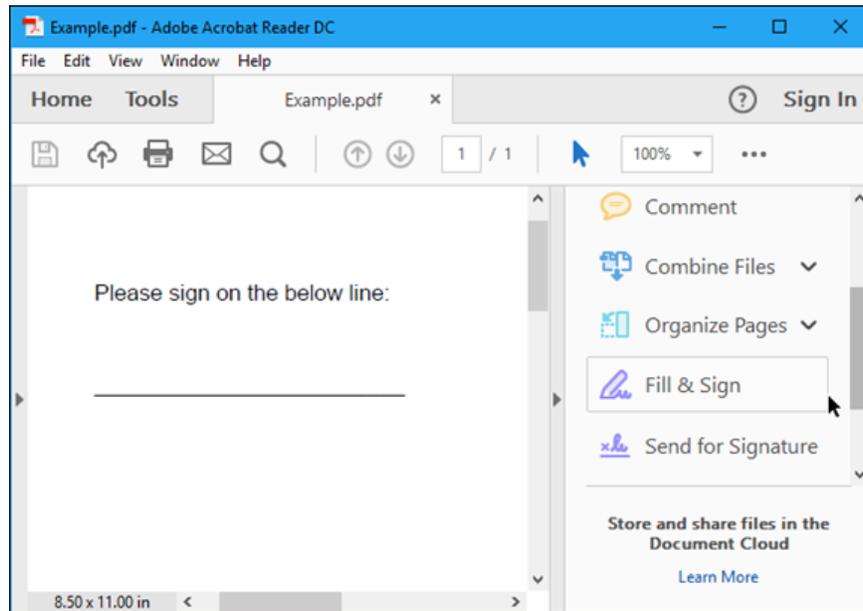


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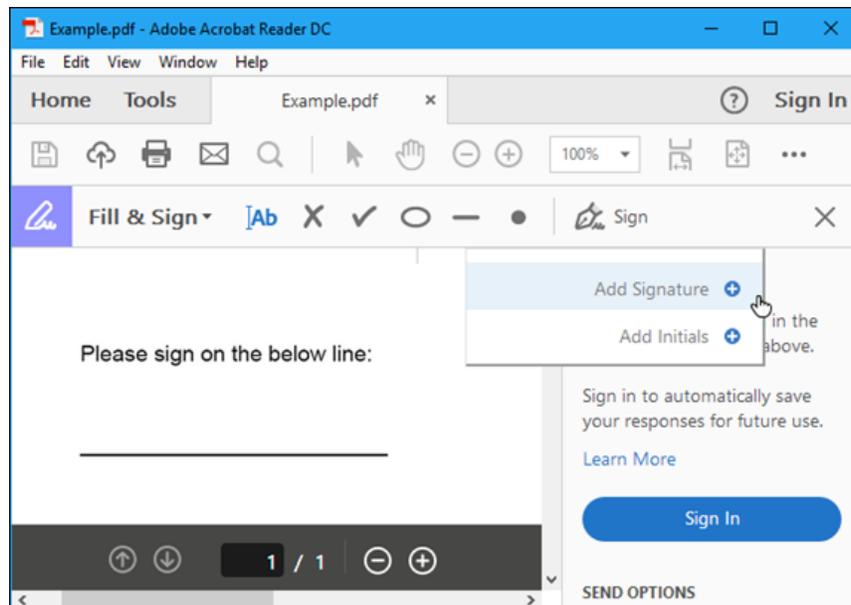
Instructions for creating digital signatures to be used on PDFs. for PDF files

Windows - Devices:

- 1) In Adobe Reader Click the “Fill & Sign” button in the right pane.

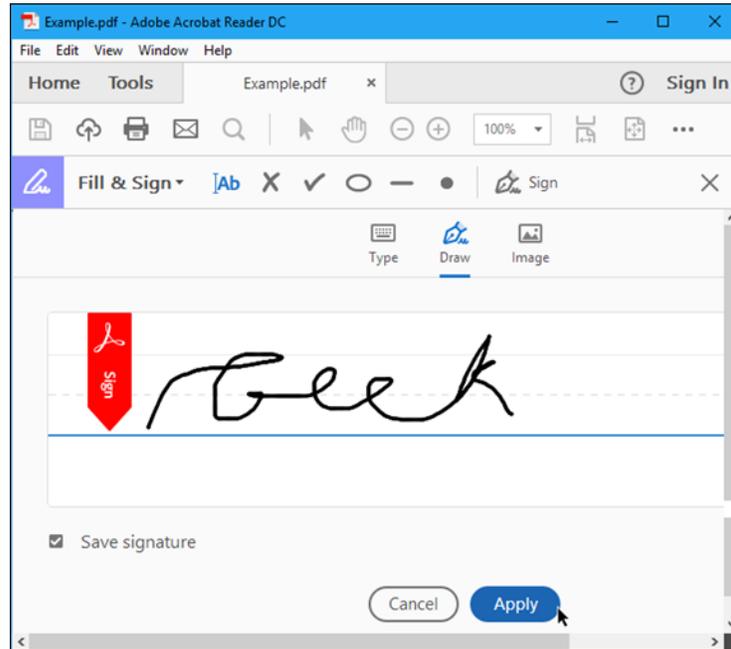


- 2) At the top click the “Sign” button on the toolbar and select “Add Signature” to add your signature to Adobe Acrobat Reader DC.

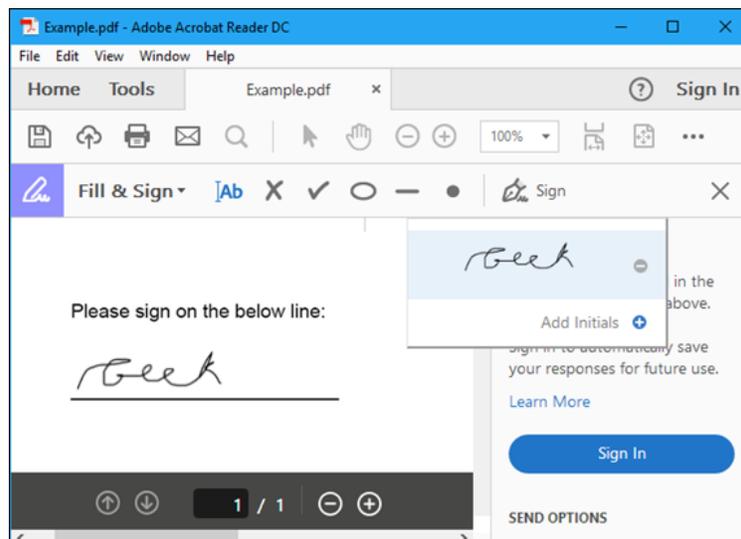


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- 3) You'll probably want to select "Draw" and then draw your signature using your mouse. You can also select "Image" if you'd like to sign a piece of paper, scan it with a scanner, and then add your written signature to Adobe Reader. (Yes, this requires scanning, but you only have to do this once, after which you can use that signature on any documents you electronically sign in the future.)
- 4) After creating a signature, click "Apply" to apply it to the document. Leave "Save Signature" checked and you can quickly add this signature in the future.



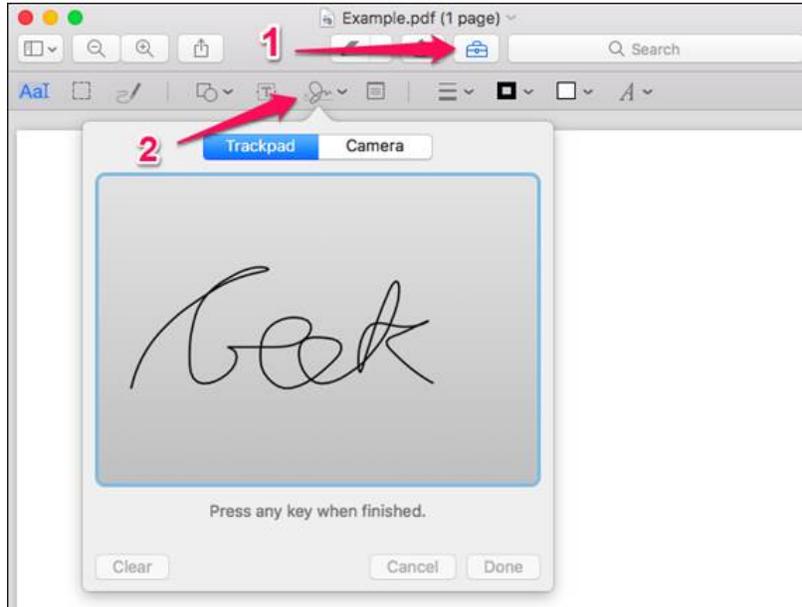
- 5) Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you'll find it easily accessible in the "Sign" menu in the future.
- 6) Save your signed PDF, click Next at the top, you will be prompted to save. Select file location.



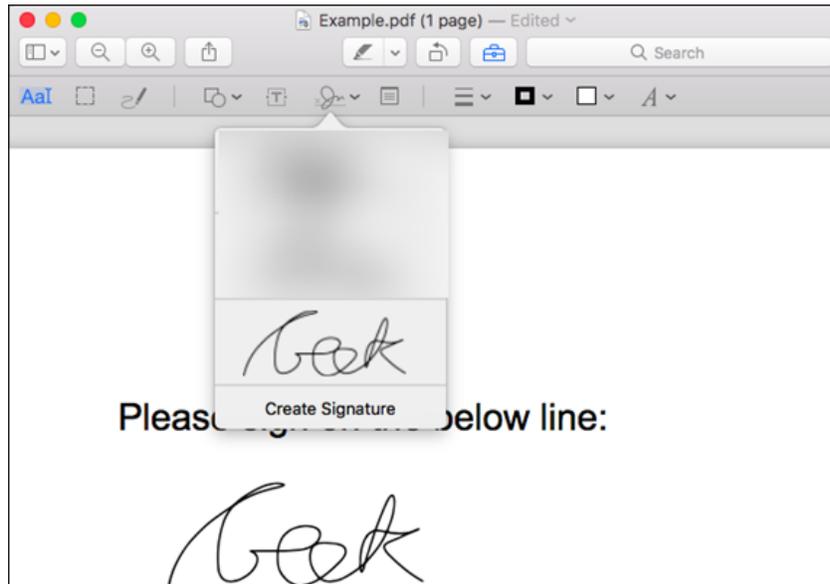
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Apple - Devices:

- 1) To sign a document, open a PDF document in Preview (this should be the default app that opens when you double-click on a PDF file, unless you've changed it). Click the toolbox-shaped "Show Markup Toolbar" button, and then click the "Sign" button on the toolbar that appears.



- 2) You'll be prompted to create a signature by drawing on with your finger on the trackpad, capture your signature once and Preview will remember it for the future.
- 3) Once you've captured a signature, you can select it in the menu that appears after you click the "Sign" button. Your signature is applied as an image that can be dragged around and resized to fit the document.



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- 4) When you're done, click File > Save to save the PDF, applying your signature to the file. You can also click File > Duplicate instead to create a copy of the PDF and save your changes into a new copy of the file without modifying the original.
- 5) If you don't like Preview for whatever reason, you can also use [Adobe Reader DC](#) on a Mac. It'll work just like signing a document on Windows, so see the instructions in the Windows section for information on that.