Using Adobe's Fill & Sign Feature

Contents

Fill & Sign

1. Open the PDF.

2. Click the **Fill & Sign** button on the *Tools Pane*. Note: If the Tools Pane is not showing, click View > Show/Hide > Tools Pane.
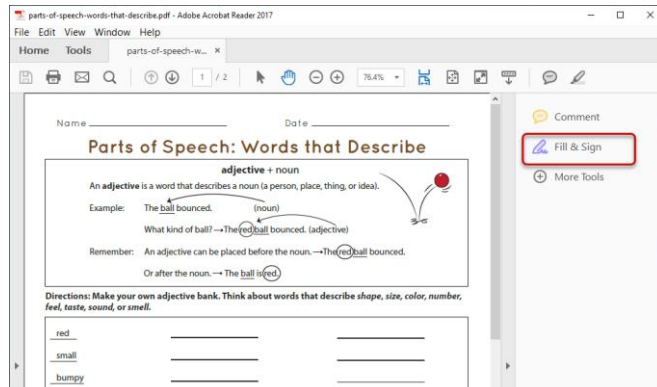
3. The Fill & Sign toolbar will appear above the content of the PDF.

   a. Fill with text
   b. Use an 'x'
   c. Use a 'checkmark'
   d. Circle an object
   e. Underline or strikethrough
   f. Add a dot/bullet
   g. Add a signature or initials

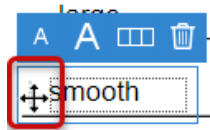## Fill with Text

4. To add text, click the |**Ab** button.
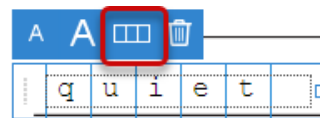
5. Then click on the PDF where text should be added.

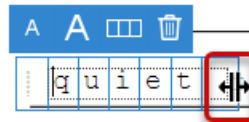**Directions: Make your own adjective bank. Think abo** *feel, taste, sound, or smell.*

red

Type text here

small

6. Type the text.

smooth

7. Once text has been added, hover over the ellipses to move the text, if needed.

smooth

8. Click the small A/large A to resize the text.

9. Click the table to add a cell for each letter.

q u i e t

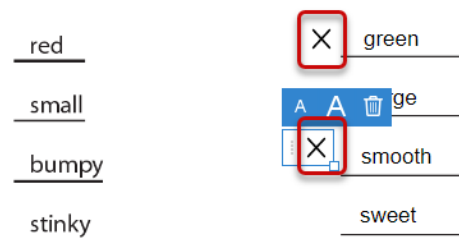Note: use the side handle to change the spacing of the text.

q u i e t

10. Click the trashcan to delete the text.

Use an 'X'

1. To add an 'X' click the **X** button.

2. Click in the place where an 'X' should be added.

red

small

bumpy

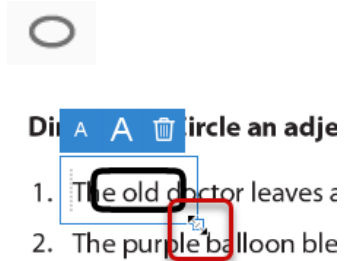stinky

X green

ge

X smooth

sweet

Use a Checkmark

1. To add a checkmark, click the **checkmark** button.

2. Click in the space where a checkmark should be added.
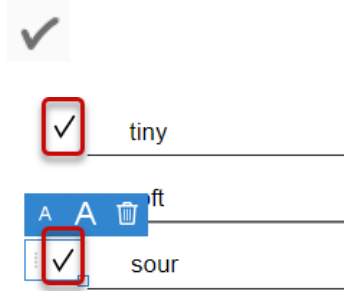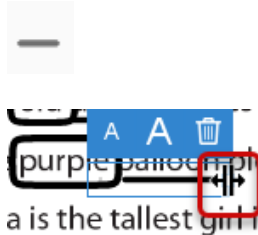
Circle and Object

1. To add a circle, click the circle button.

2. Click in the space where the **circle** should be added.
   NOTE: Use the corner square and drag to resize the circle.

Underline or Strikethrough

1. To add a line either under text, or over it, click the **line** button.

2. Click in the space where the line should be added.
   NOTE: Use the side handle to drag and resize the line.

Directions: Circle an adjective in each sentence. Then, underline the noun it is describing.

1. The old doctor leaves at 5:00 pm.
2. The purple balloon blew quickly through the air.
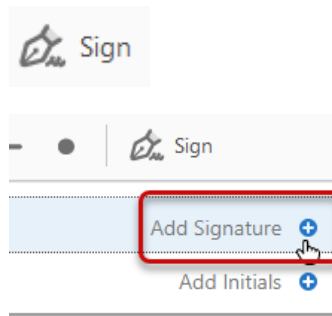3. Julia is the tallest girl in our class.

Add a Dot/Bullet

1. To add a bullet or dot to the page, click the **dot** button
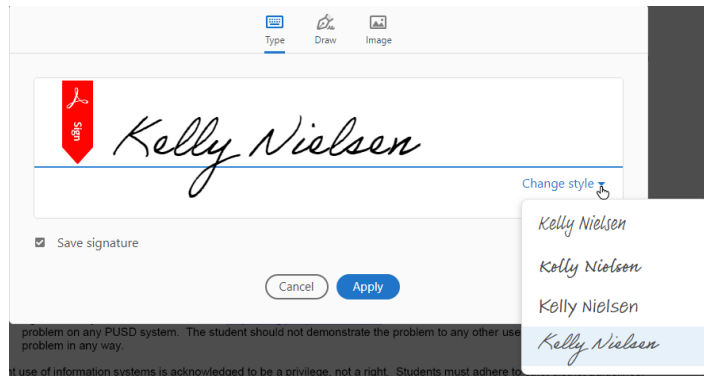
2. Click in the space where the dot should be added.
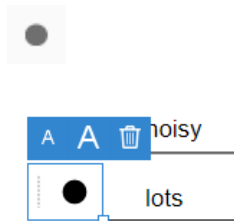
Sign - Signature

1. To add a signature to a document, click the **Sign** button.
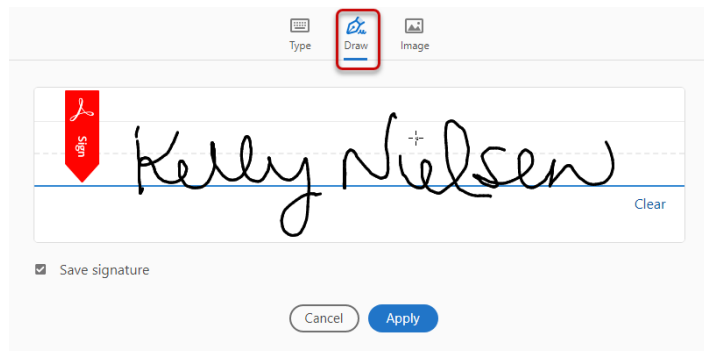
2. Select **Add Signature**.

Signature- Type

1. Use the keyboard to **type the signature**.
2. Click the drop-down next to **Change style** and select the preferred style.
3. Click **Apply**.

Signature – Draw

Note: Users can use a touchscreen for the Draw feature or can use their mouse for signatures.

1. Click the **Draw** tab at the top of the screen.
2. Touch the screen to **draw the signature**. *Without a touchscreen, hold the left mouse button down and draw with the mouse.*
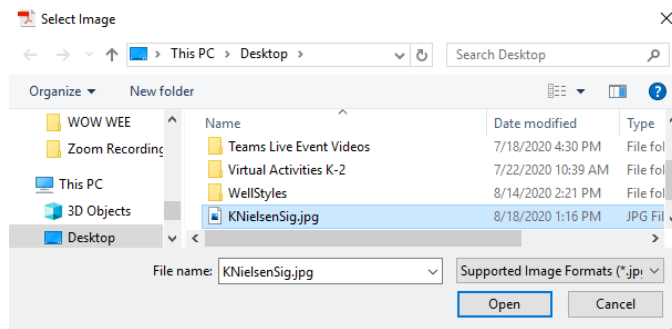
3. Click **Apply**.

Signature – Image

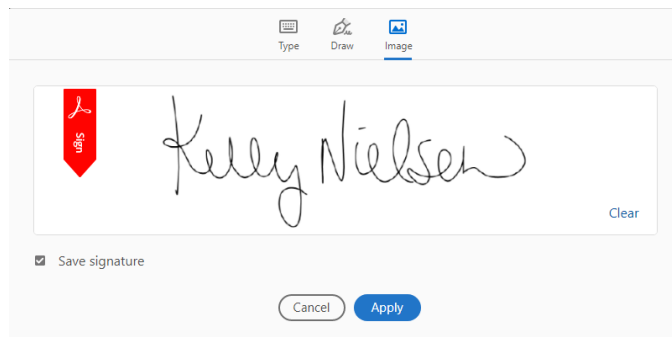Note: Have the signture image saved to a place on the computer.

1. Click the **Image** tab at the top of the screen.
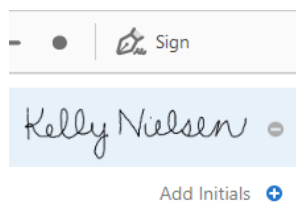
2. Click **Select Image**.
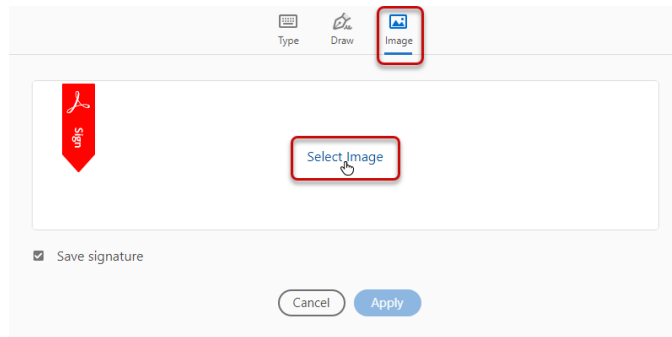
3. Navigate to find the image and select it.

4. Click **Open**.
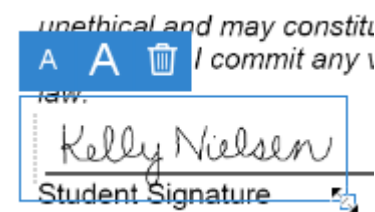
5. Click **Apply**.

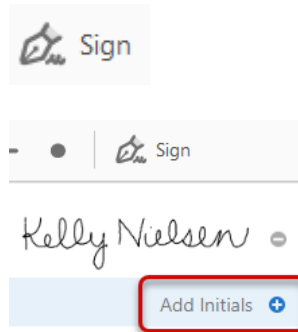   Note: The signature will be added to the Sign drop-down list for use later.

6. Click to add the signature to the preferred place in the document.

   Note: Use the corner square or the small A/large A to resize the signature.
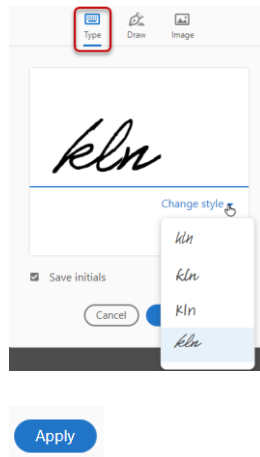
Sign - Initials

1. To add initials to a document, click the **Sign** button.

2. Select **Add Initials**.

Initials - Type

1. Use the keyboard to **type the signature**.
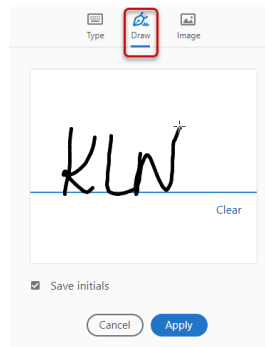2. Click the drop-down next to **Change style** and select the preferred style.

3. Click **Apply**.

Initials – Draw

Note: Users can use a touchscreen for the Draw feature or can use their mouse for initals.
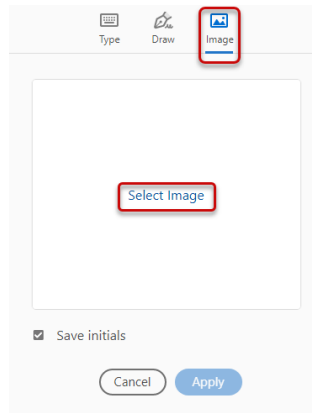
1. Click the **Draw** tab at the top of the screen.

4. Touch the screen to **draw the signature**. *Without a touchscreen, hold the left mouse button down and draw with the mouse.*
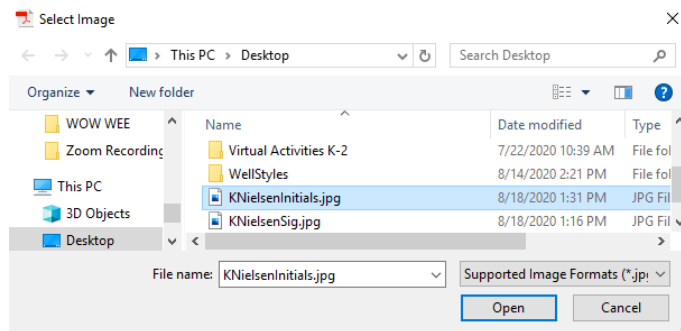2. Click **Apply**.

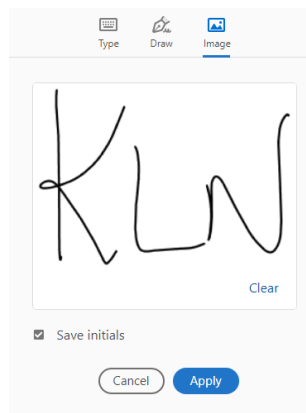Note: Have the initials image saved to a place on the computer.

1. Click the **Image** tab at the top of the screen.

2. Click **Select Image**.
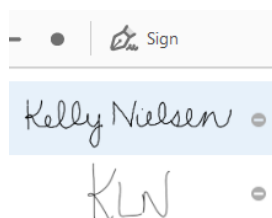
3. Navigate to find the image and select it.
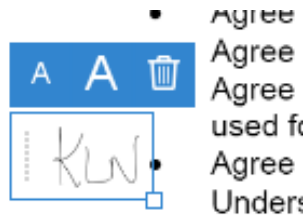
4. Click **Open**.

5. Click **Apply**.

Note: The initials will be added to the Sign drop-down list for use later.

6. Click to add the initials to the preferred place in the document.

   Note: Use the corner square or the small A/large A to resize the initials.

Save the Changes

1. Click the **Save** icon to save the changes.

2. Upload to the preferred location.