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How to sign a document digitally

"Small actions, big difference – welcome to the digital neighbourhood"

You have been requested to sign and return a document emailed to you. If you have a scanner and patience, you could print the document, sign and scan it, and return it by email. However, you could respond faster by adding an electronic signature.

Introduction

This article contains instructions for using Adobe Acrobat or Reader to insert signatures electronically.

An electronic signature is an image of your signature incorporated into another document. Such a signature is often sufficient for identifying you and/or indicating your approval. However, when an advanced electronic signature (also called a digital signature in many countries) is specifically required, an electronic signature is not acceptable.

Although several applications are available for creating electronic signatures, the 'digital' signatures generated by Adobe and most other apps are not accepted as



advanced electronic signatures in South Africa, where only two service providers have been accredited for this purpose.

Create and use an electronic signature

Step 1: Make an electronic copy of your signature

- Sign your name in black ink in the middle of a clean, blank sheet of white paper.
- Take a photo or scan your signature and save it as a PNG file.

Step 2: Sign a PDF document

- Open the PDF document that you wish to sign.
- Click the **Fill & Sign** icon in the toolbar in the pane to the right of your document to open a new toolbar for the Fill & Sign tool at the top of the screen.
- If you have not yet set up a signature, click on **Sign** in this toolbar.
- Click on **Add Signature** and select **Image**. Browse and select the image of your signature. Click on **Apply** and then on the place where you want to add the signature.
- You can move the signature around, resize it, or delete it.
- Your signature will be available for future use with the **Fill & Sign** option.

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