



Centrepoin

Electronic Signatures Guidance

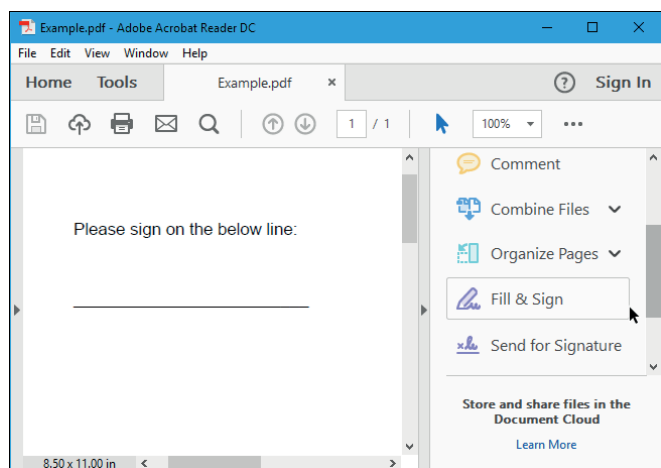
An electronic signature, or e-signature, is a legal way to get consent or approval on electronic documents or forms.

There are a variety of ways in which you can electronically sign a form. Methods of which are listed below as guidance across a range of devices and applications.

Windows: Adobe Reader

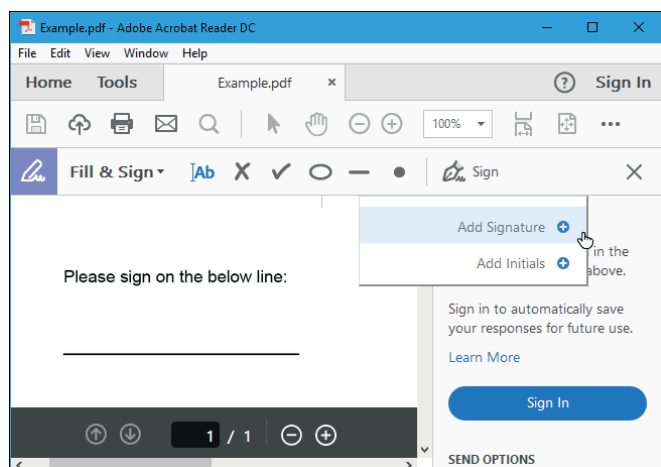
Adobe Reader is one of the most feature-packed PDF viewing applications and has excellent support for signing PDF documents. Other third-party PDF readers may offer this feature, but they generally require you purchase a paid version before using their signature features.

To sign a document using Adobe Reader, first open the PDF document in the Adobe Acrobat Reader application. Click the "Fill & Sign" button in the right pane.



Click the "Sign" button on the toolbar and select "Add Signature" to add your signature to Adobe Acrobat Reader.

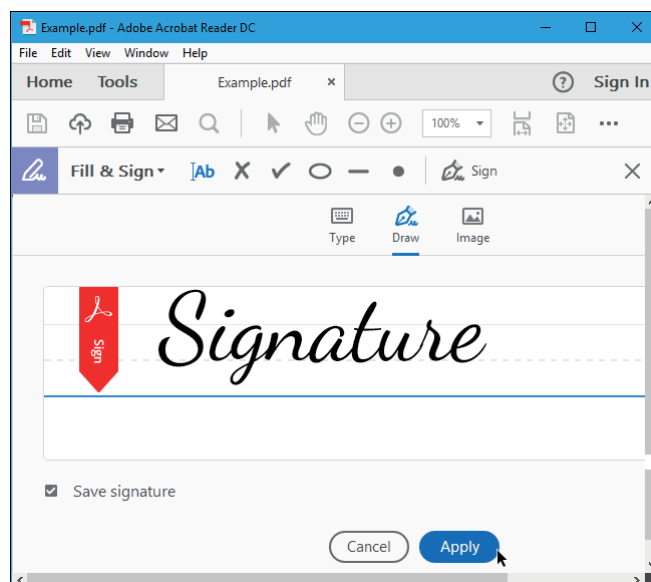
If you need to add other information to the document, you can use the other buttons on the toolbar to do so. For example, you can type text or add check marks to fill in forms using buttons on the Fill & Sign toolbar.



You can create a signature in one of three ways. By default, Adobe Reader selects "Type" so you can type your name and have it converted to a signature. This won't look like your real signature, so it probably isn't ideal.

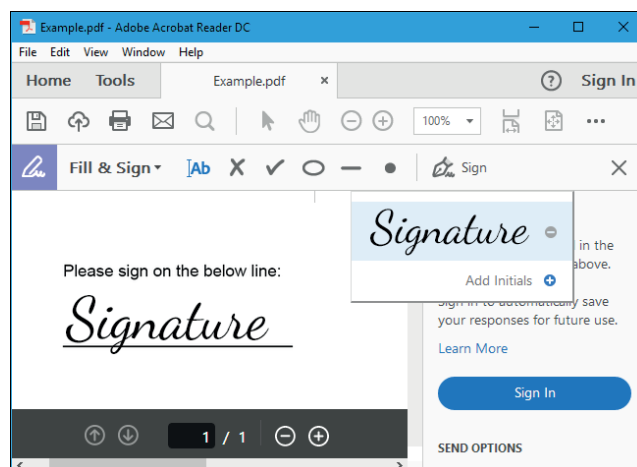
Instead, you'll probably want to select "Draw" and then draw your signature using your mouse or a touch screen. You can also select "Image" if you'd like to sign a piece of paper, scan it with a scanner, and then add your written signature to Adobe Reader. (Yes, this requires scanning, but you only have to do this once, after which you can use that signature on any documents you electronically sign in the future.)

After creating a signature, click "Apply" to apply it to the document. Leave "Save Signature" checked and you can quickly add this signature in the future.



Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you'll find it easily accessible in the "Sign" menu in the future.

To save your signed PDF document, click File > Save and select a location for the file.

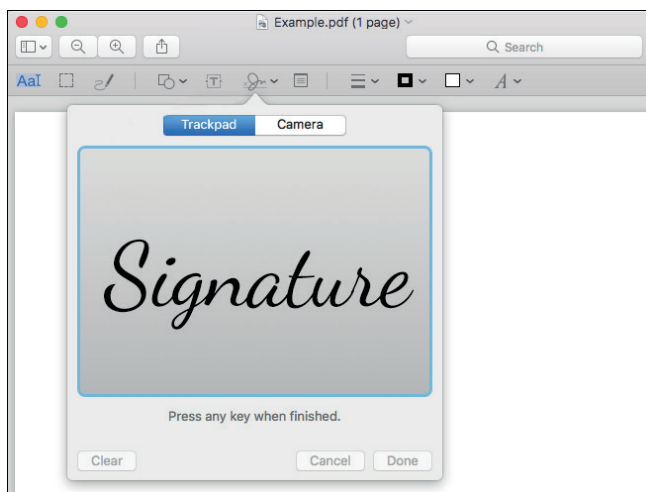


Mac: Preview

The Preview application included with macOS has integrated document-signing features. Thanks to the trackpads built into MacBooks, you can draw your signature on the trackpad with one of your fingers to enter it into Preview. On a new MacBook with a "Force Touch" trackpad, this is even pressure sensitive, allowing for even more accurate signatures.

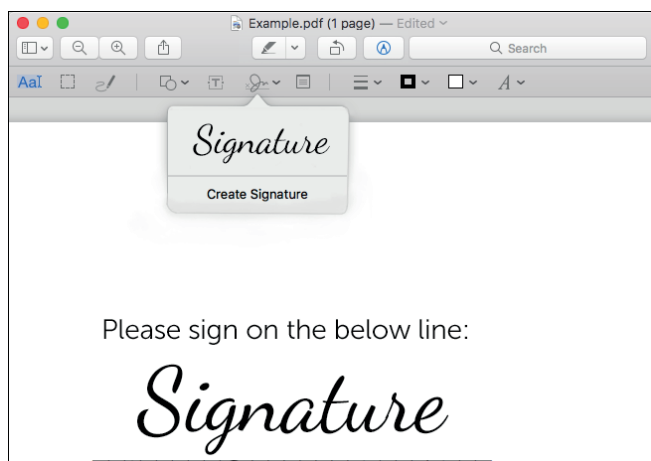
You could also just sign a piece of paper and "scan" it with your webcam, if you prefer creating your signature the old-fashioned way (or if you have an iMac with no trackpad).

To sign a document, open a PDF document in Preview (this should be the default app that opens when you double-click on a PDF file, unless you've changed it). Click the toolbox-shaped "Show Markup Toolbar" button, and then click the "Sign" button on the toolbar that appears.



You'll be prompted to either create a signature by dragging your finger over the trackpad, or by signing a piece of paper and scanning it with your webcam. Capture your signature once and Preview will remember it for the future.

Once you've captured a signature, you can select it in the menu that appears after you click the "Sign" button. Your signature is applied as an image that can be dragged around and resized to fit the document.



The other options on the toolbar allow you to type text on the document, allowing you to fill in forms.

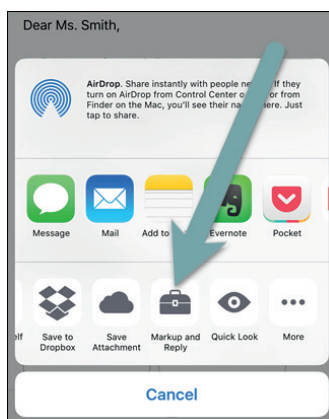
When you're done, click File > Save to save the PDF, applying your signature to the file. You can also click File > Duplicate instead to create a copy of the PDF and save your changes into a new copy of the file without modifying the original.

If Preview is not your preferred application, you can also use Adobe Reader on a Mac. It'll work just like signing a document on Windows, so see the instructions above in the Windows section for information on that.

iPhone and iPad: Mail

On an iPhone or iPad, you can sign documents using the markup feature in the iOS Mail app. If you have a Mac and use Preview to sign documents, your signature will actually synchronize from your Mac to your iPhone or iPad so you don't have to create it a second time.

This feature is convenient, but it only works if you want to sign documents in the Mail app. For example, you may be emailed a PDF document and you may need to sign it and email it right back.

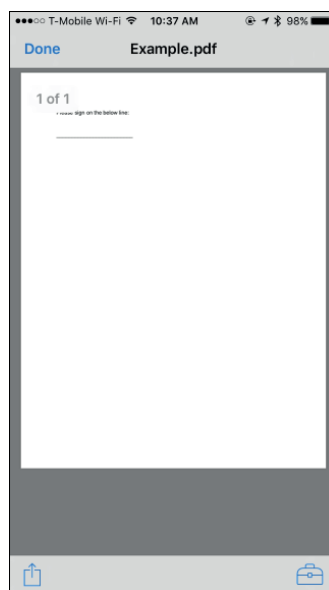


To do this, you'll need to receive an email with a PDF file attached, tap the PDF attachment, and click the toolbox-shaped "Markup and Reply" icon at the bottom right corner of the screen while viewing the PDF.

You'll then be able to add a signature by tapping the signature button at the bottom right corner of your screen. You can also type text and draw on the document, if you like.

When you tap "Done", the Mail app will automatically create a reply to the email with your signed document attached. You can type an email message and then send the signed document.

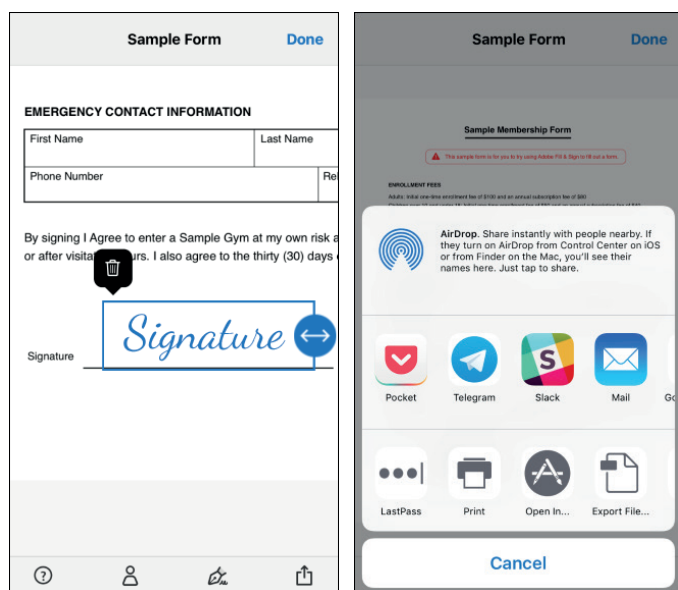
While this is convenient, it only works in the Mail app, so it is very limited. If you want to do this from any other app, you'll need a third-party signing app.



iPhone and iPad: Adobe Fill & Sign

There are quite a few options for signing applications, but a good example is Adobe's Adobe Fill & Sign app, which allows you to sign an unlimited number of documents for free. It can even capture pictures of paper documents with your camera, so you can create digital copies of paper forms. You can sign a document by writing on your touch screen with a finger or stylus, and they also allow you to type text into PDF documents to fill them in.

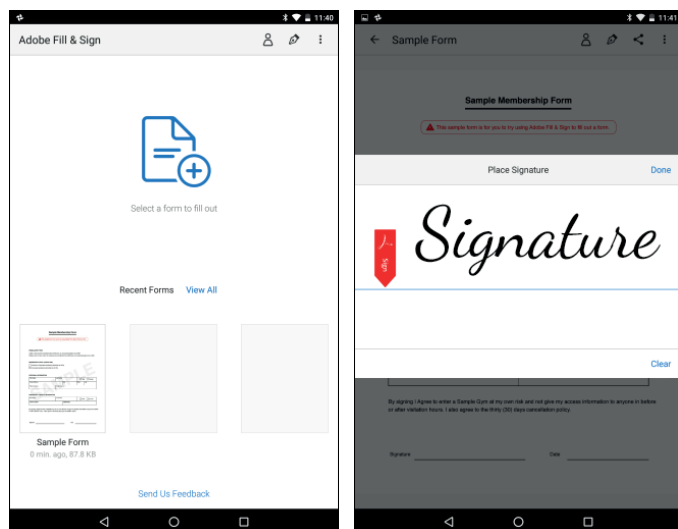
To get a PDF document from another app into Adobe Fill & Sign, find the PDF file in another app, tap the "Share" button, and choose the Adobe Fill & Sign app. You can then tap the signature button to easily sign the document. When you're done, tap the "Share" button within Adobe Fill & Sign to send the signed document to another app.



If you're looking for a more full-featured tool, or if you just don't like Adobe Sign & Fill, another option is an app like SignNow. It allows you to sign documents with your finger. You can sign up to five document a month for free, but after that it requires a monthly subscription fee. It's a good alternative, though.

Android: Adobe Fill & Sign

Android doesn't come with a built-in app that can create e-signatures. Instead, you'll need to use a third-party app.



Just like on the iPhone and iPad, we suggest Adobe Fill & Sign, which allows you to sign an unlimited number of documents a month for free. It can also capture pictures of paper documents with your camera so you can sign them electronically.

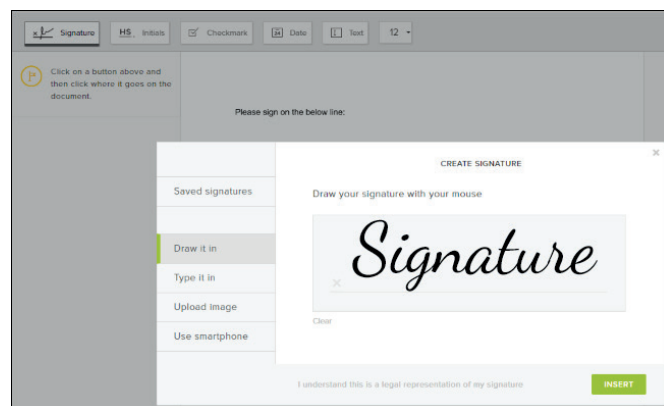
After installing the app, you can open PDF documents in the app and tap the signature button to sign them. You can then share the signed document with another app by tapping the "Share" button.

Just like on iOS, we also recommend SignNow if you want something a bit more feature-filled and are willing to pay (since it only offers up to five signatures a month for free).

Chromebook: HelloSign

On a Chromebook, you'll find a variety of web signing services that work for you. We like HelloSign, which offers a good web interface as well as a Chrome app that integrates with Google Drive. It allows you to sign up to three documents a month for free.

HelloSign's basic web interface allows you to easily upload PDF documents and sign them by drawing your signature or uploading an image. You can then email the signed document directly to someone or download the document and do whatever you want with it.



This guide covers most devices and a range of applications. If you are still struggling to create and/or use an e-signature, using an online search tool may be able to guide you on specific issues that may arise during this process.