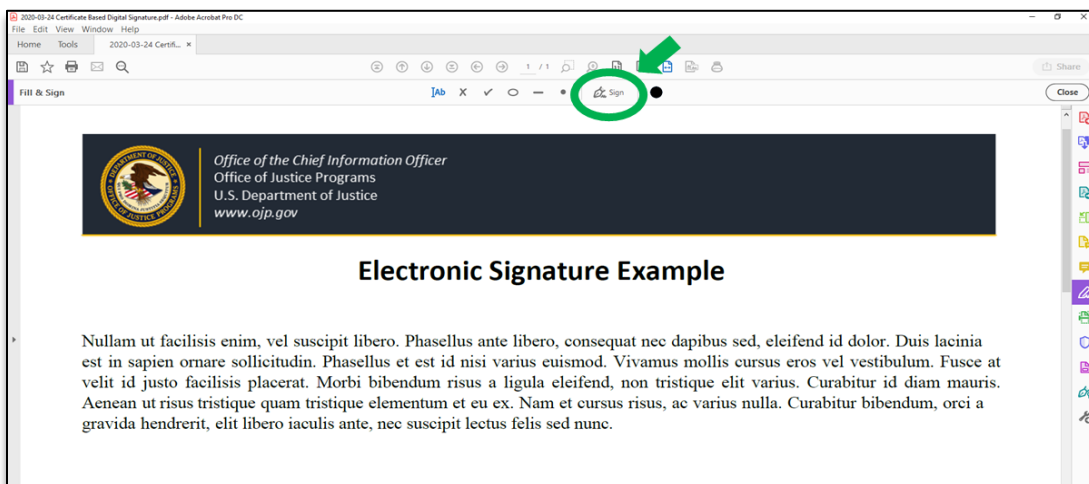# Electronic Signature Tutorial v.0.2

Step 1. Open the PDF document you intend sign in Adobe Acrobat.
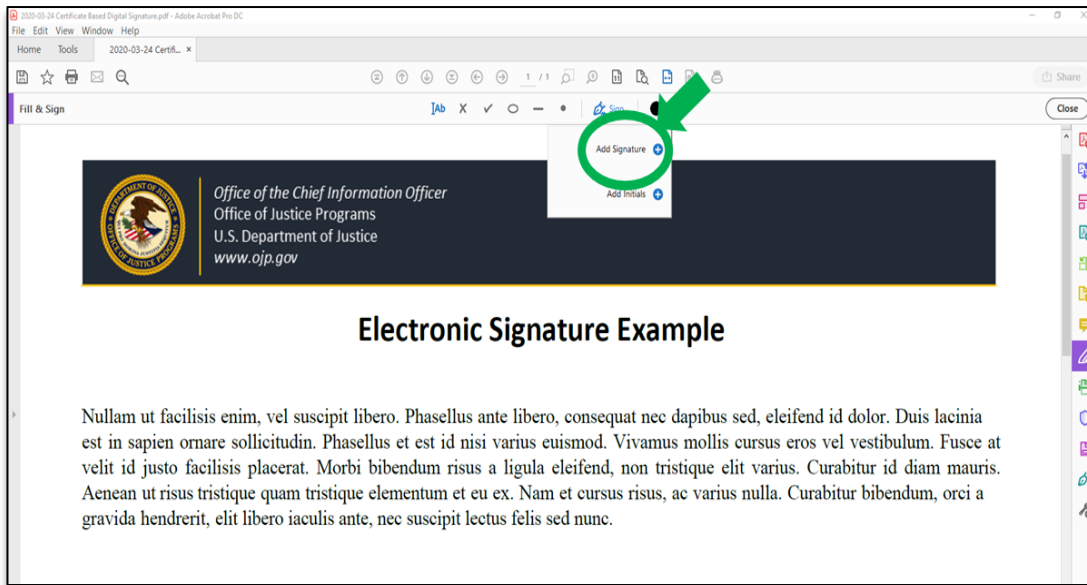
Step 2. Click on the [Fill & Sign] option on the right side of the screen.
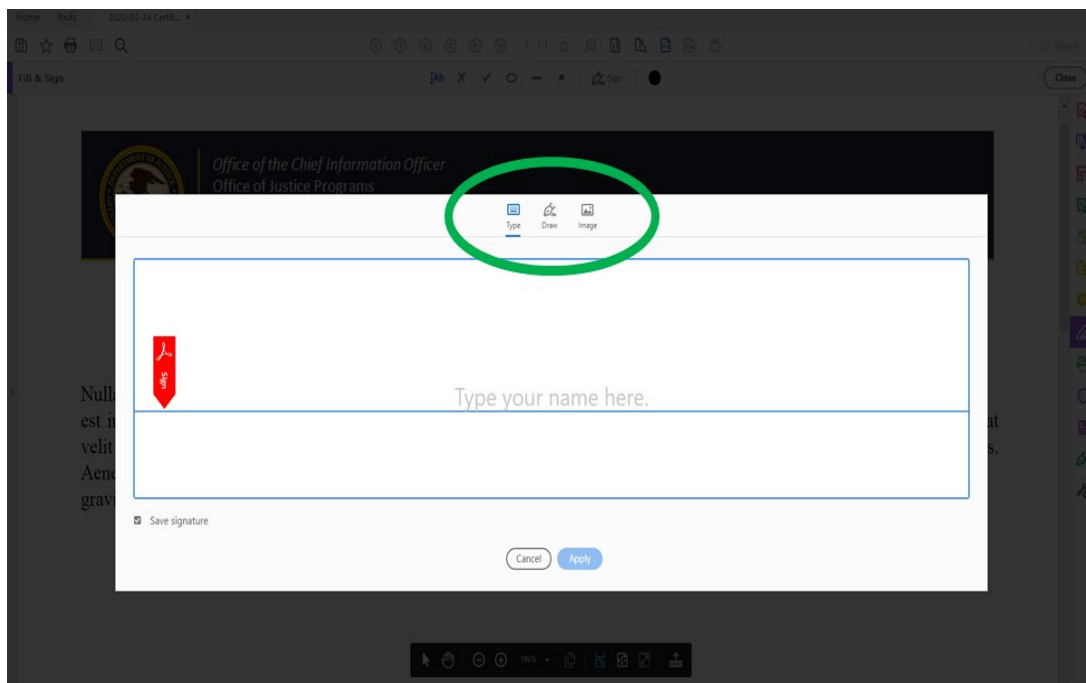

Step 3. On the new option bar that appears on the top of the screen. Click on the [Sign] Option.
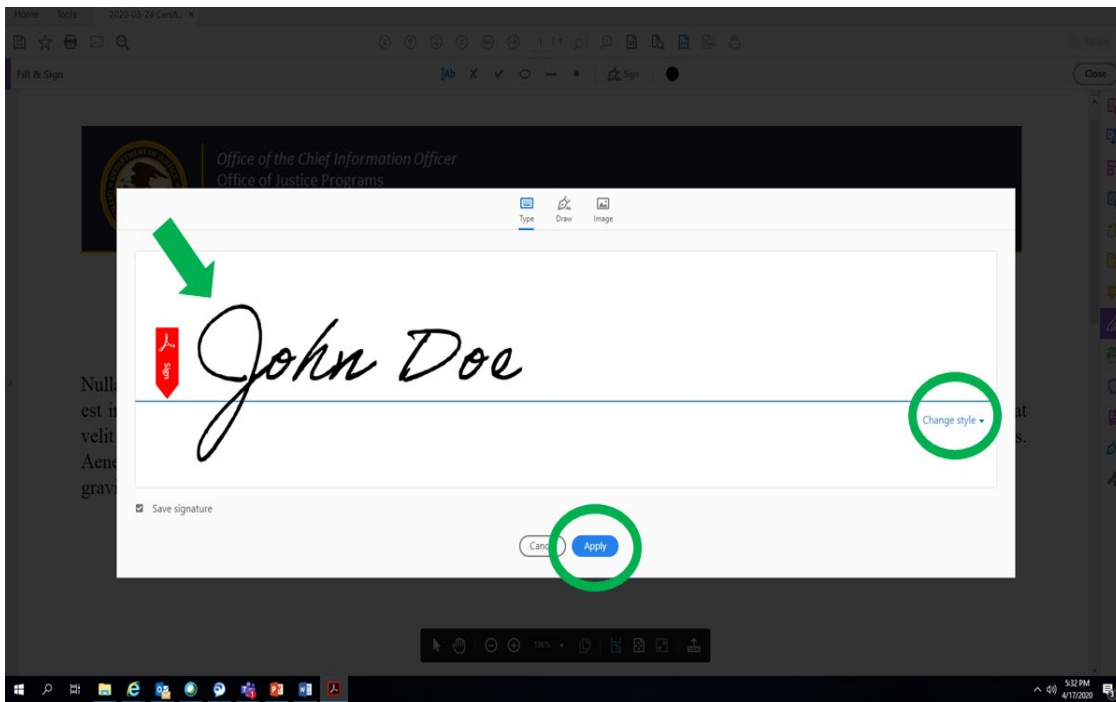
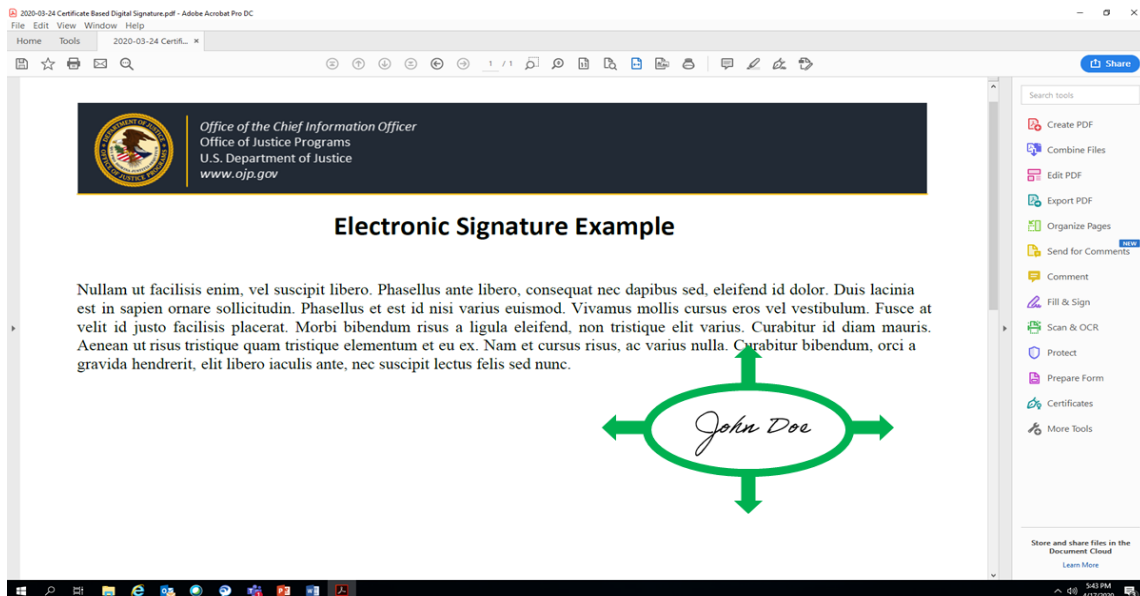**Step 4.**   Click on the **Add Signature** ⊕ option.

Step 5.   The screen below will open, giving you the option to "**Type**" in a signature *(Note: there are also options to draw or upload a signature)*. This tutorial will focus on the **"Type"** option.

Step 6. **"Type"** your signature, choose the style or appearance of your signature, and then click the **"Apply"** button

Step 7. The mouse cursor will now appear as your signature. Move the cursor to the place in the document where you want it to appear and press and release the left mouse button.

Step 8. Once your signature has been placed, it will appear in a "Blue Box", which will provide options to resize or delete the signature. When the signature is in the location and size you like click on the "Close" button on the top right corner of the screen.
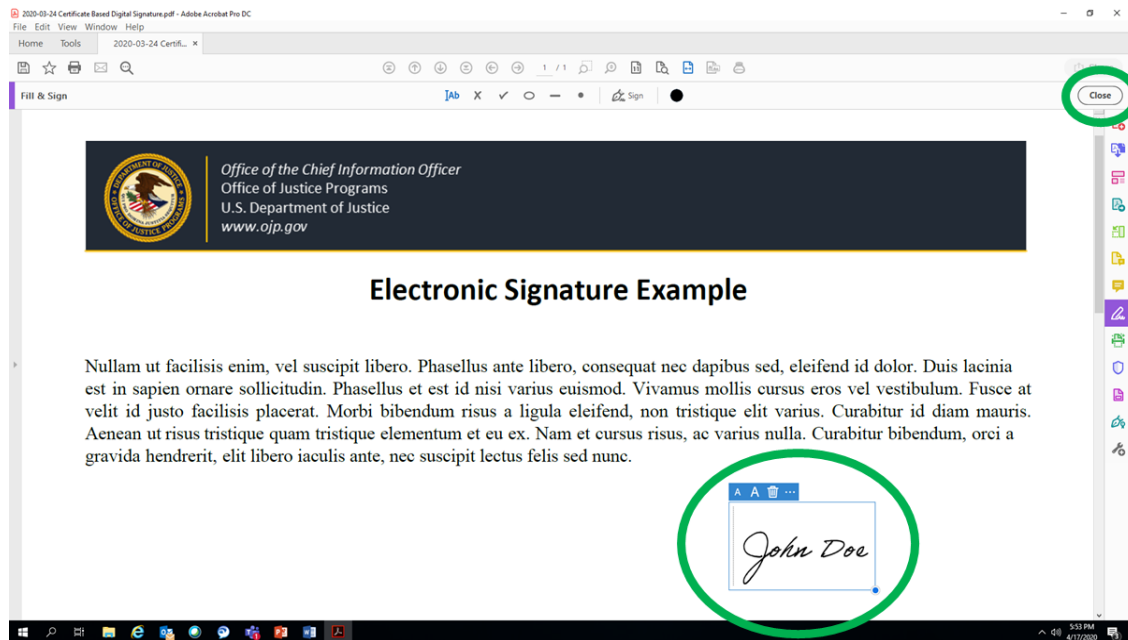
Note: When you save a form with a signature or initials, you will no longer be able to edit the existing form fields.