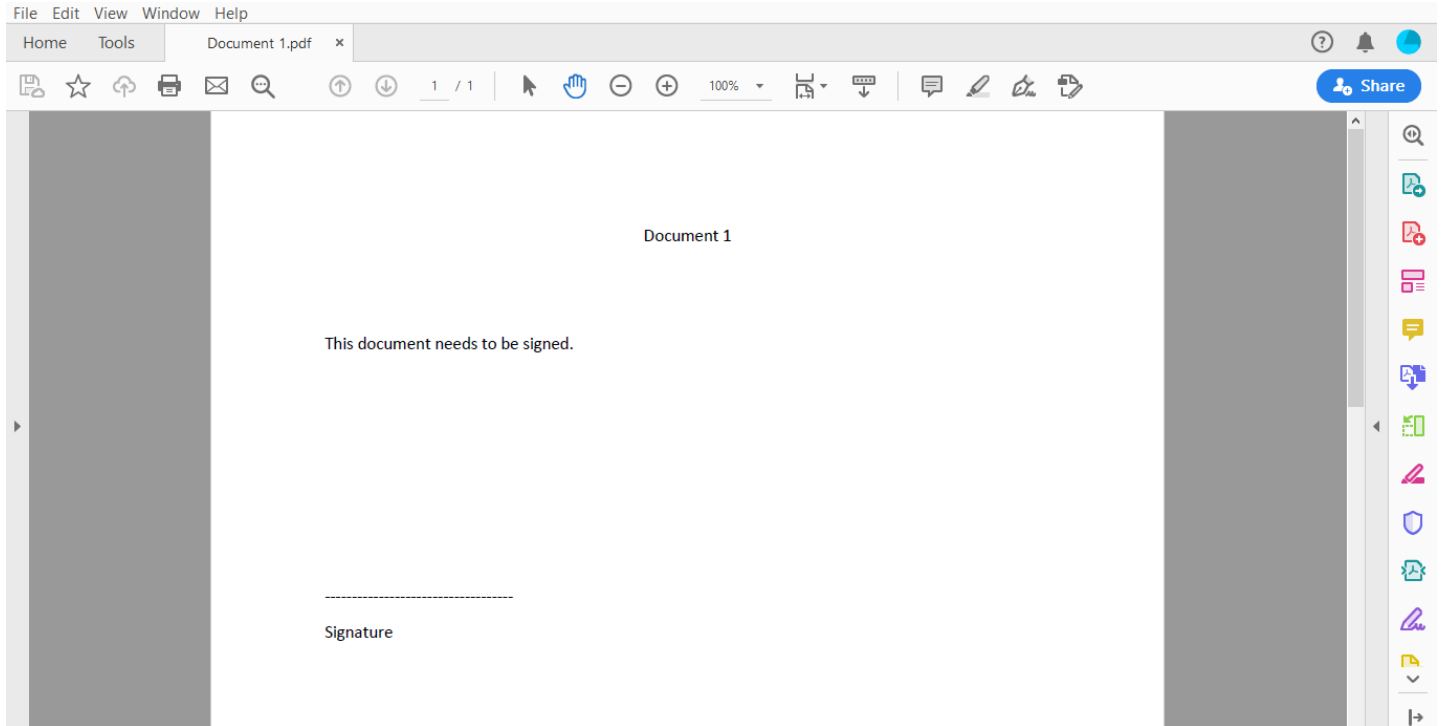
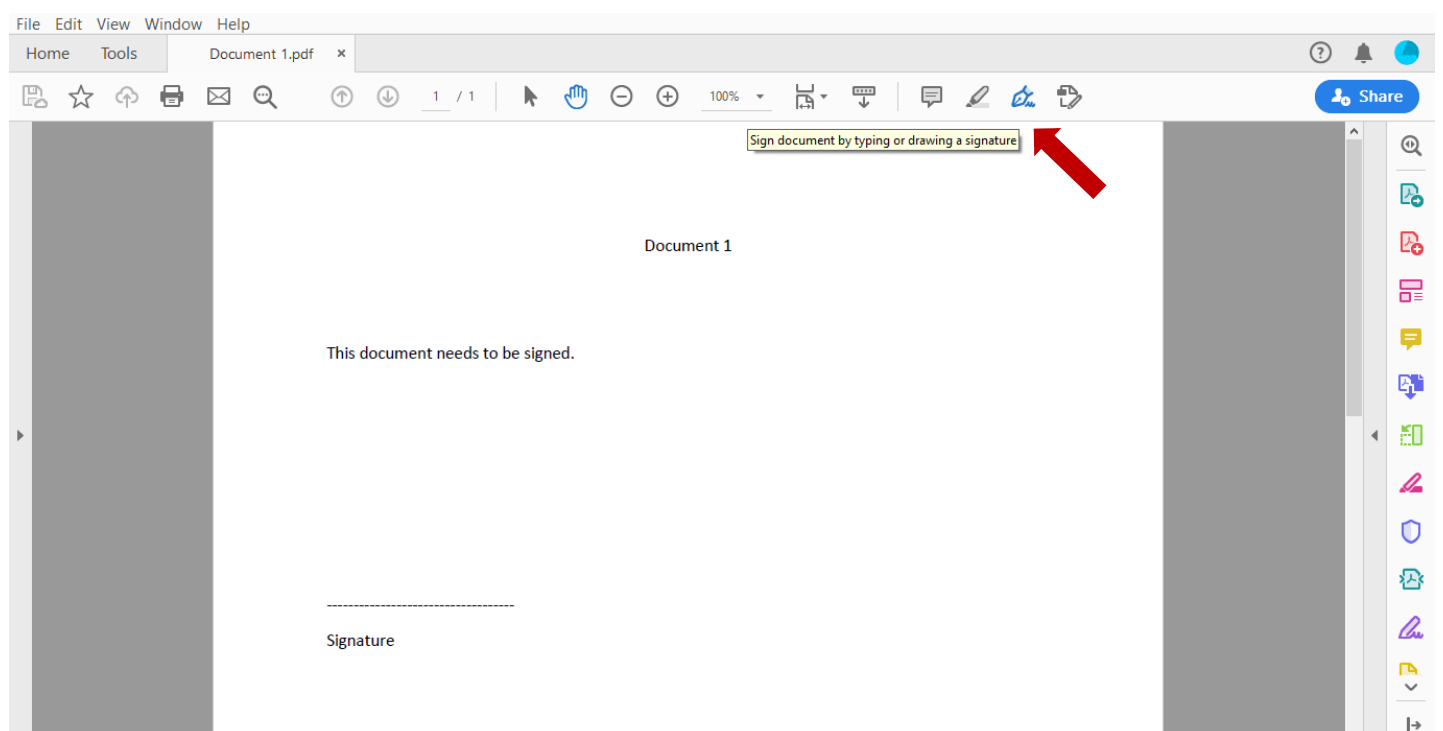


## Guide: How to sign a document electronically

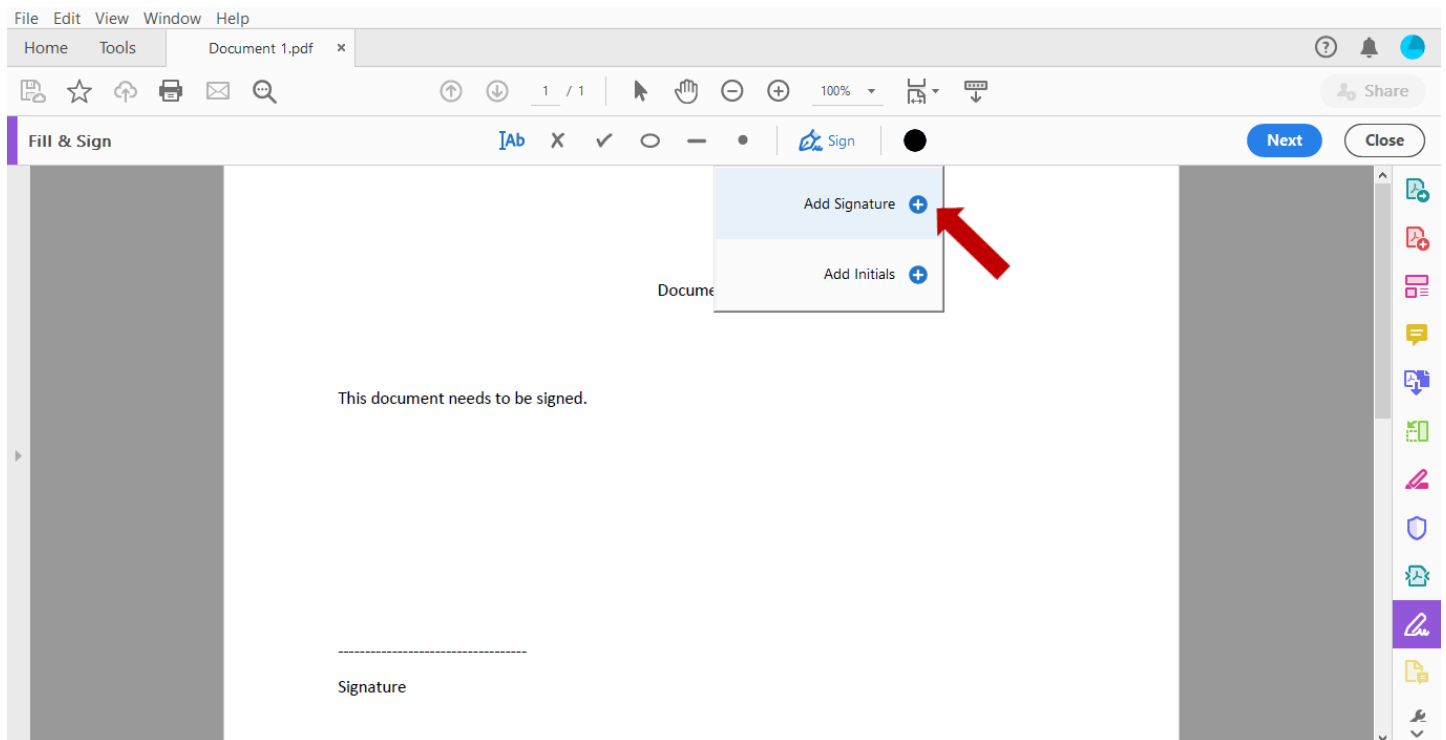
**Step 1:** Open the PDF-file you want to sign in Adobe Acrobat.



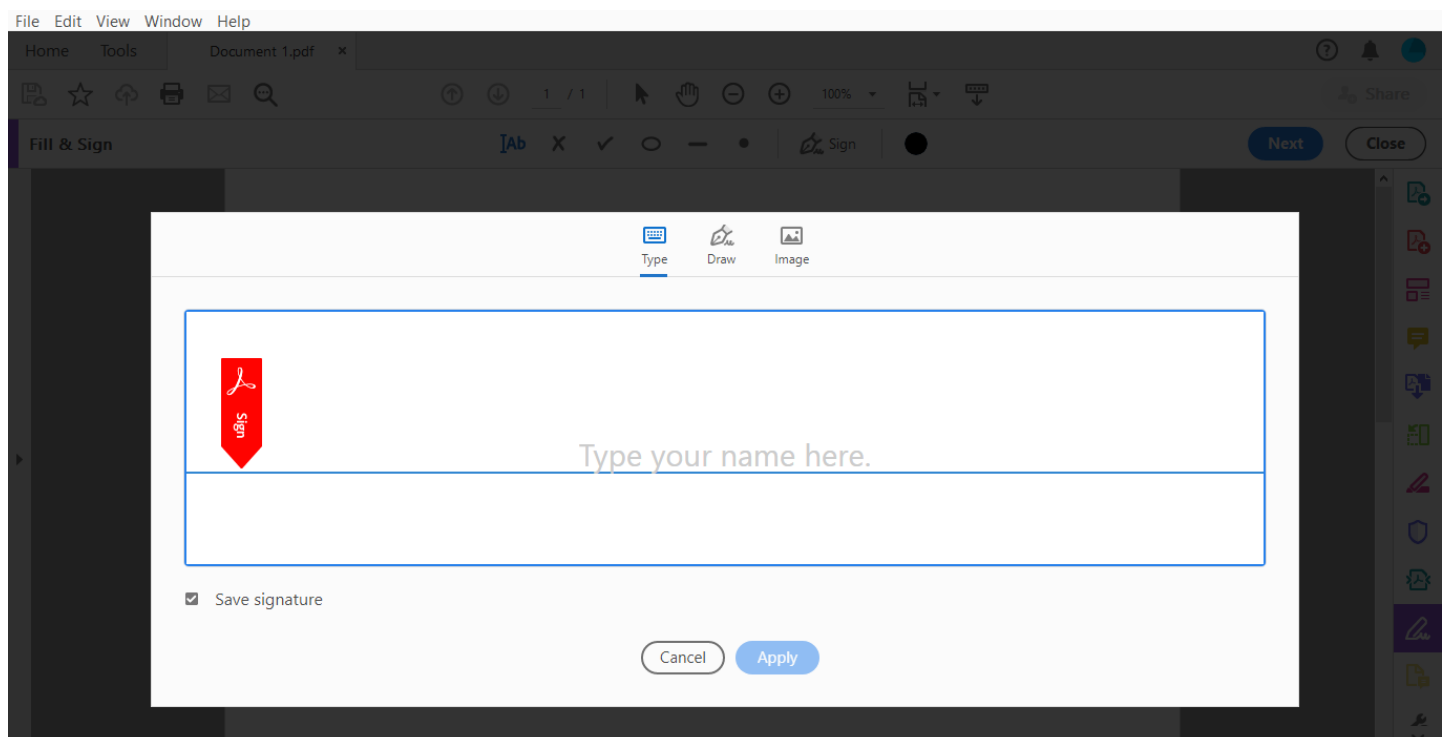
**Step 2:** Select the fountain-pen-icon.



**Step 3:** Select “Sign.” A field will pop up, in which you select “Add Signature.”

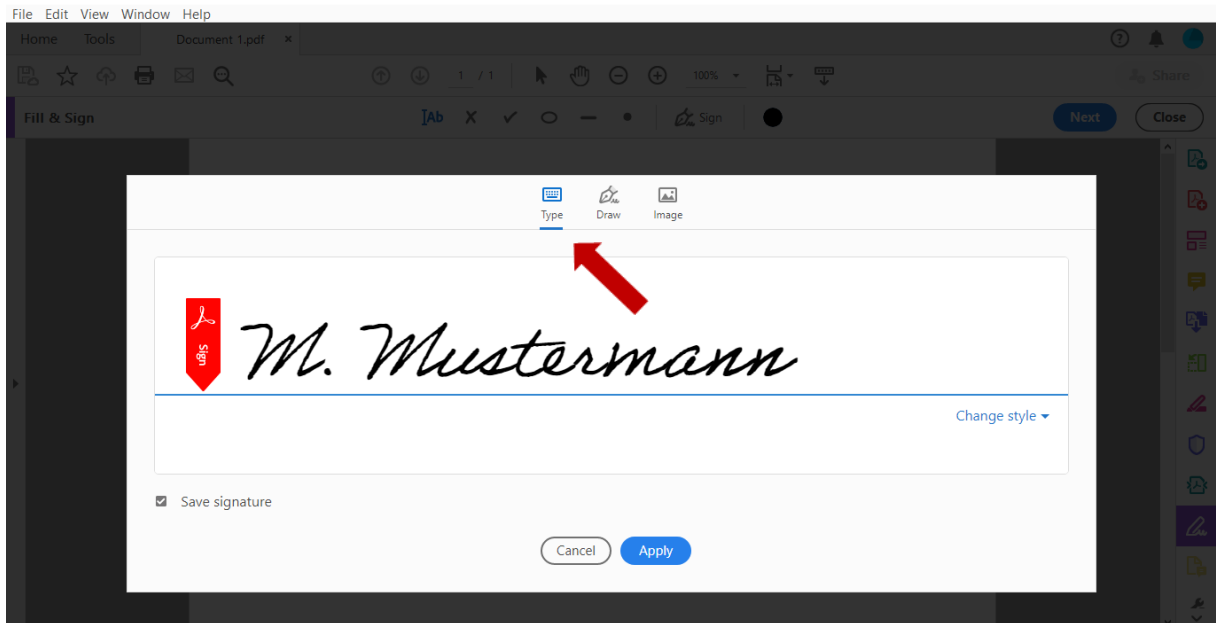


**Step 4:** You now have three different ways of signing your document:

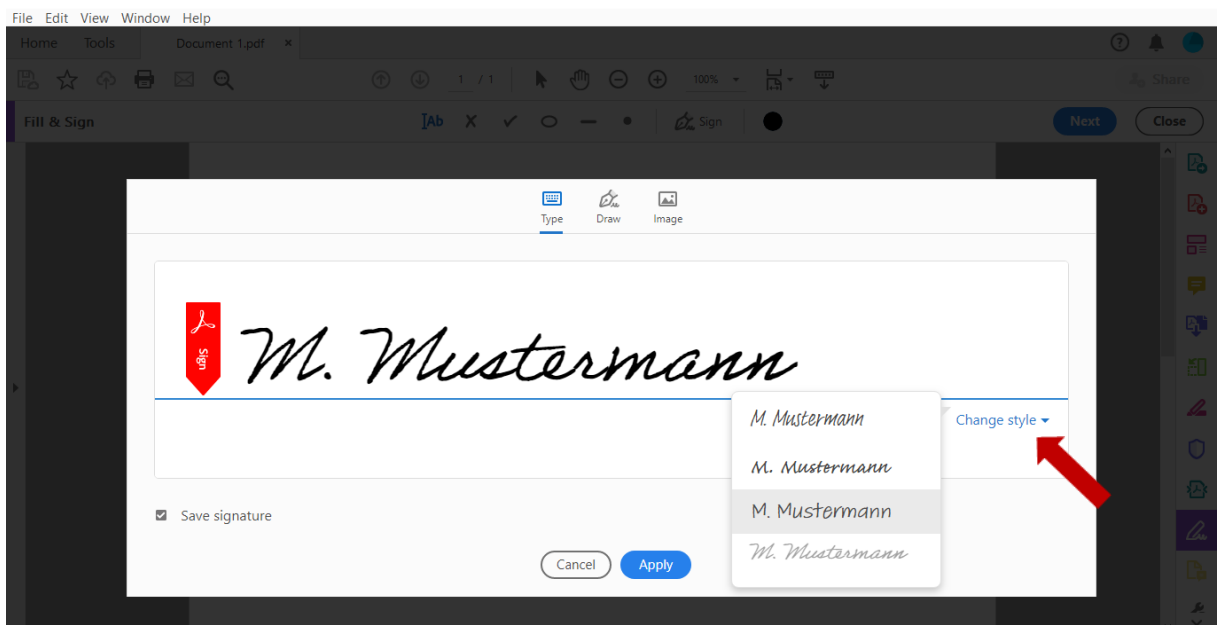


Version 1:

You select “Type” and type in your signature.

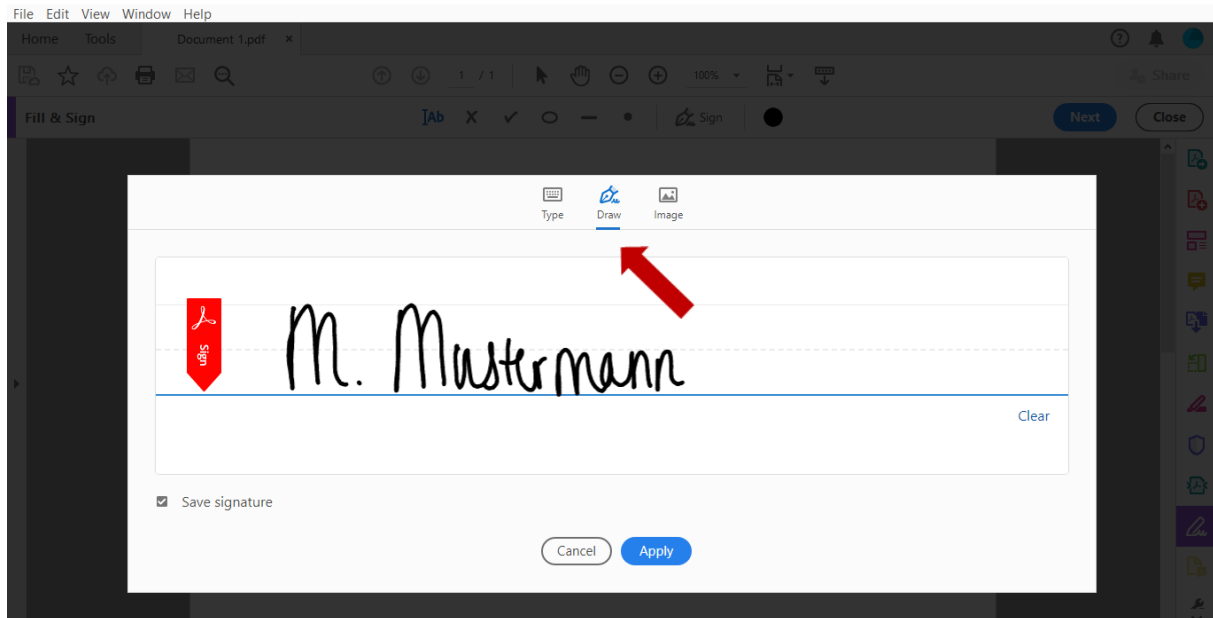


By selecting “Change Style” you can change the font of your signature.



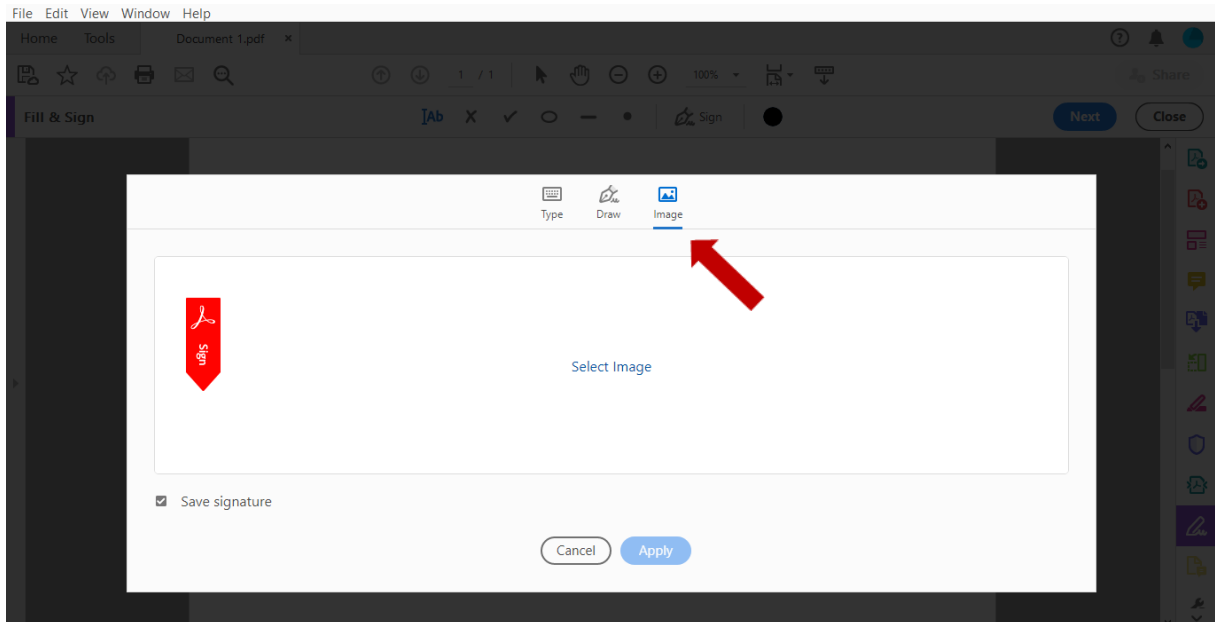
## Version 2:

You select “Draw” and draw your signature. If you use the Adobe Acrobat app on a smartphone or tablet, you can do this by using your finger or a touch pen. On a laptop or desktop computer, you can draw your signature by using a mouse or the touchpad.

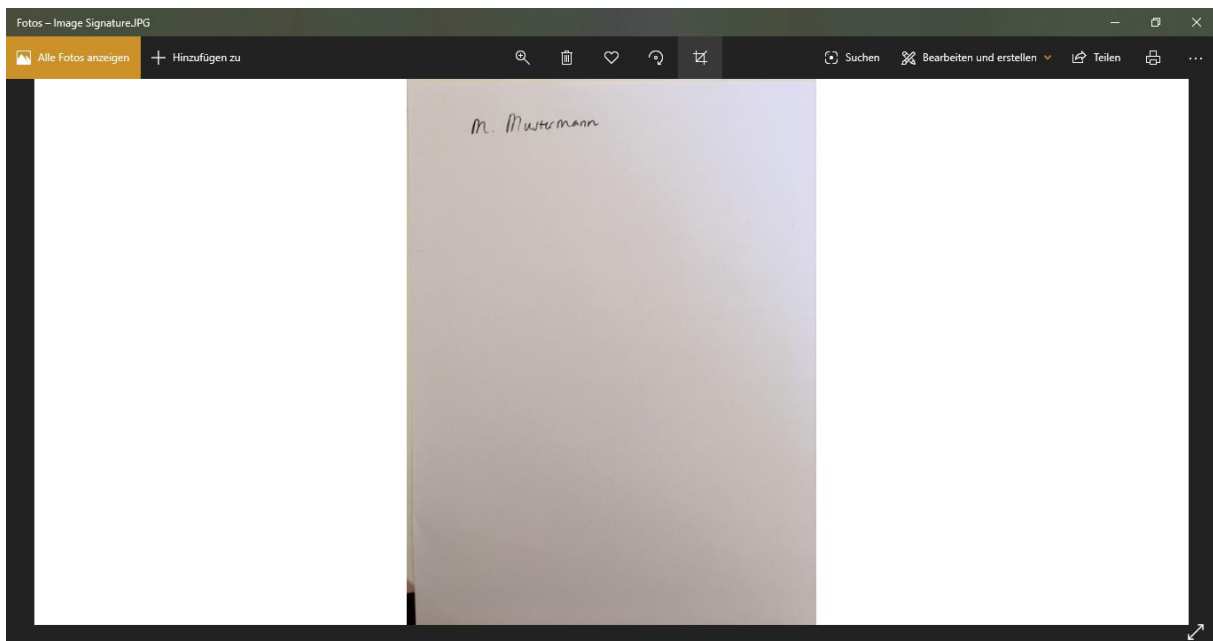


Version 3:

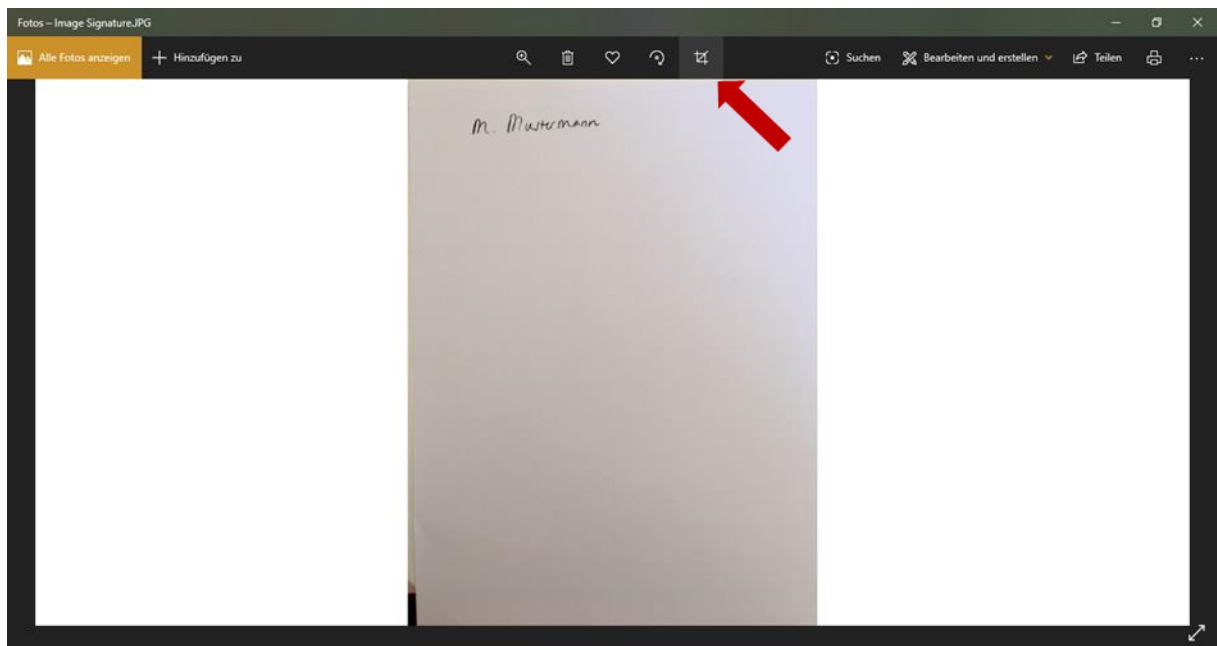
You select "Image" and upload a scanned image of your signature.



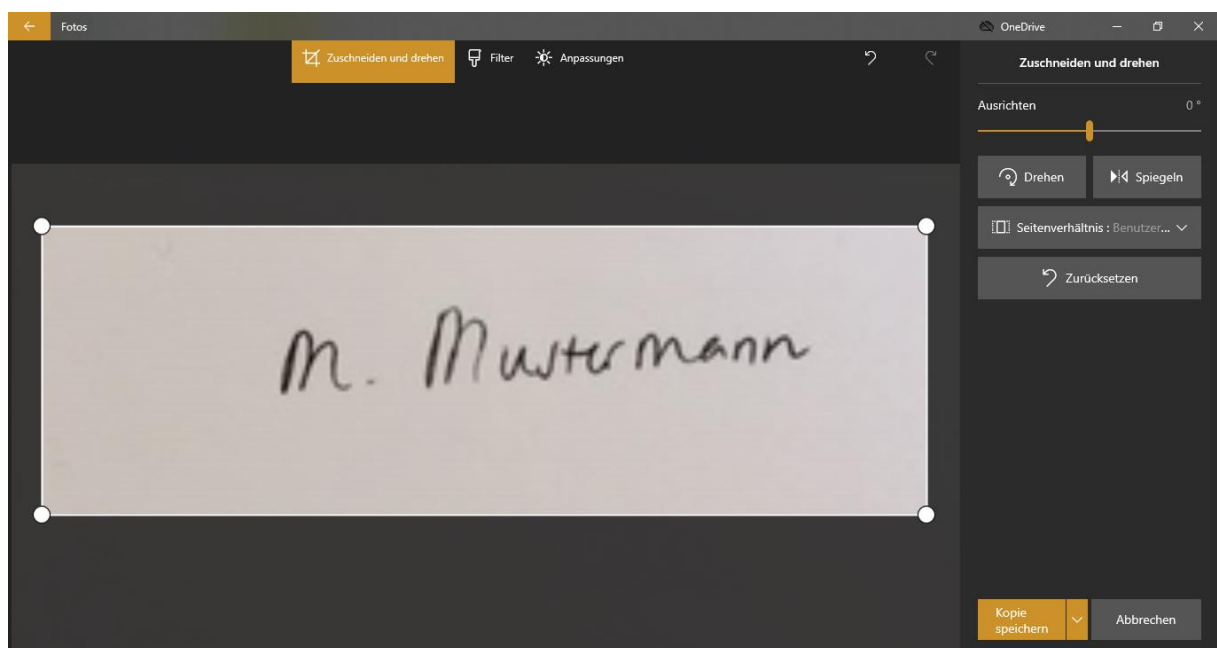
To do this, you will first have to write your signature on a piece of paper. You then scan this image and save it on your computer as a JPEG. You will have to cut the image down to the right size before being able to use it as a signature, so once you saved it, open your image with a double-click.



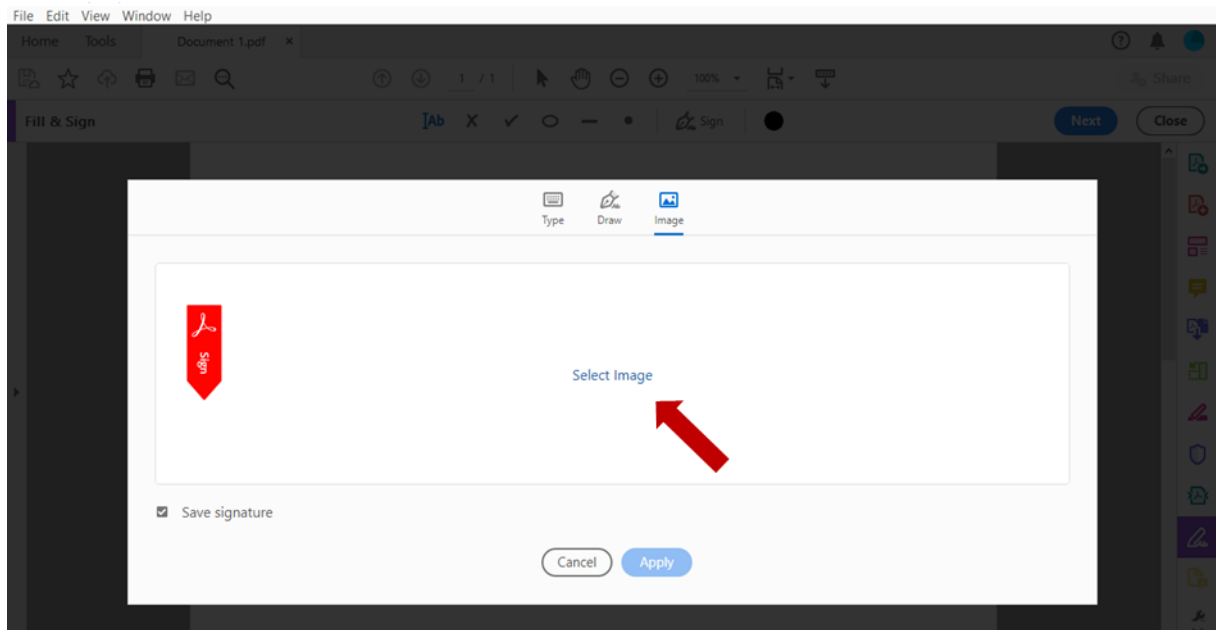
Now select the symbol for trimming/editing your image.



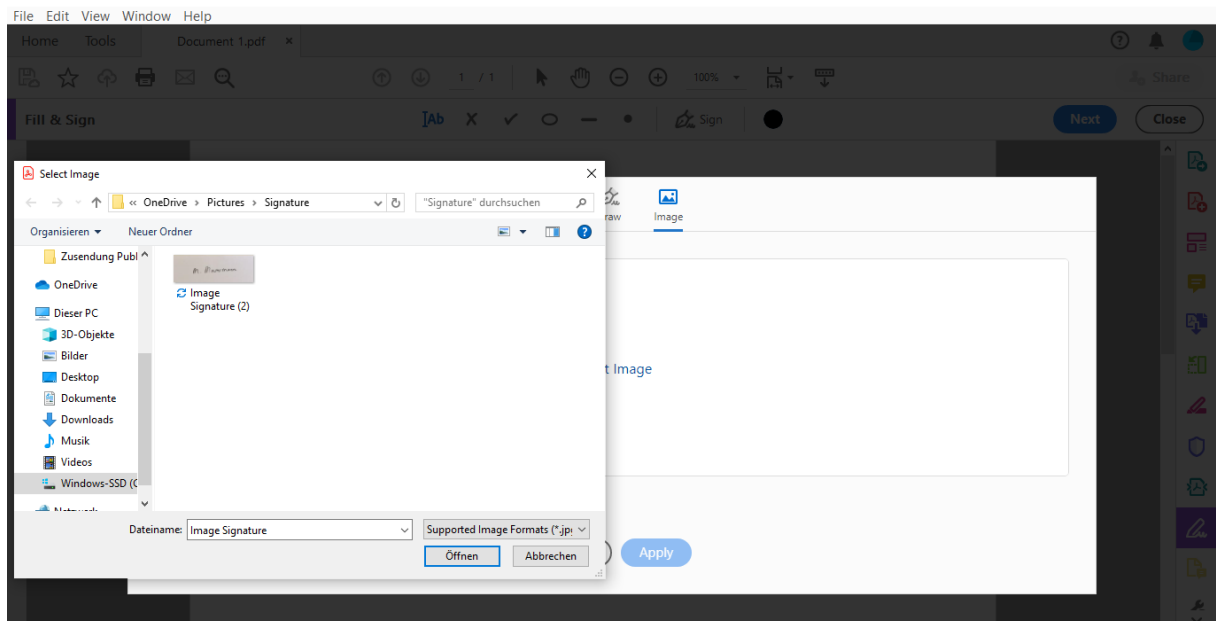
Trim your image to the right size and save it.



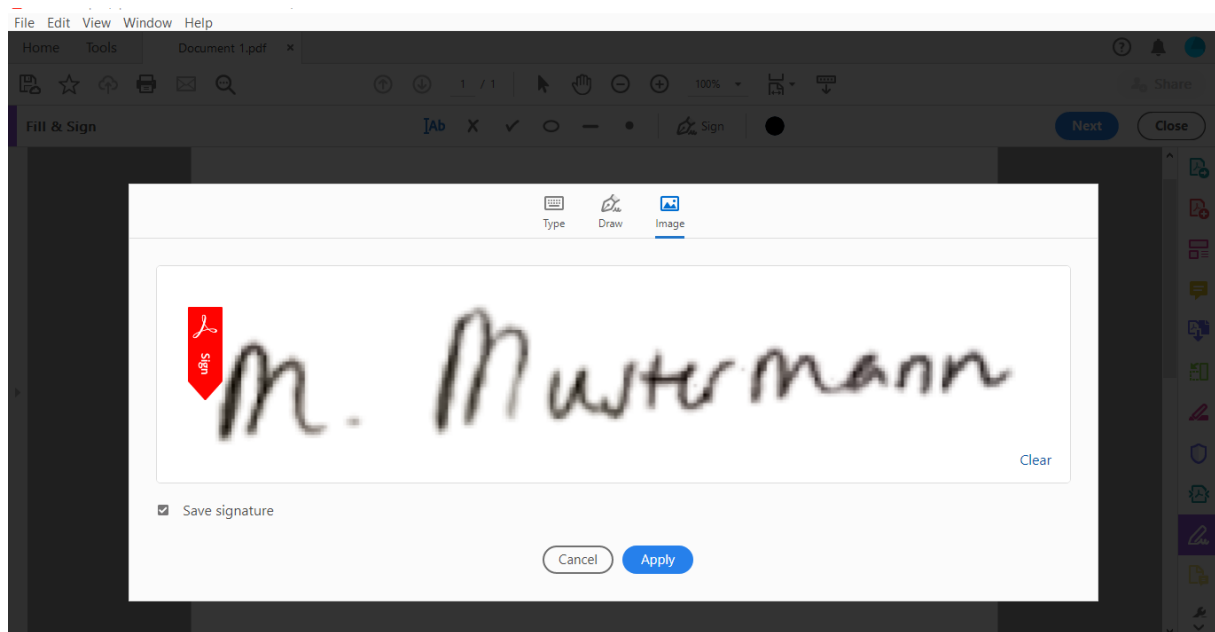
After having saved the trimmed image, click "Select Image" in your PDF.



You can now select the trimmed image of your signature.

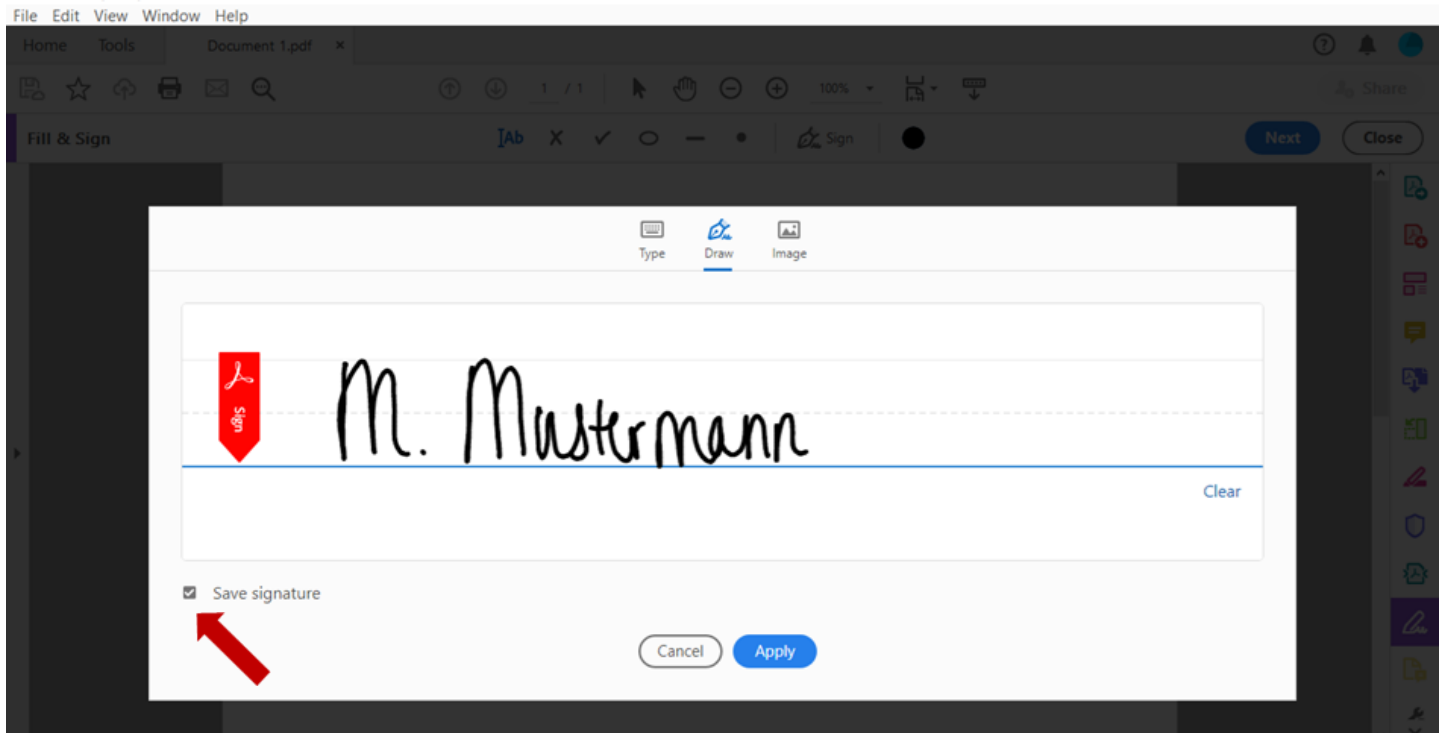


Adobe Acrobat will now recognize your signature.

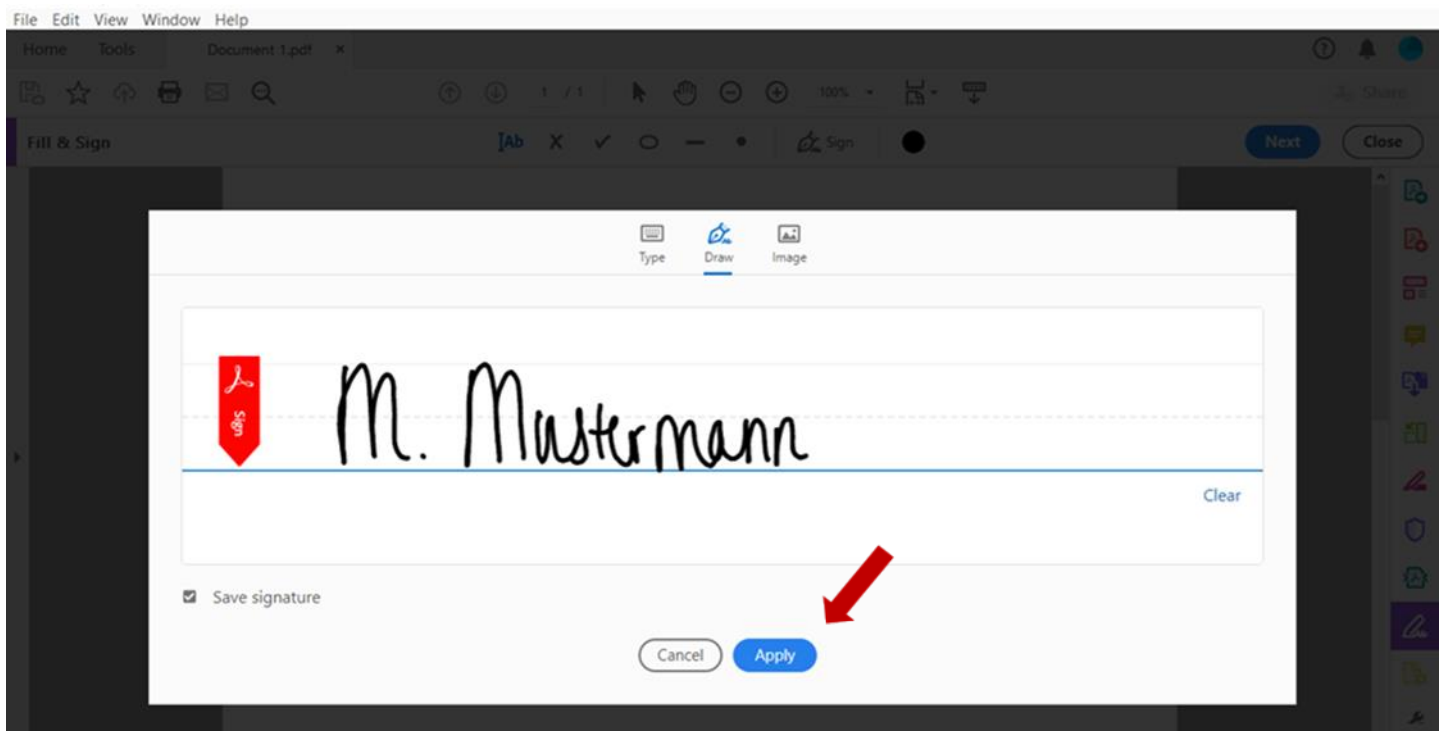




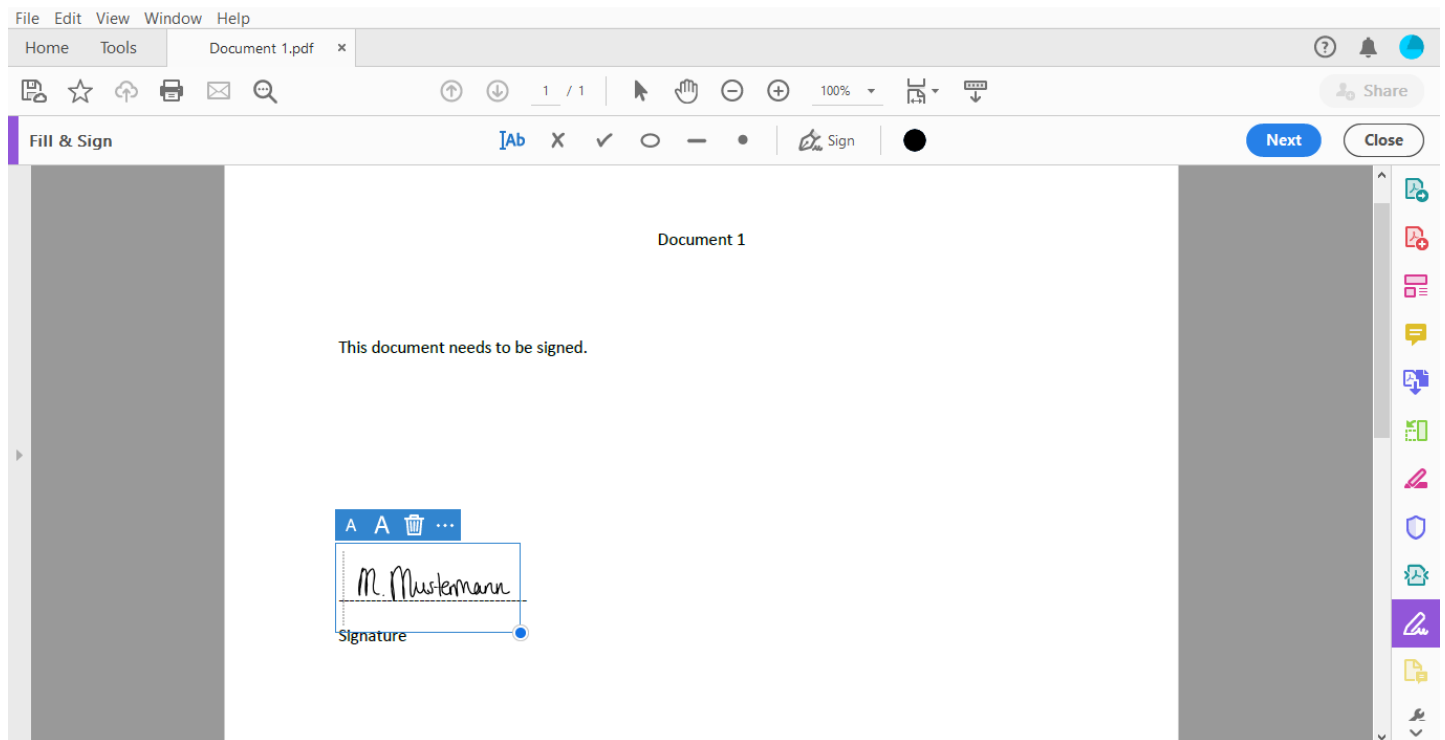
**Step 5:** Whichever of the three methods you chose, if you select “Save Signature,” your signature will be saved in Adobe Acrobat. The next time you want to sign a document, you can simply select the fountain-pen-icon in your document and can skip to Step 7.



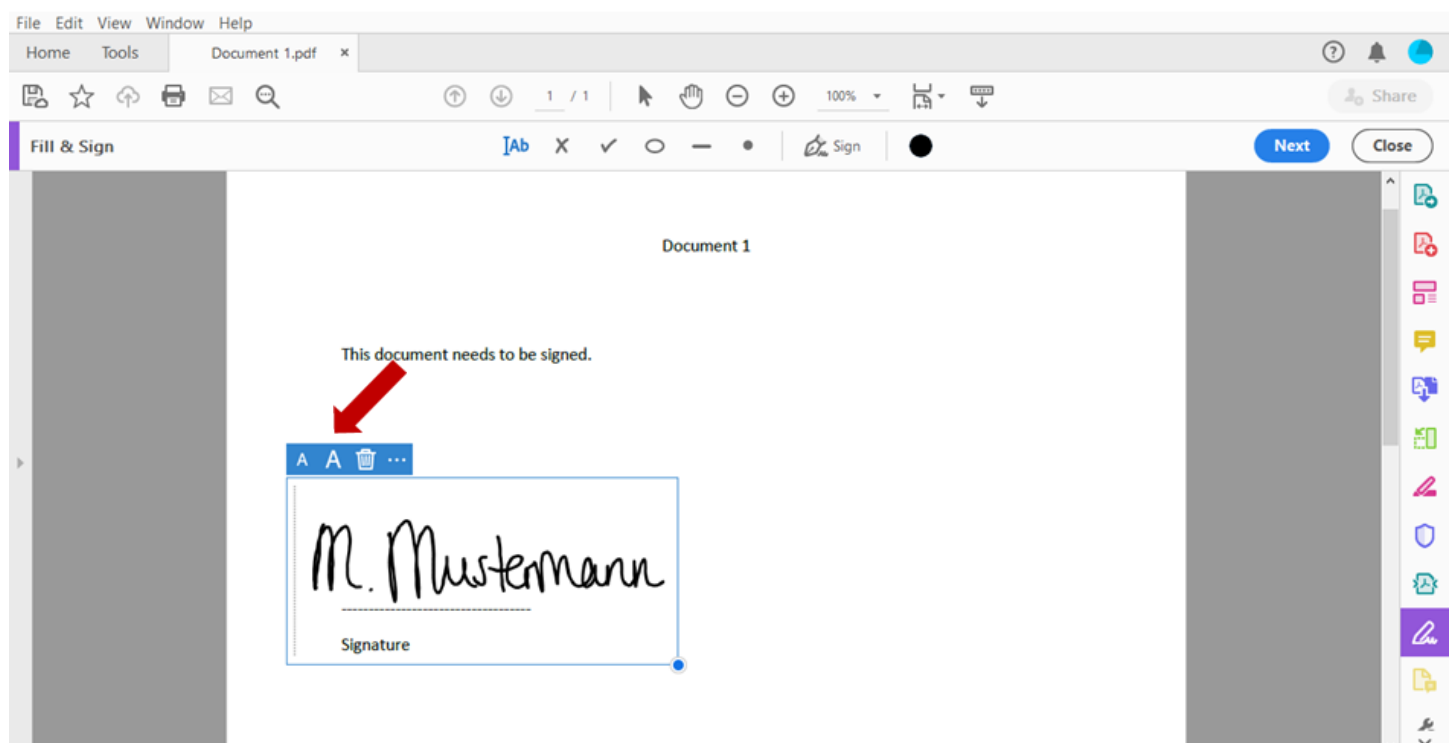
**Step 6:** Once you are happy with how your signature looks, select “Apply.”



**Step 7:** Your signature will appear in a text-field. You can move it to the desired position in your document by double-clicking on the signature and pulling it to the right place using your mouse or touchpad.



**Step 8:** By selecting either the smaller or bigger "A," you can decrease or increase the size of your signature.



**Step 9:** Now simply save your document.

