



TAFE NSW Library Services

Insert a digital signature into a PDF document (using a smart device and insert image method).

Insert a digital signature into a PDF document
September 2023

Getting started: what do you need?

- A smart device to take a photo of your signature. You could also scan your signature.
- Access to a device or computer that has Adobe Acrobat Reader installed (All TAFE NSW computers have Adobe Acrobat Reader installed)

Create an image of your signature

1. Write your signature on a blank, white piece of paper, and take a clear picture of it.



2. Crop the image so that only the signature and a small amount of space is showing around it.



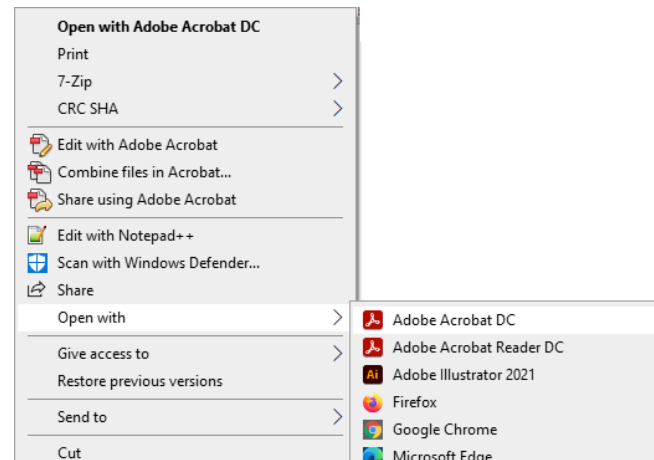
Copy the image to your computer

Note: Skip steps 3 - 5 if you are signing the document via the device you took the photo with

3. Send the image to your computer. You can attach it to an email addressed to yourself, or upload it to the cloud, e.g., OneDrive.
4. Download the image and save it to a folder on your computer.
5. If you took a scan of the image instead of a photo, crop it here and save to your device or upload it to the cloud, e.g., OneDrive.
(If you need to crop the image of your signature, use the snipping tool from the Windows menu. Save the cropped image to the PC).

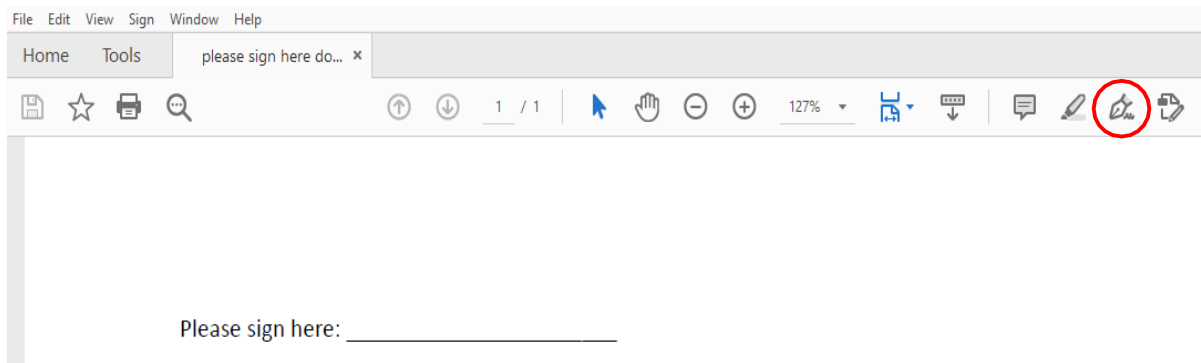
Open the document you want to sign

6. Find the PDF file that you would like to insert a signature onto in the computer folders and right click the name
7. Select Open with
 - Adobe Acrobat DC (if option is available) or
 - Adobe Acrobat Reader

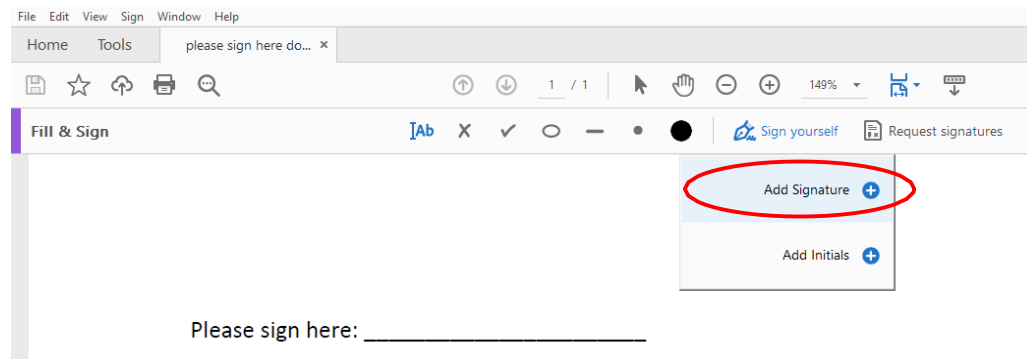


Insert your signature

8. Click on the pen option on the PDF

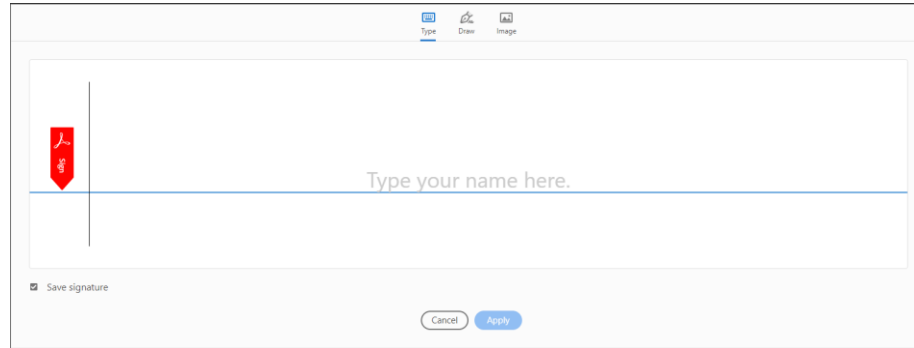


9. Then click on **Add Signature**

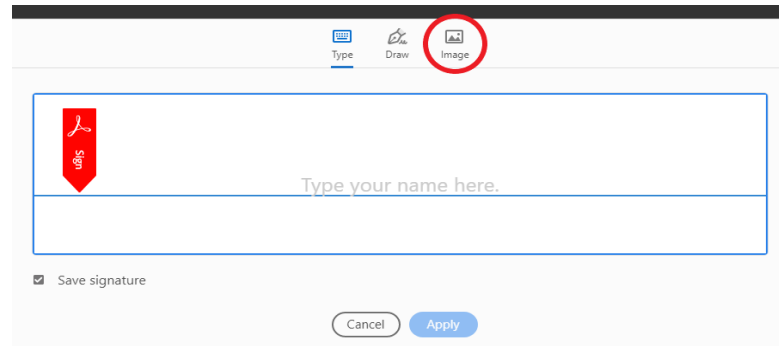


Insert your signature

10. A signature box appears



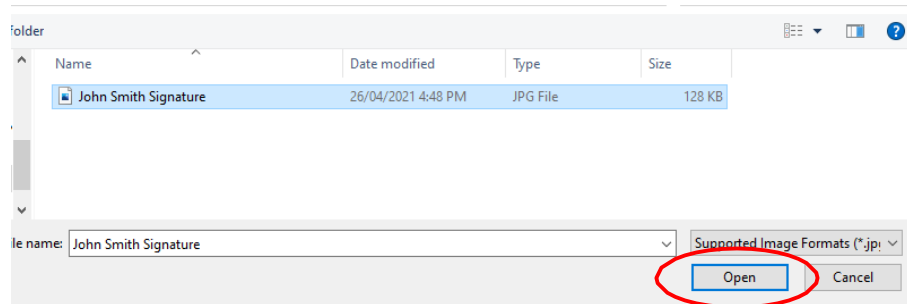
11. If you have the signature saved on your computer you will need to select the image icon



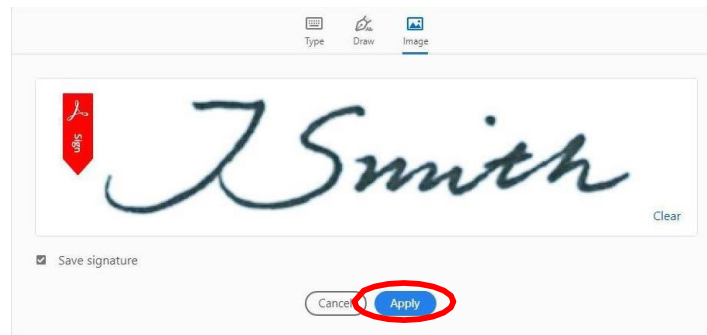
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Locate your signature image

12. The file directory on your computer will open. Locate and **Open** the signature image file you saved previously.

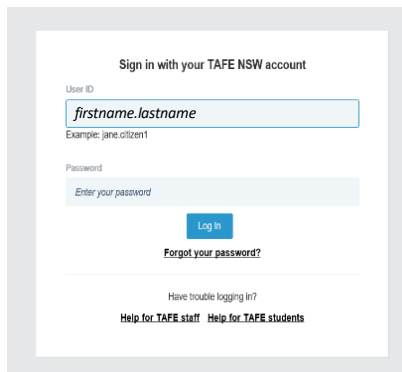


13. Then click on **Apply**



Sign into Adobe Acrobat

14. If you are using a TAFE NSW computer you will need to sign in to Adobe Acrobat with your TAFE NSW username and password
15. Enter your TAFE email address
firstname.lastname@studytafensw.edu.au
16. Then enter your username
firstname.lastname and password



Sign in with your TAFE NSW account

User ID

firstname.lastname

Example: jane.citizen1

Password

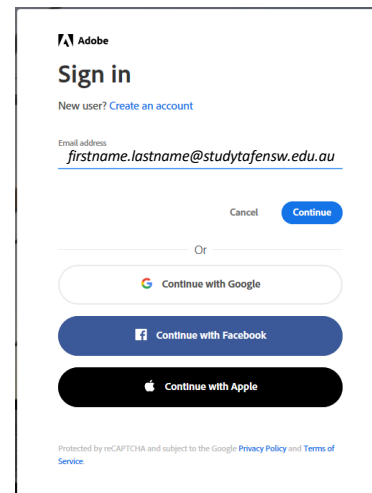
Enter your password

Log in

[Forgot your password?](#)

Have trouble logging in?

[Help for TAFE staff](#) [Help for TAFE students](#)



Adobe

Sign in


New user? [Create an account](#)


Email address


firstname.lastname@studytafensw.edu.au

Cancel Continue

Or

 Continue with Google

 Continue with Facebook

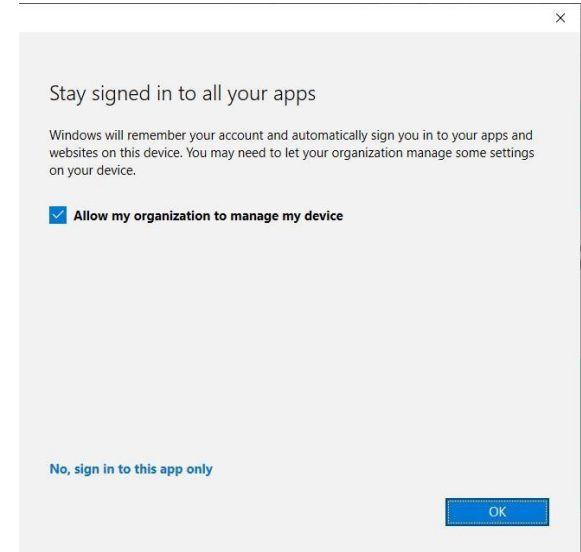
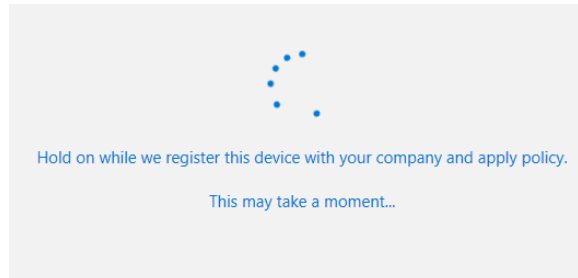
 Continue with Apple

Protected by reCAPTCHA and subject to the Google [Privacy Policy](#) and [Terms of Service](#)

If asked...

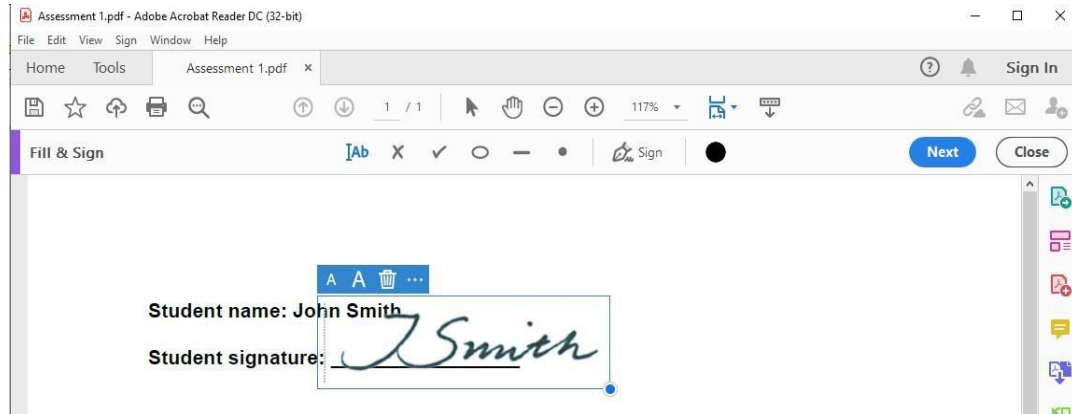
17. Tick the box to **Allow my organisation to manage my device**
18. Click **OK**

You may have to wait a minute for the device you are using to be registered



Place the signature

19. Position the cursor where you would like the signature to go, and click to insert signature

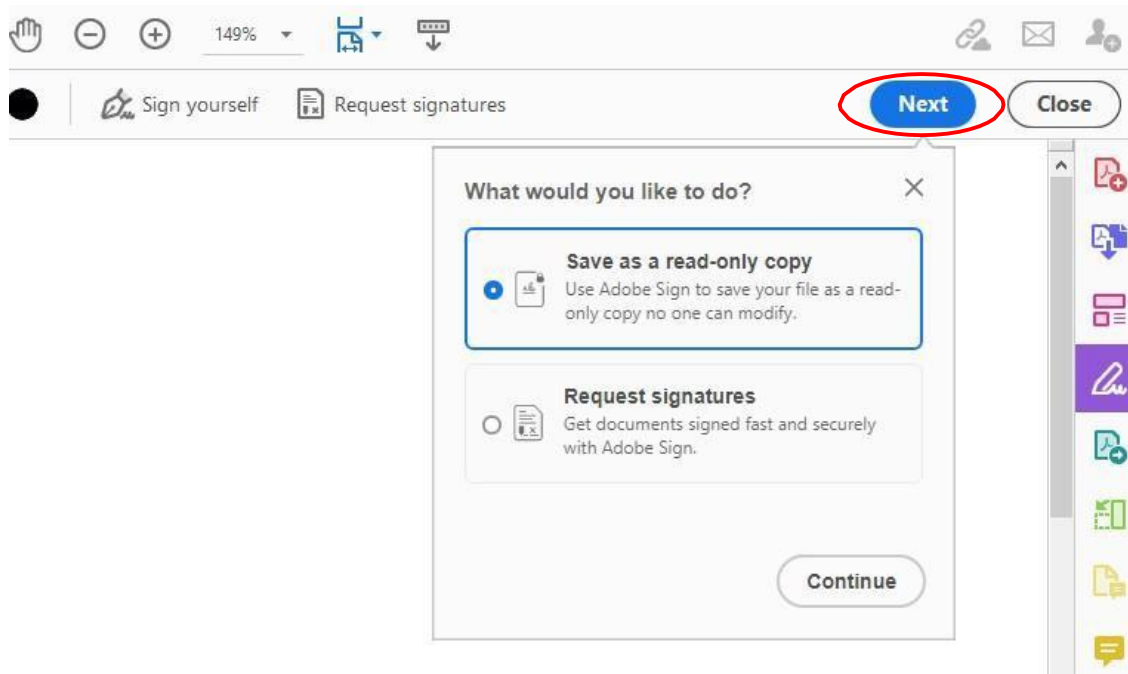


20. Drag the blue circle to resize your signature, if you need to.



Save your file so your signature is secure

21. Click on **Next**



22. Select **Save as a read-only copy**.

23. Click **Continue** to save the document.

To find out more

contact your local
TAFE NSW Library

Thank you