



- 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.

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