

Adobe E-signature – Handbook

Overview

Fill & Sign is one of two available methods for a user to sign their own document without involving another recipient

Text is entered through a direct "click and type" interface that does away with the need to place elaborate fields.

How do I create an electronic signature?

With Adobe Sign, user can electronically sign documents by typing or drawing their name on their computer or mobile device or uploading an image of their signature. They can also use more advanced cloud signatures that rely on certificate-based digital IDs to provide stronger signer authentication.

How do I electronically sign a document?

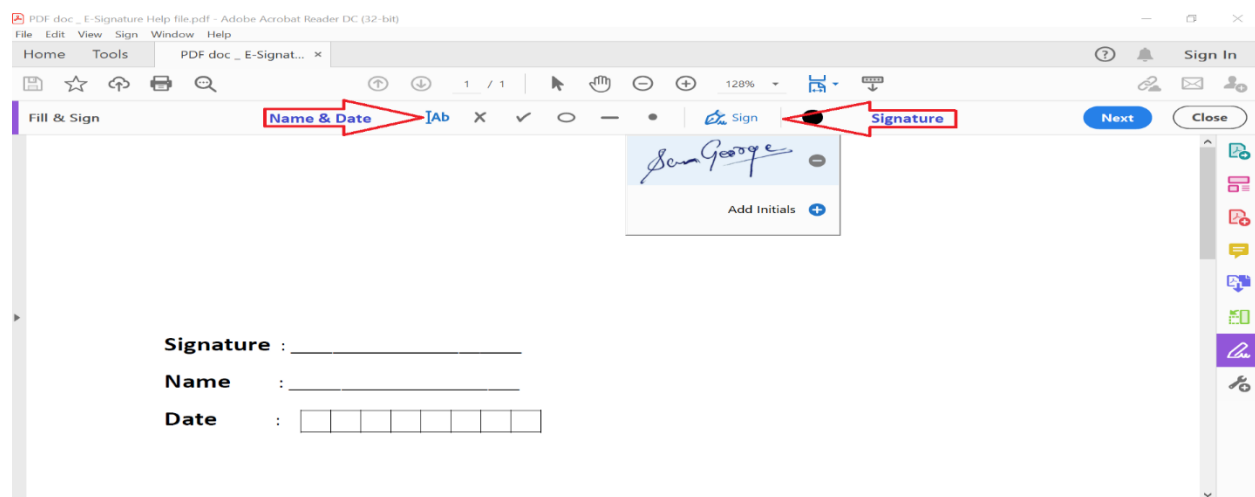
With a simple signature in Adobe Sign, it's always free and easy. No downloads or sign-ups are ever needed. Just click the email link to open the document on a mobile phone, tablet or computer. Tabs and simple instructions walk you through the process. When it's time to sign, just enter your name in the signature box, upload an image of your signature or sign using a mouse, finger or stylus. Click Apply > Finish and you're done.

OPTION 1

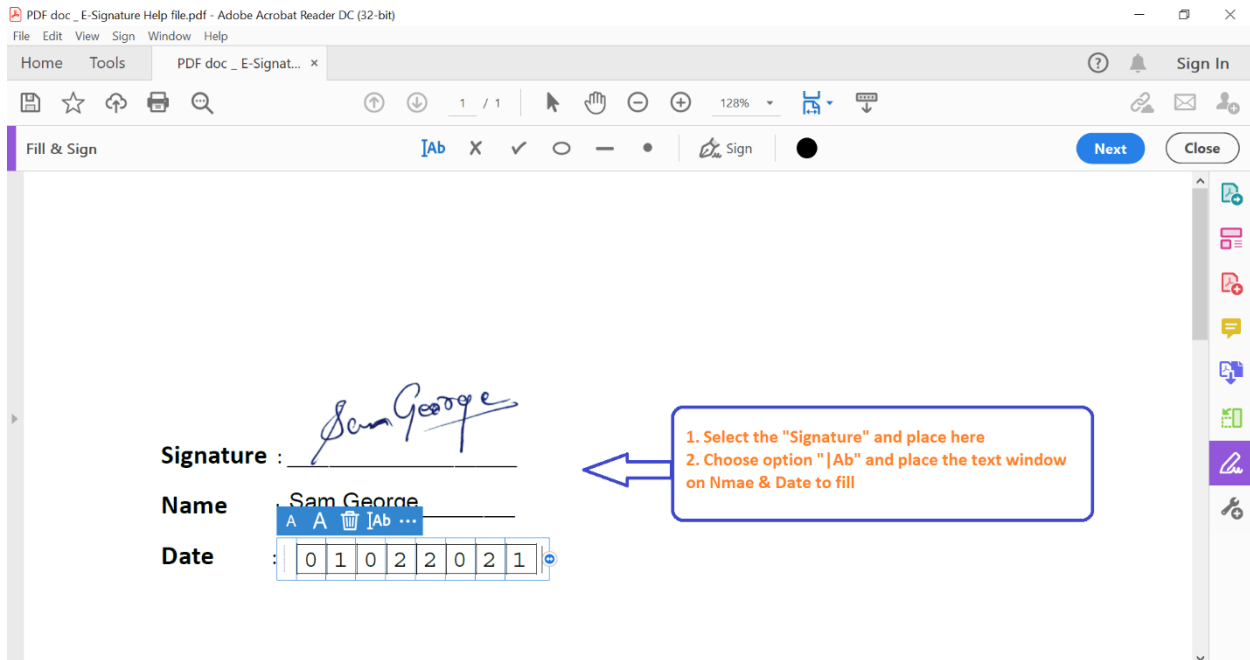
Steps:

1. From the Home page in Adobe Sign, click the **Fill & Sign** icon
2. Click on **Sign** to continue for E-signature
3. Click on alphabets "**Ab**" to continue for filling **Name & Date** (*Refer screen shot 2*)

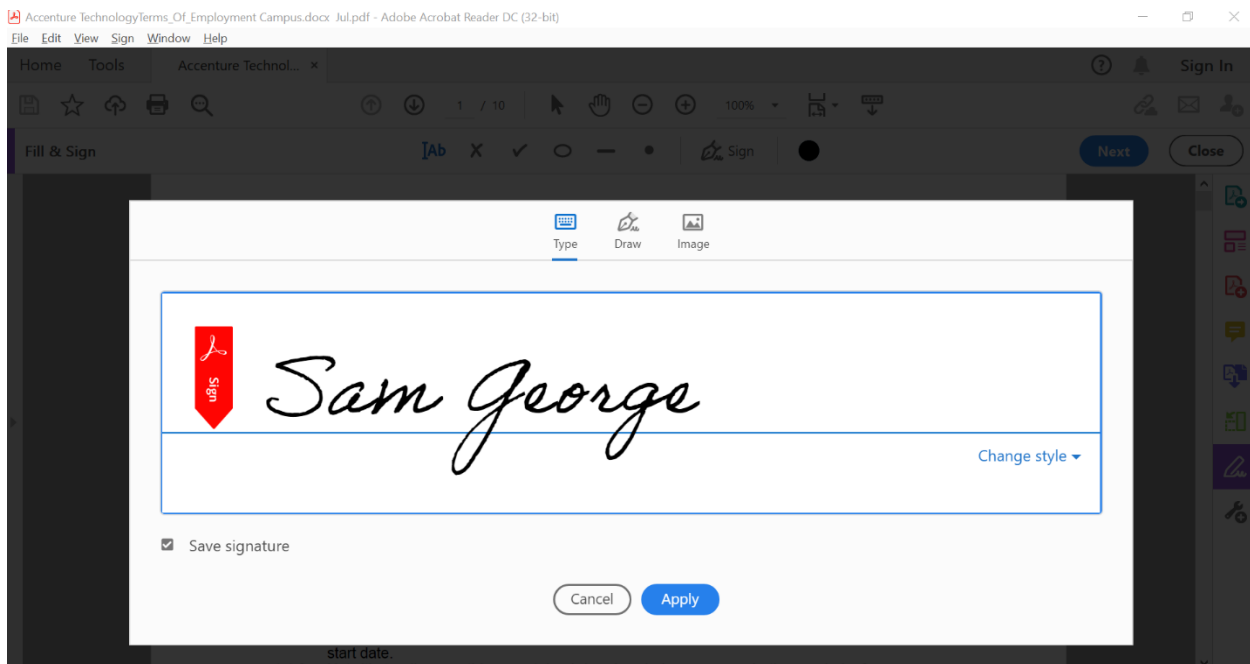
Screen shot 1



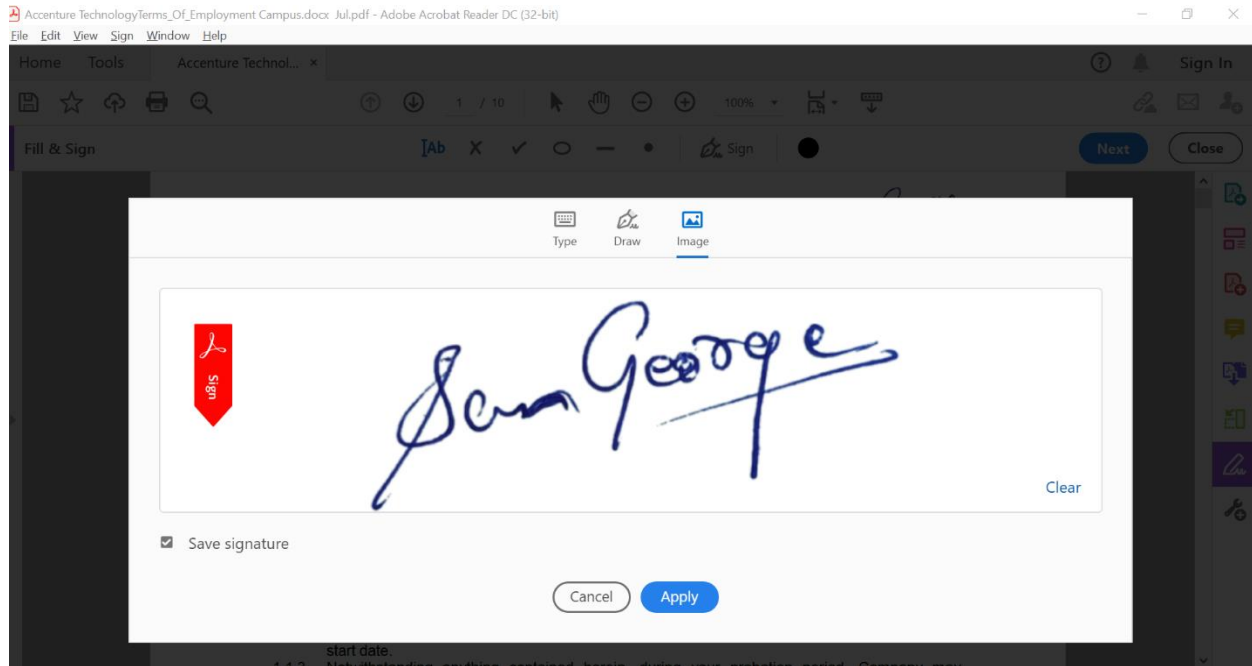
Screen Shot 2



- Once E-Signature/ Name/ Date is created the text can be moved using the [cursor](#) to specific section where it needs to be placed
- There are 3 options in Adobe to create your signature, we recommend using the [below 2 options](#):
 - Type** – Type your name and change style as required (medium recommendation)



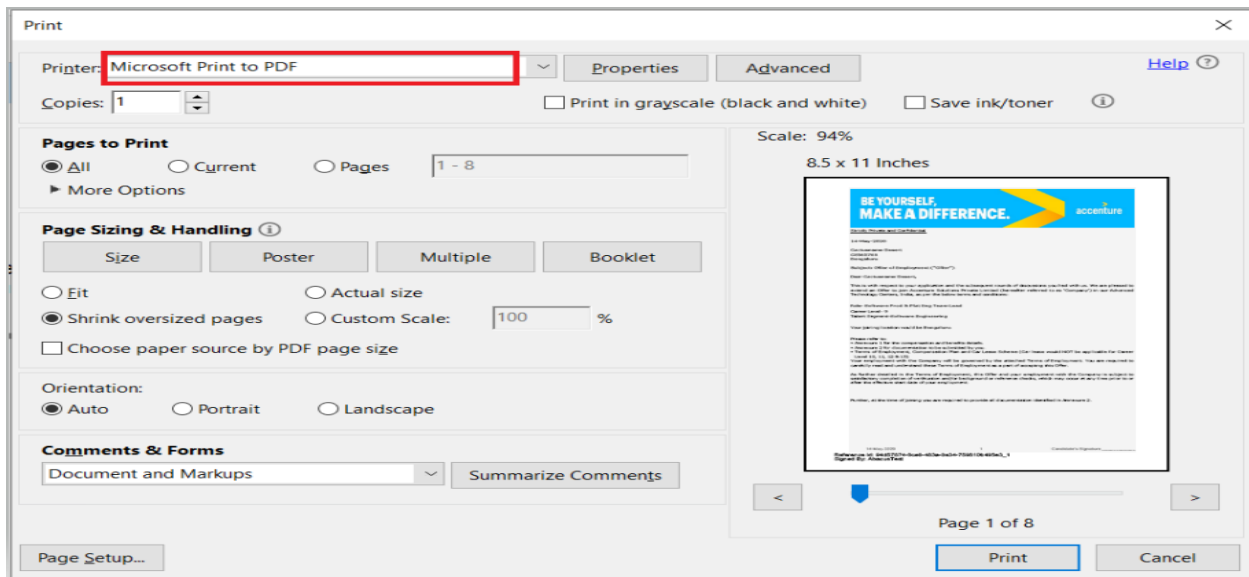
- ii) **Image** – Import an image of your manual signature and paste/place it at right place (high recommendation)



OPTION – 2

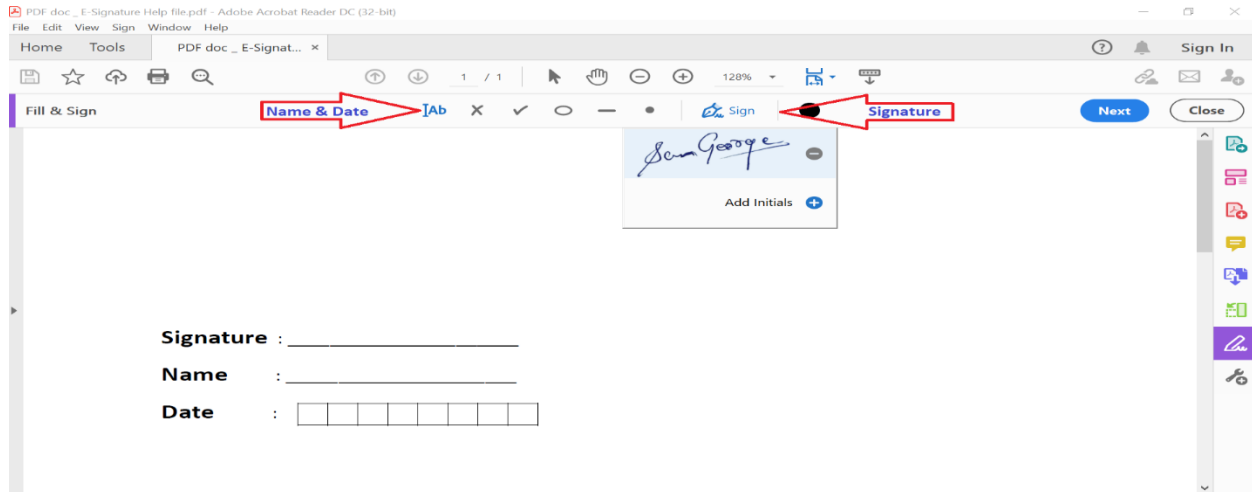
Steps:

1. Save the downloaded copy of Offer Letter
2. Re-open the Offer Letter and type **ctrl+p** to get the Print page
3. Under Printer select 'Microsoft Print to PDF' as shown below

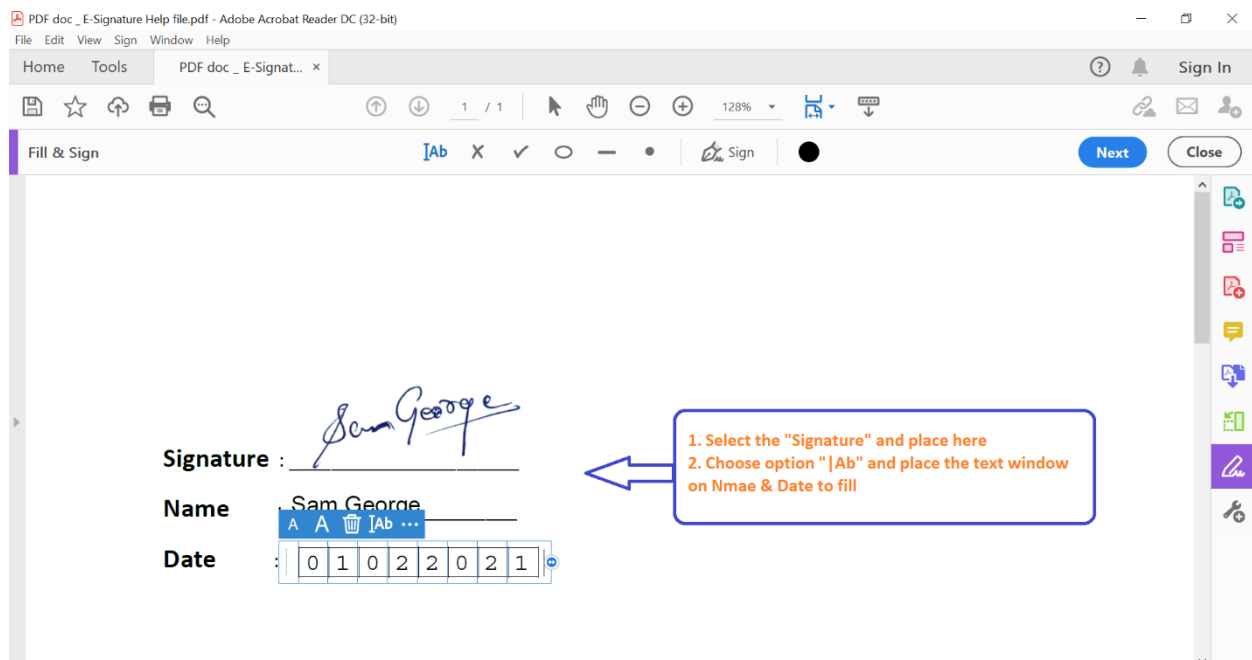


4. Click on 'Print' and save the document
5. Open the newly saved document
6. From the Home page in Adobe Sign, click the **Fill & Sign** icon
7. Click on **Sign** to continue for E-signature
8. Click on alphabets "**Ab**" to continue for filling **Name & Date** (*Refer screen shot 2*)

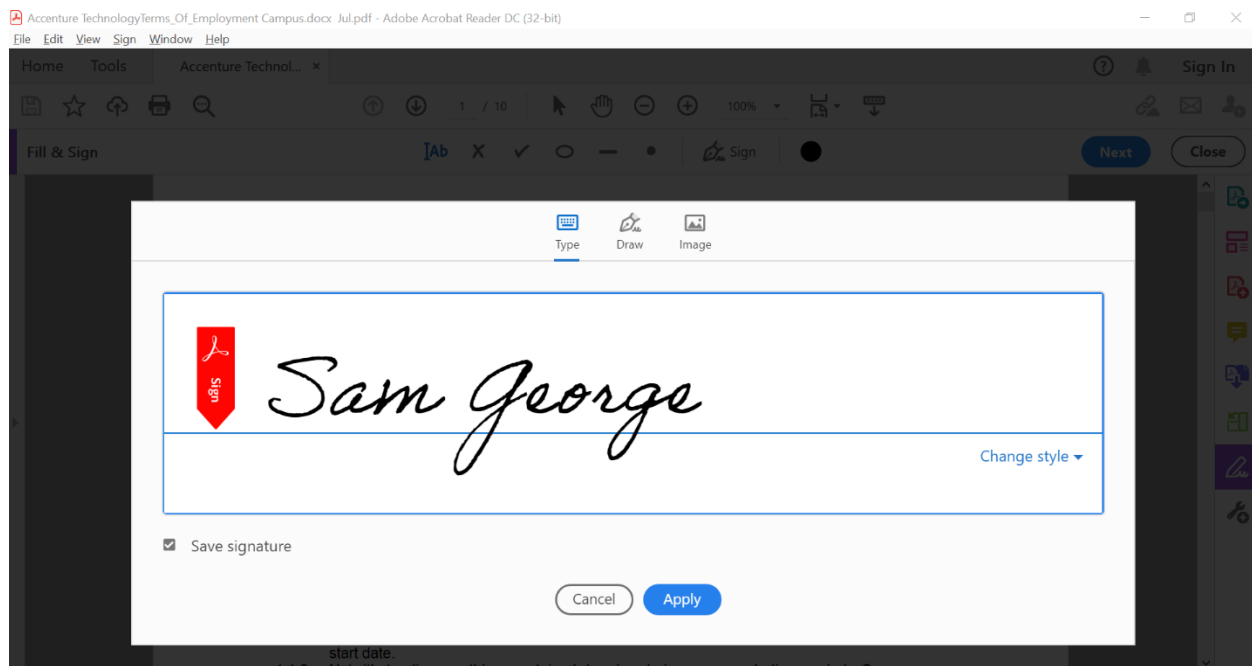
Screen shot 1



Screen Shot 2



6. Once E-Signature/ Name/ Date is created the text can be moved using the **cursor** to specific section where it needs to be placed
7. There are 3 options in Adobe to create your signature, we recommend using the **below 2 options**:
 - iii) **Type** – Type your name and change style as required (medium recommendation)



- iv) **Image** – Import an image of your manual signature and paste/place it at right place (high recommendation)

