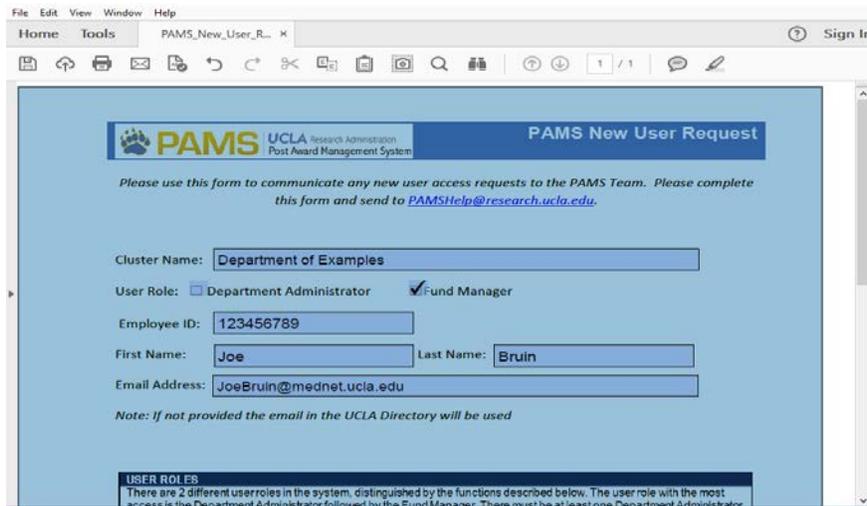# Create, Save and Use an Electronic Signature for PDF Documents

Your signature may be needed in electronic documents. For many fund managers in the DOM, the most common documents needing signature are PDF fillable forms. To sign a PDF, you can create a signature in Adobe by typing, drawing, or inserting an image of your handwritten signature. This reference will help to create and save your choice of signature for more rapid future use. Signatures can also be added in Word or other documents. The focus for this brief guide will be for their common use in PDF's.

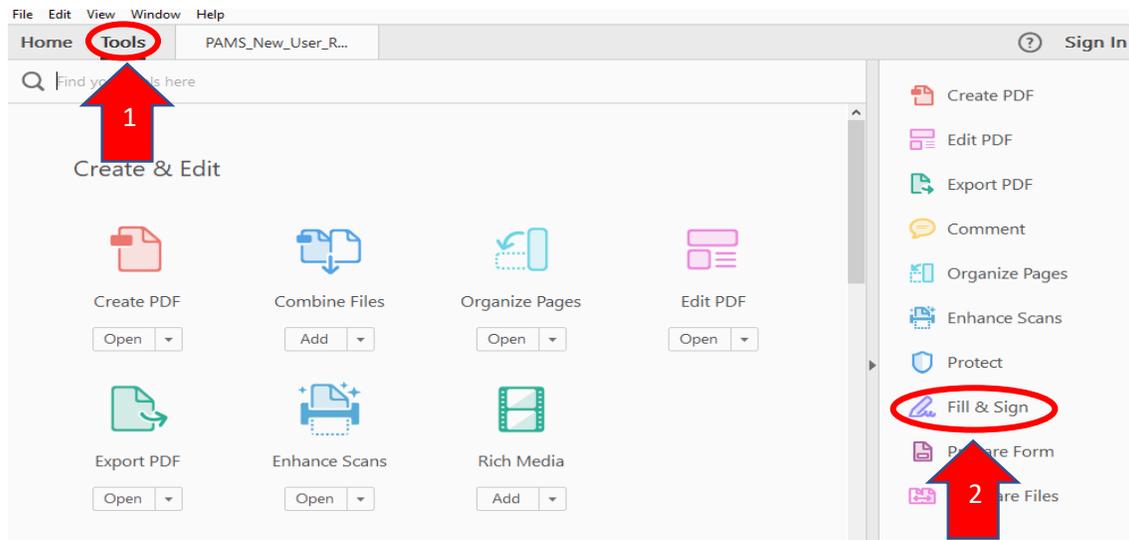Open a PDF document in Adobe – Here is an example of a short fillable form:

Select and open the "Tools" tab (1), and then locate and click the "Fill and Sign" tool (2) in the tools menu to the right:

Notice when the page refreshes you will have a new "Sign" tool available (3)…click it! You will then have the option to "Add Signature" from the dropdown menu that appears…do so.
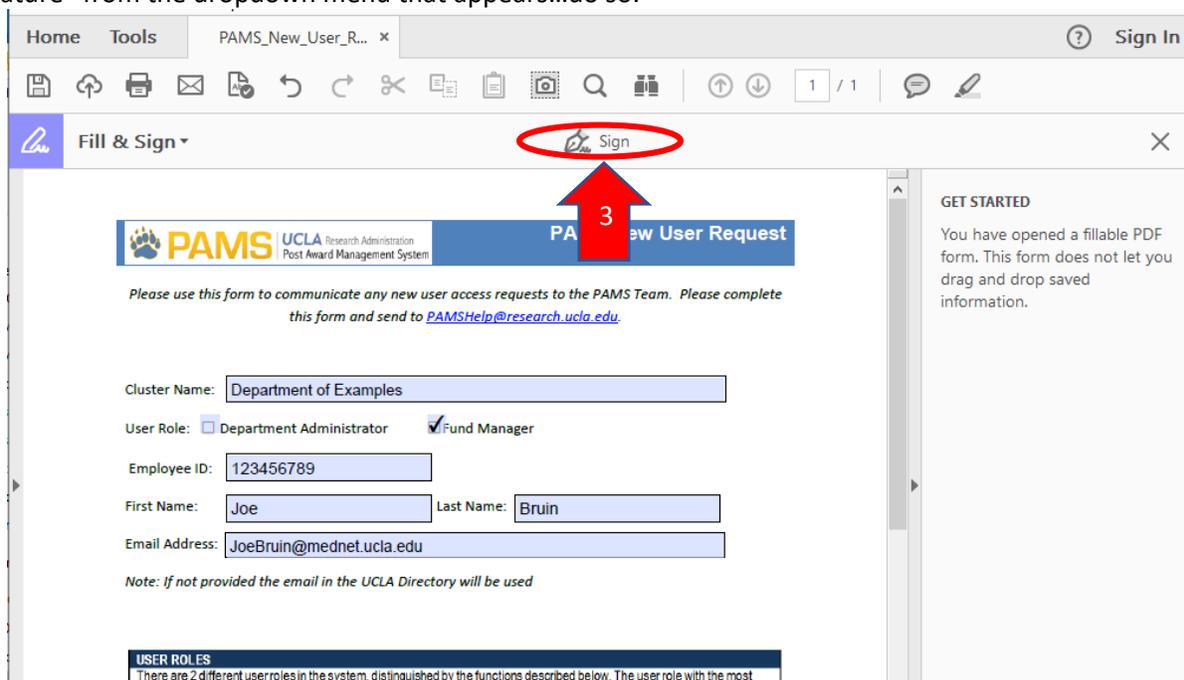
By selecting "Add Signature" you will be offered these choices. They are **Type**, **Draw**, and **Image**. If you choose "type" you will be able to type your name and it will appear as one of several selectable generic cursive fonts. "Drawing**"** allows the use of your mouse or trackpad to construct a signature resulting in something like a child's attempt at drawing a circle on an Etch-a-Sketch. The third item, **Image** (4) is the one that allows you to create a normal-appearing signature using a pen and paper…provided you have the means to scan or photograph it. I made several largish clear signatures on a blank piece of paper with a blue or black ink pen and scanned the best example to myself using the copier, but a cell phone camera image is also adequate. The cell phone image can be cropped and emailed to yourself. If given a choice of file formats, select and save a JPEG file.

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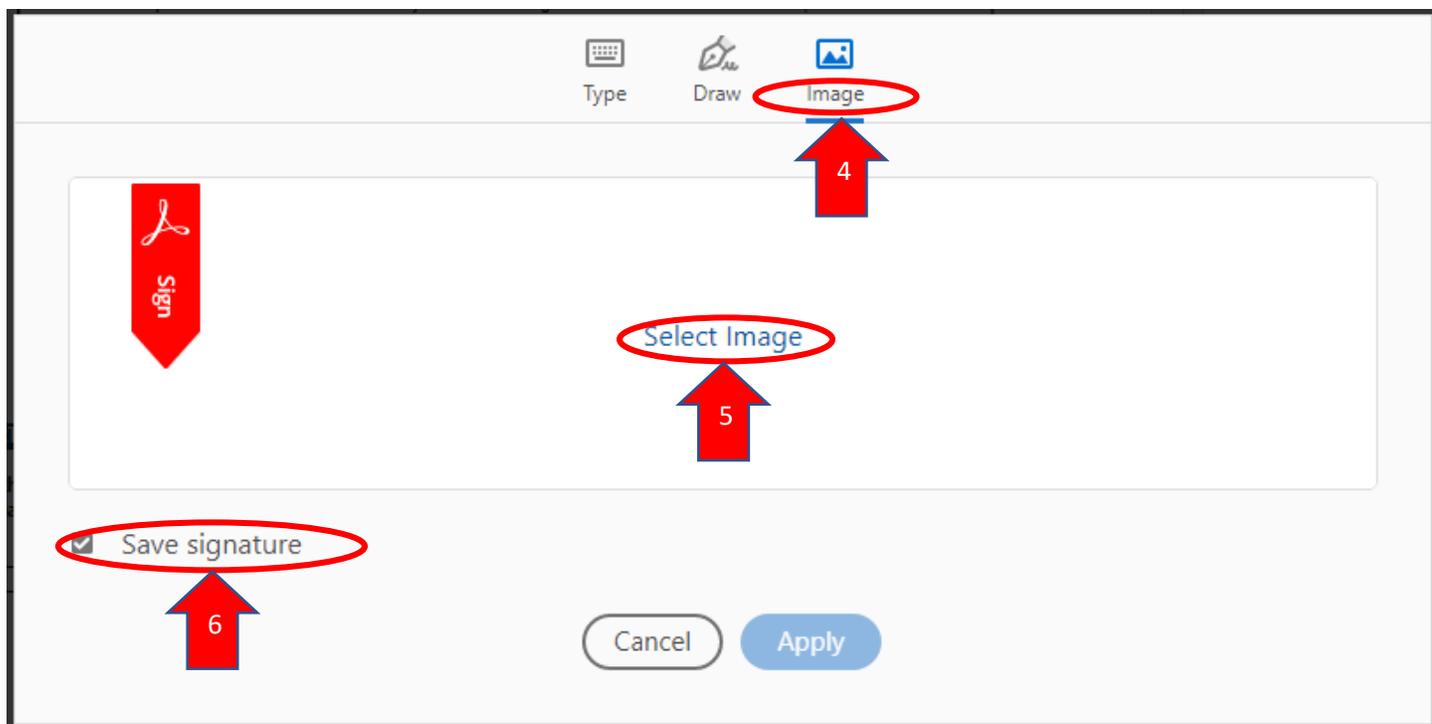
"Select Image" (5) to open the file you saved containing the JPEG image of your wet-ink signature. Remember to check the box to **"Save signature"** (6). This will save the signature and open it to be dragged and dropped wherever you would like on your open PDF fillable form or editable PDF. The signature can be sized by dragging the box in the lower right-hand corner, or by increasing or decreasing the size of the text with the "A" or "A" keys (7).
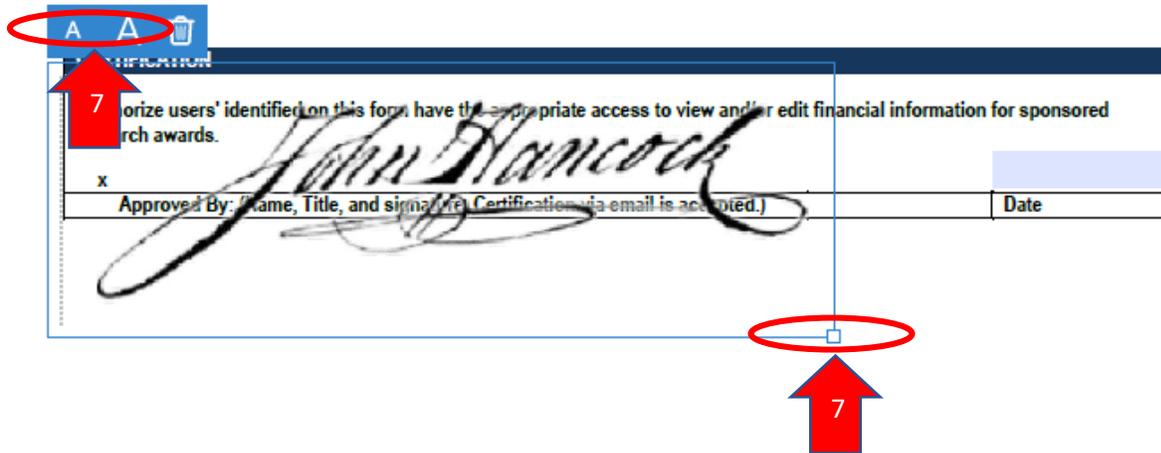
The next time you need to "sign" a document in Adobe, simply bring up the signing tool (steps **1-3**, above) to place your saved signature on the document. You should confirm that you have one of the upgraded Adobe PDF software packages. The DOM can advise on software procurement options available from DGIT.

As signatures added with Adobe software lock the version from further editing, in some instances it may be best to "Save As" if you wish to retain the unsigned (and editable version).