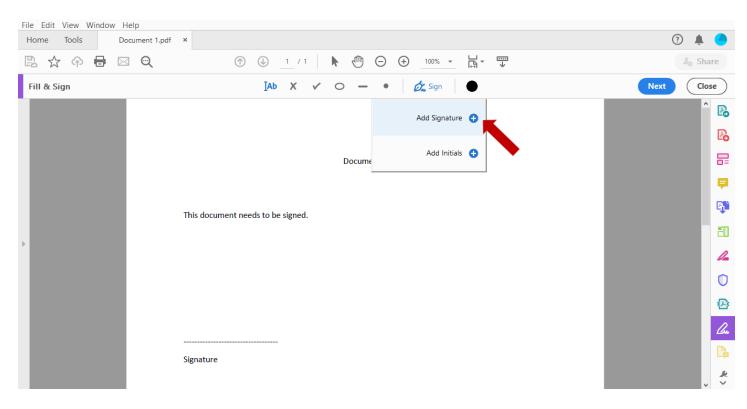
Guide: How to sign a document electronically

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

Step 2: Select the fountain-pen-icon.

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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:

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Version 1:

You select "Type" and type in your signature.

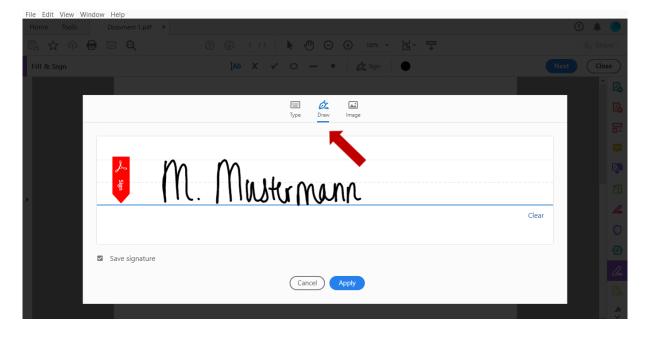


By selecting "Change Style" you can change the font of your signature.

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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.

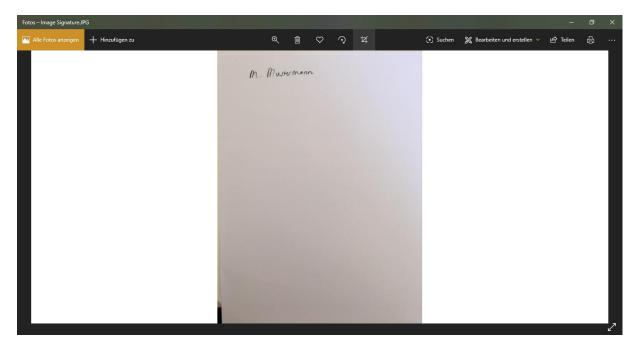


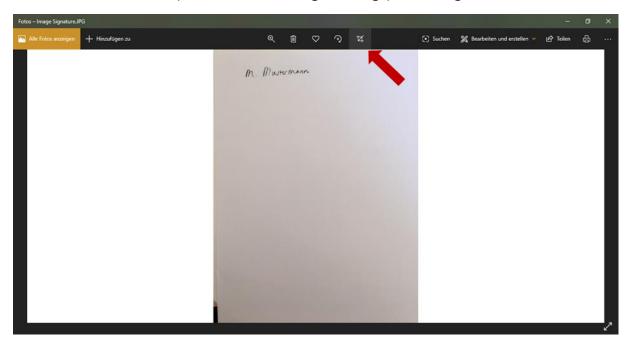
Version 3:

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

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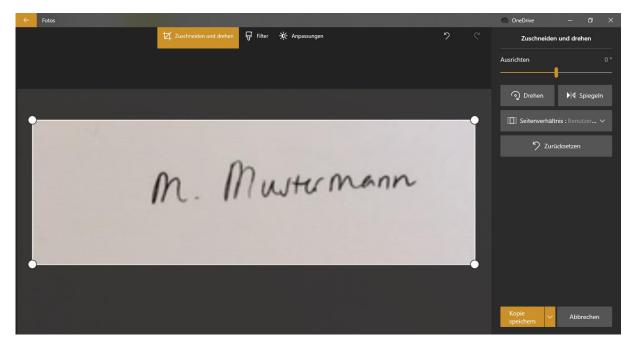
To do this, you will first have to write your signature on a piece of paper. You then scan this image and save it on your computer as a JPEG. You will have to cut the image down to the right size before being able to use it as a signature, so once you saved it, open your image with a double-click.





Now select the symbol for trimming/editing your image.

Trim your image to the right size and save it.

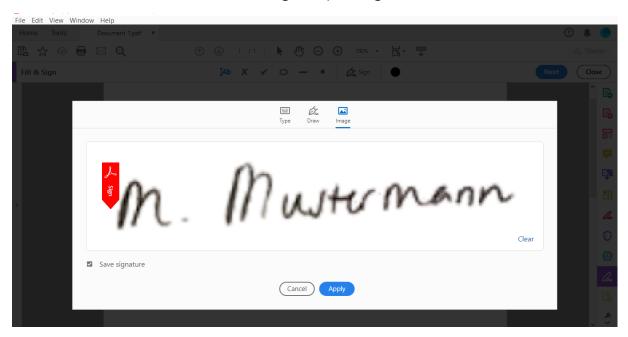


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After having saved the trimmed image, click "Select Image" in your PDF.

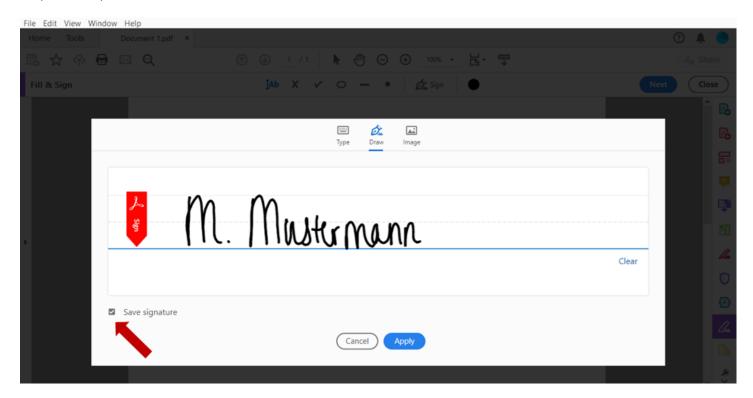
You can now select the trimmed image of your signature.

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Adobe Acrobat will now recognize your signature.

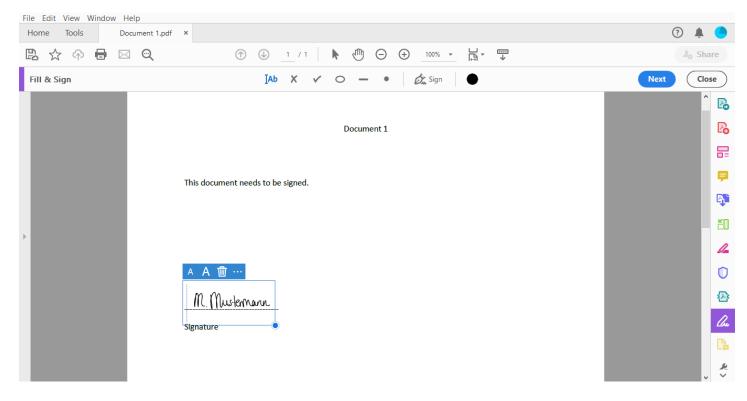
Step 5: Whichever of the three methods you chose, if you select "Save Signature," your signature will be saved in Adobe Acrobat. The next time you want to sign a document, you can simply select the fountain-pen-icon in your document and can skip to Step 7.



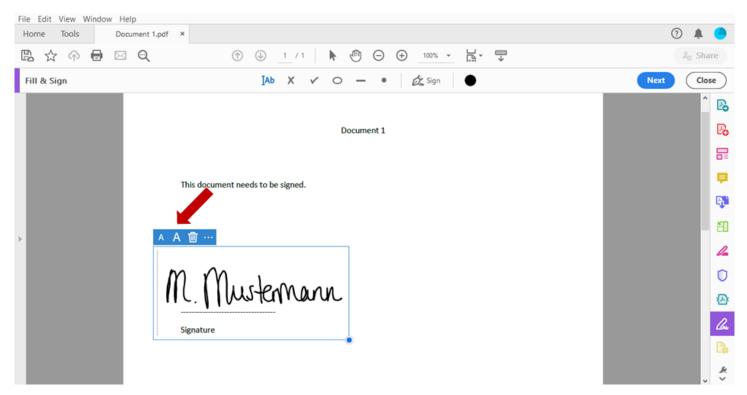
Step 6: Once you are happy with how your signature looks, select "Apply."

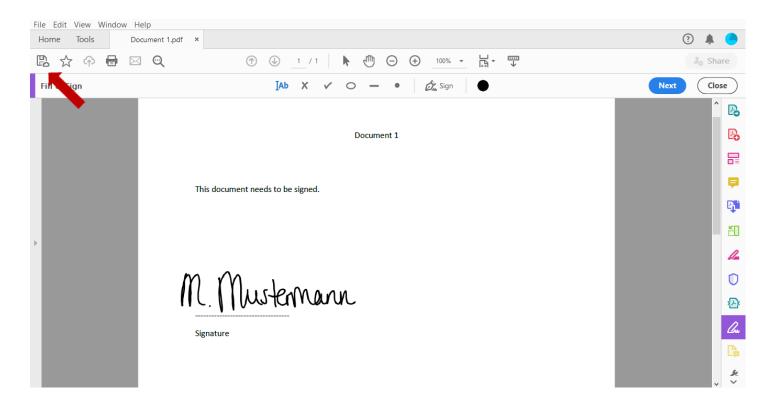
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Step 7: Your signature will appear in a text-field. You can move it to the desired position in your document by double-clicking on the signature and pulling it to the right place using your mouse or touchpad.



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





Step 9: Now simply safe your document.