


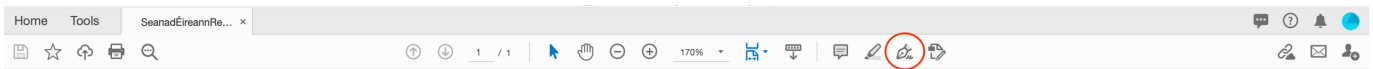
Step by step guidelines to signing the Seanad Éireann form digitally

Sign a PDF

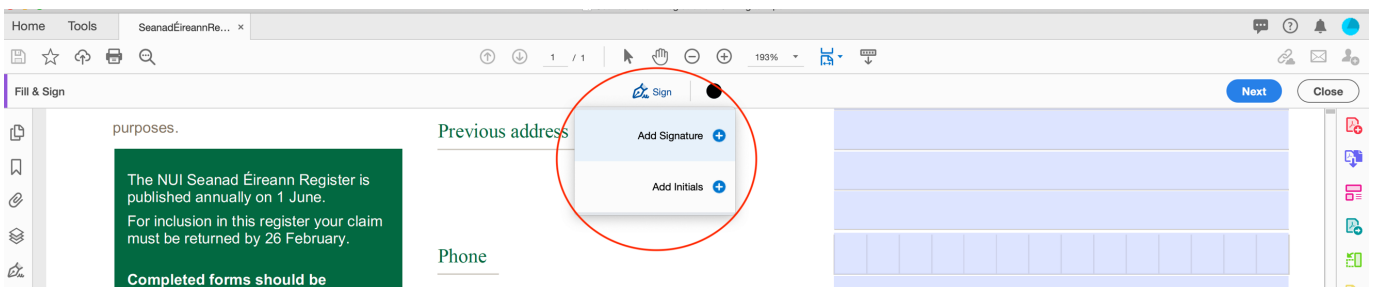
To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF.

Steps to sign a PDF

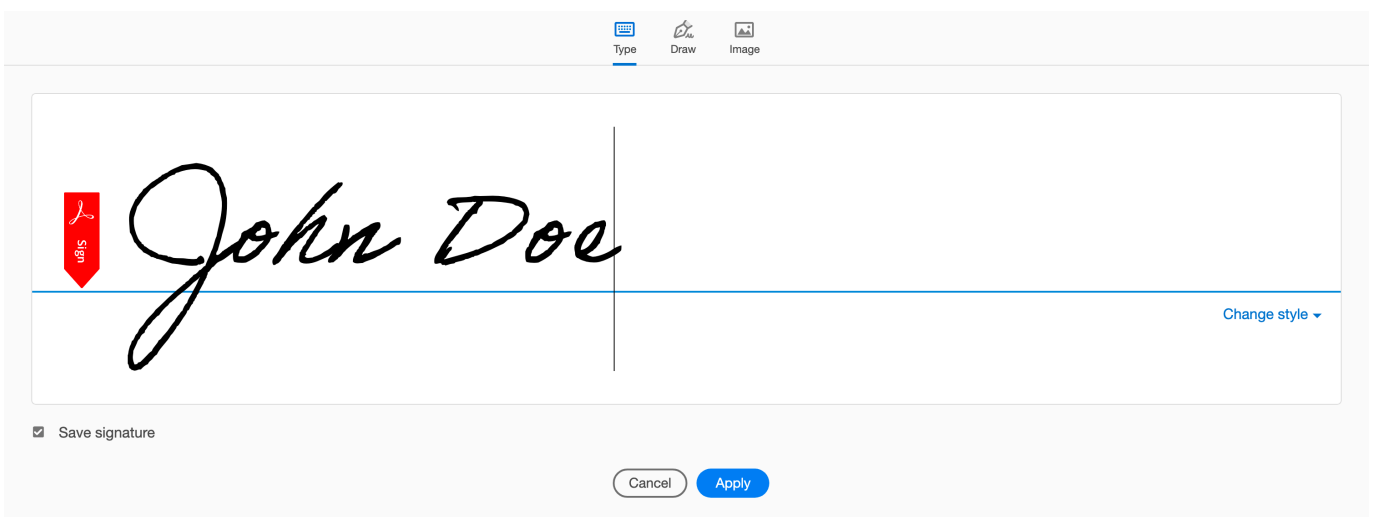
1. Open the PDF document or form that you want to sign with Adobe Reader.
2. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right panel.



3. The Fill & Sign tool is displayed. Click **Fill and Sign**.
If you have already added signatures or initials, they are displayed as options to choose from.



4. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.
If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

5. Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.
To move the placed signature or initial, click the field to highlight it and then use the arrow keys.
To resize or delete the field, use the options in field toolbar.