

How To Fill and Sign Forms Electronically Using Adobe

- Open the PDF document or form that you want to sign in Adobe. Get a free download here: <https://get.adobe.com/reader/>

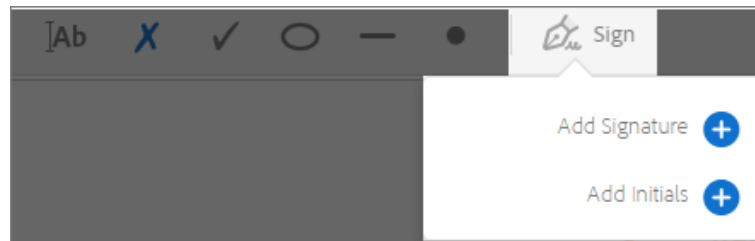
- Choose **TOOLS > FILL & SIGN**.



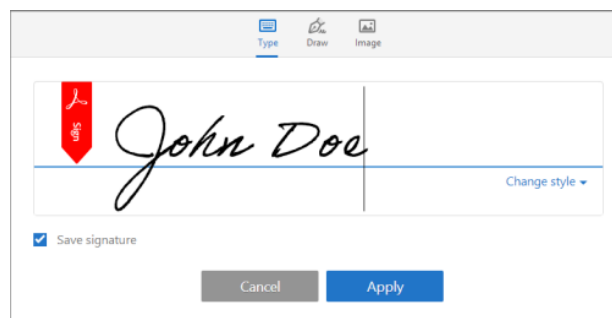
- In the fields provided, fill out your information . Fields in **red** are required.

***Note,** Once you have saved a PDF with signatures or initials block, it will be locked from any further changes. You can save it before you sign it if you are not ready to finalize it and/or you have more than one child and wish to reuse some of the same information.*

- In the fields designated for **Initials** or **Signature**, click the **SIGN** icon in the toolbar, and then choose whether you want to add your signature or just initials.



- 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.



- You can enter your signature or initials three different ways:
 1. Type in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.
 2. **Draw** in the field.
 3. Browse and select an **image**.

Note, if you want to use an image as your signature/initials:

- Sign in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan. If you are taking a picture, make sure that the page is lit and that no shadows fall across the paper.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

Note, when the **Save Signature** or **Save Initials** check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature/initials block is saved securely in Adobe Document Cloud for reuse.

- Click **Apply**, and then click at the place in the PDF where you want to place the signature or initials block. 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.
- When you have completed your document, click **FILE > SAVE AS** to save the document on your computer. It is recommended you rename it adding your student's name.

Remember, Once you have added initials or signatures, the document will be locked from any further changes.

- Send an email to Sallie Johnson sc.johnson@wilmingtonacademy.org and attach the completed/signed PDF.