Tech Tip of the Week
April 6th, 2020

How to Create a Digital Signature for a PDF Document

Have you ever needed to print out a document, sign it, scan it and email it back? Here is how you can make signing your documents easier and faster.
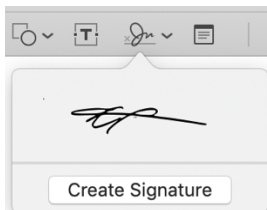
1. Download the PDF you need to sign. If you are not sure where it went check your downloads folder.

Apple OS

2. Click the pencil symbol on the top of the screen.
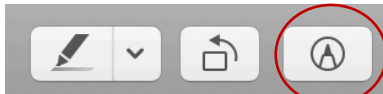

3. Click the down arrow next to signature and click Create Signature.

4. You can either create the signature with your trackpad or the built-in computer camera.
5. If you are using the camera, sign a blank piece of paper. Hold it up to the camera and line your signature up with the line on the screen. Once it takes the picture click done.
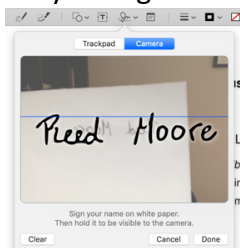
6. Now you can click your signature to add it into the document. The computer will store your signature for future use.
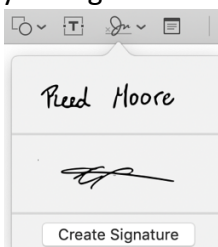
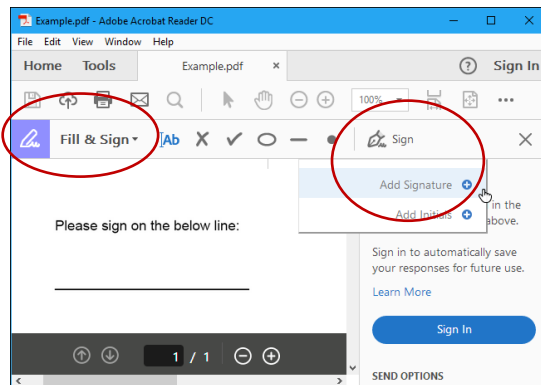7. Move your signature to the correct area of the document. Save the PDF.

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Windows 10
Note the directions here are similar to the method used with the Apple OS.
2. Click the Fill and Sign button.
3. Click sign for the drop-down menu.
4. Click the Add Signature button.

5. You now have the choice to type a signature, draw it with your mouse or trackpad, or make an image.
6. If you are using an image, first sign a blank piece of paper. Hold it up to the camera and line it up with the line on the screen. Click done once it reads the signature.
7. Now you can click on your signature to add it into the document. The computer will store your signature for future use.
8. When you click on your signature you can resize it and move it to the correct location on your document.
9. Save the PDF.

* Never add your signature to a Word Document or anything that makes your signature a separate clickable item.