

Digital Signature Instructions

Step 1: In any pdf document, select the pen Sign icon and then select 'add signature' or 'add initials'

The screenshot shows the Adobe Acrobat Pro DC interface with the 'Contract Review Form 19.pdf' open. The 'Sign' menu is open, showing options for 'Add Signature' and 'Add Initials'. The form contains two main sections: 'Stage 1: Contract Review Initiation' and 'Stage 2: Due Diligence'. Stage 1 includes fields for 'Requesting Department', 'Contract Designate', 'Financial Manager', 'Department Head', and 'MEG Member', each with a signature line. Stage 2 includes fields for 'Contract Name', 'Contract Origin', 'External Party Name', 'Monetary Contract', 'Funding Source (FOAPAL)', 'Term Start Date', 'Term End Date or Term Length', and 'Description / Background'. A 'Reset Form' button is visible in the top right corner of the form area.

Step 2: Once you are in the 'Add Signature' window, you have the option to pick a generic signature, draw your own signature or insert an image of your signature. You can also save it so that it will always be available or remove it and add a new signature or initial. You can also resize and insert your signature wherever you would like in the pdf document.

The screenshot shows the 'Add Signature' window in Adobe Acrobat Pro DC. The window has three tabs: 'Type', 'Draw', and 'Image'. The 'Type' tab is selected, showing a text input field with the placeholder text 'Type your name here.' and a red Adobe logo icon. Below the input field is a checkbox labeled 'Save signature'. At the bottom of the window are 'Cancel' and 'Apply' buttons.