

# HOW TO CREATE A DIGITAL SIGNATURE FOR PDF DOCUMENTS

OPEN THE PDF DOCUMENT THAT YOU NEED TO DIGITAL SIGN

Select the “sign” button



## ICT SERVICES

### LOAN PC REQUEST FORM

***Please note that loan devices are only for contract staff that don't have a device to work on.***

Requester Name:		HOD/Manager Name:	
Signature:		Signature:	
Date:		Date:	

## CREATE YOUR DIGITAL SIGNATURE

Fill & Sign

Ab X ✓ ○ — ●

Sign

ICT SERVICES

LOAN PC REQUEST

Add Signature +

Add Initials +

Click on the plus sign for a full signature,

Type Draw Image

You can select an image of your signature if you have scanned and saved already

Sign


Type your initials and surname here

type your name here.

☒ Save signature

Cancel Apply

Type Draw Image

 RN Steenberg

Change style ▾

☒ Save signature

Cancel Apply

You can change the style of your signature


 RN Steen

Change style ▾

☒ Save signature

- RN Steenberg
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- RN Steenberg*

Type Draw Image

 [Change style ▾](#)

☒ Save signature


[Cancel](#) [Apply](#)

Click on apply

## ICT SERVICES

### LOAN PC REQUEST FORM

***Please note that loan devices are only for contract staff that don't have a device to work on.***

Requester Name:		HOD/Manager Name:	
Signature:		Signature:	<div>Place the signature where needed</div>
Date:		Date:	

Requester Name:	
Signature:	<i>RN Steenberg</i>
Date:	Type text here

Place your curser and complete the date if required

Requester Name:	
Signature:	<i>RN Steenberg</i>
Date:	27 March 2020






Requester Name:	
Signature:	<i>RN Steenberg</i>
Date:	27 March 2020

You have now successfully signed the pdf document with a date.

# HOW TO CREATE A DIGITAL SIGNATURE ON YOUR MOBILE DEVICE TO SIGN PDF DOCUMENTS

## Capture your signature on mobile and use it everywhere

*You can also capture a picture of your signature on mobile using Adobe Acrobat Reader mobile app and save it in Adobe Document Cloud so that it's synced and available for use across your desktop and other mobile devices. For more information, see [Capture your signature on mobile and use it everywhere](#).*

- 1 Open a PDF in the Adobe Acrobat Reader mobile app, and tap anywhere in the PDF to open the menus if they are hidden.
- 2 Tap  and .
- 3 If no signature has been previously stored on the device, tap **Create Signature**, or to replace an existing signature, tap **Clear Saved Signature** and re-tap  > **Create Signature**.
- 4 Tap  to use your camera to capture an image of your signature.  
(You can also Hand draw a signature or tap  to choose an image on your device.)
- 5 Tap **Save Signature** and then tap **Done**.



## Use across desktop, web, and mobile

Once your signature is stored in the cloud, your experience is consistent across the desktop, the web, and all mobile apps, including Acrobat Reader, Fill & Sign, and Adobe Sign.