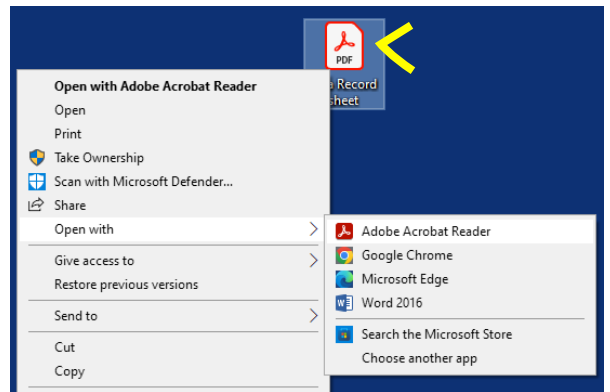
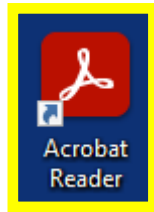


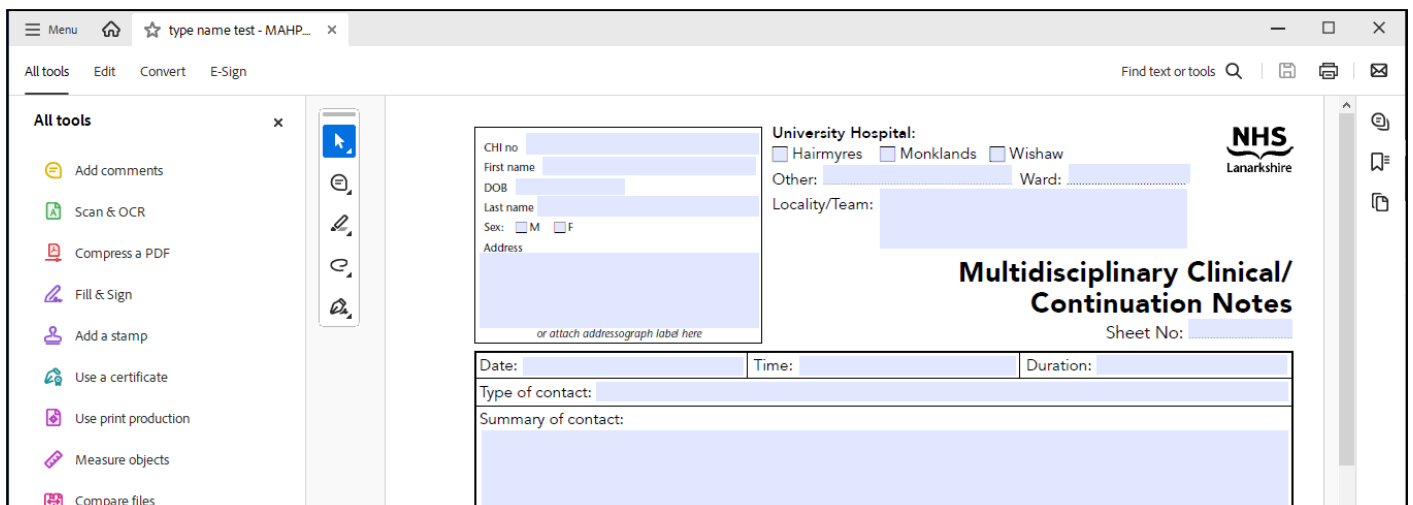
Guide to signing a interactive PDF in Acrobat Reader to lock further changes

On the PC make sure Acrobat is set to default for opening PDF. You will only need to do this if you do not see the Acrobat symbol on PDF files (white file with red outline and red logo in the middle). You can also check by right clicking on the file you wish to open, if at the top it says "open in Adobe Acrobat reader" and the icon matches the image on this page its already the default.

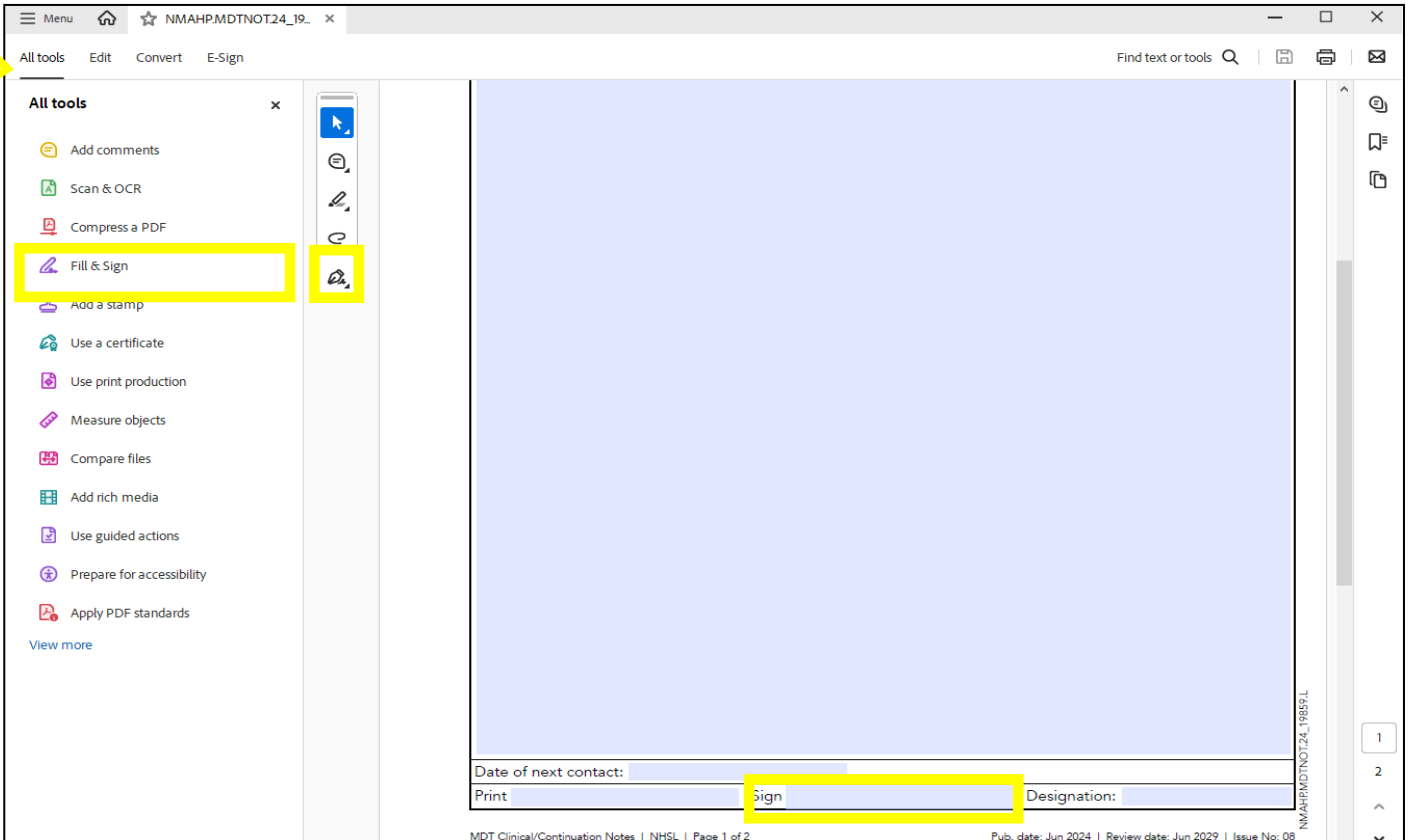


If not when you right click and scroll down to "open with" > select and choose "Adobe Acrobat Reader" it should then ask if you want to make this the default for opening PDFs.

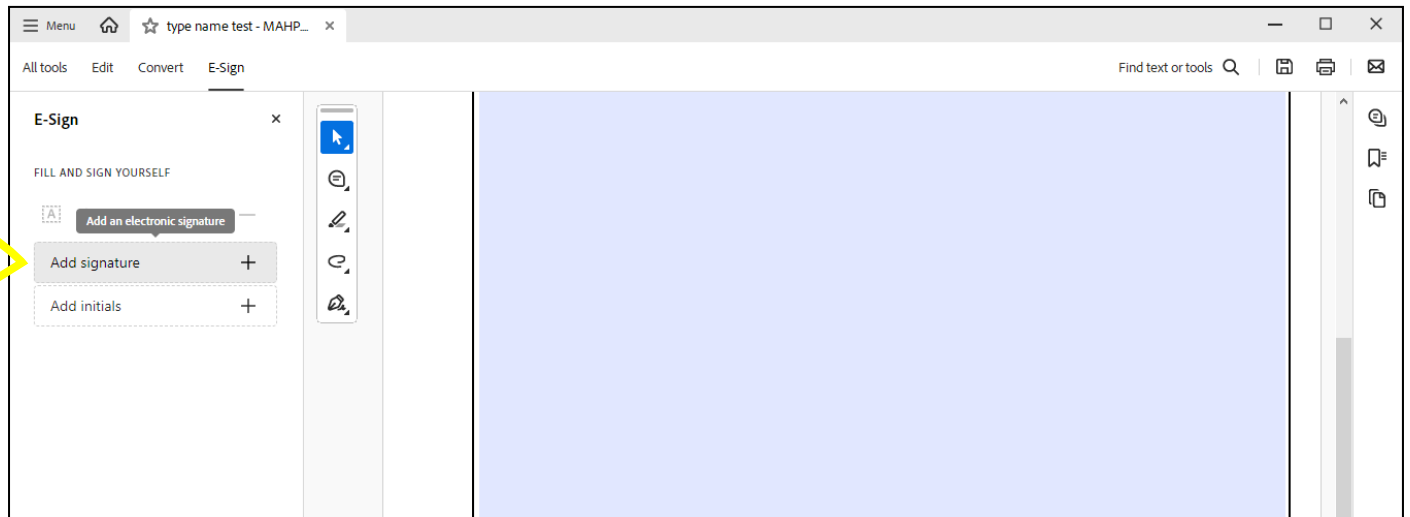
1 - Open PDF using Adobe Acrobat, any boxes that can be filled in will be blue, click and type in to fill out form, you can save any point and come back in to edit.



2 - When all information had been added and you are happy to lock the PDF for further editing. Go to (all tools tab) "Fill and Sign" left hand options. Click "Fill and Sign".



3 - "Fill and Sign" if you do not have a signature here then click "Add signature" (after you have added your signature it will appear in the list to use next time). NB - the fountain pen icon will also allow you to add as signature.



4 - When creating a new signature you get a choice of Typing in text (**Type**), draw an electronic signature (**Draw**) and image upload picture (**Image**) (which would let you upload an image of your signature). When you are happy with your signature, tick the "Save signature box" (on the left) then click "Apply". In this example I have chosen "Draw" and scribbled my signature in.

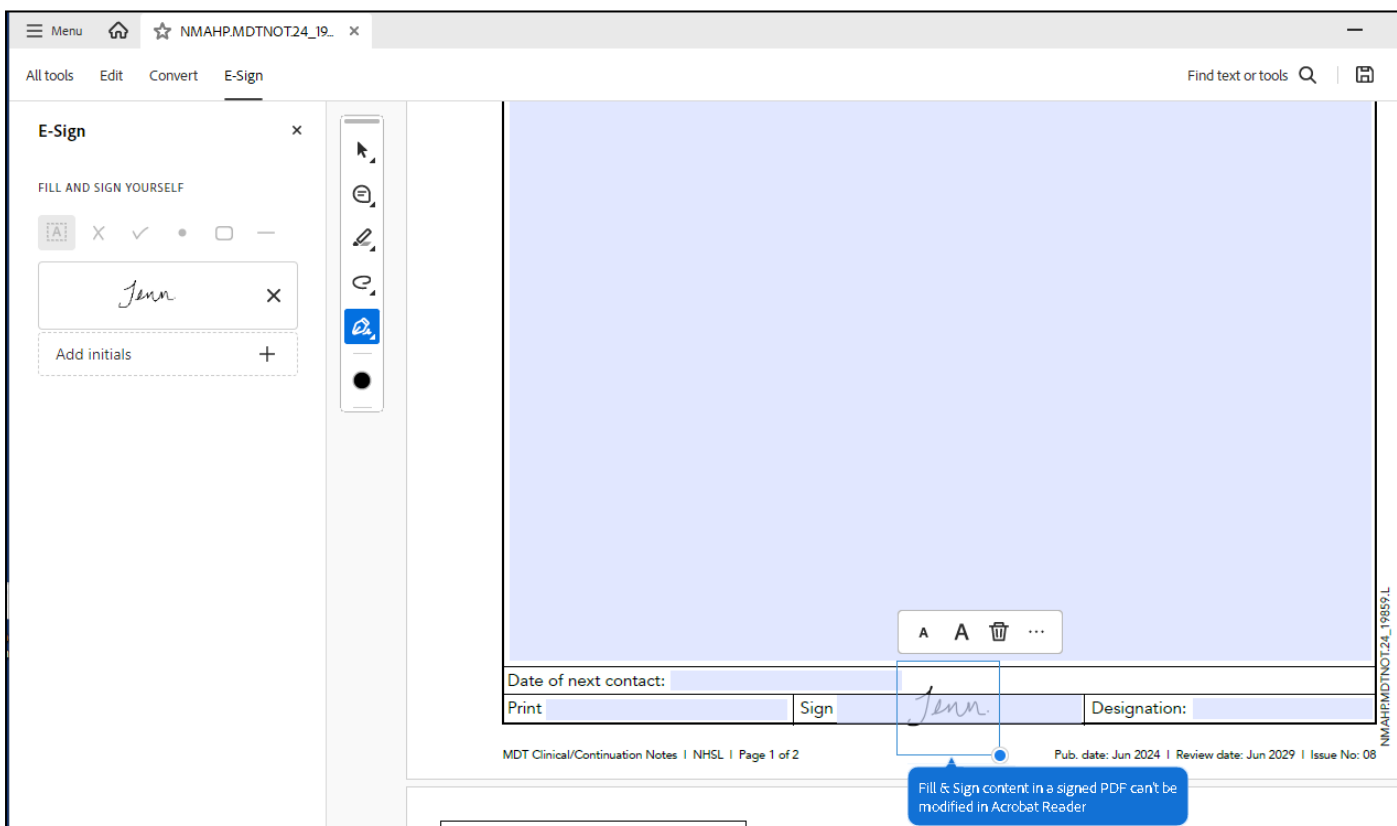


a. **Type** - option to type a signature in.

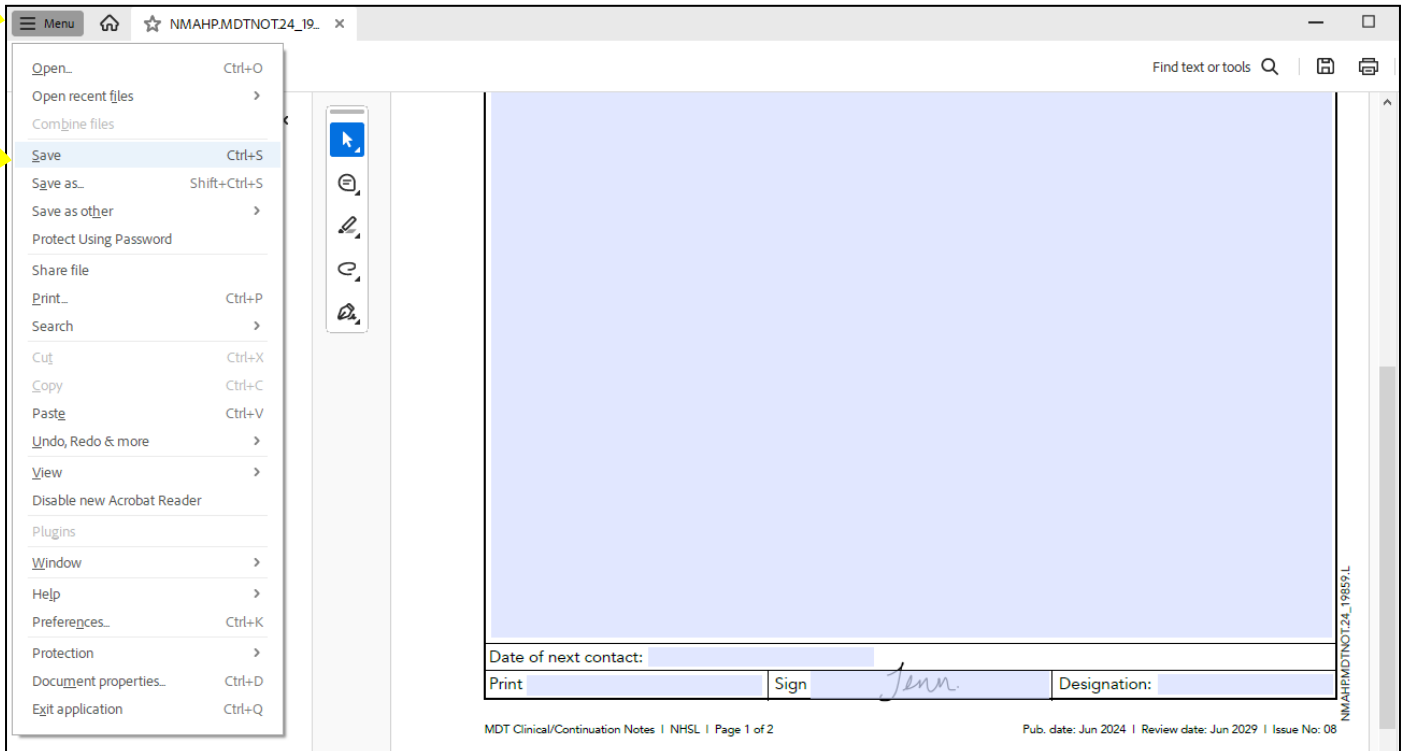
b. **Draw** - you can squiggle your signature using the cursor, which is what has been done in this example.

c. **Image** - option to upload a picture of your signature. Supports jpeg, jpg, png, tiff, tif & bmp.

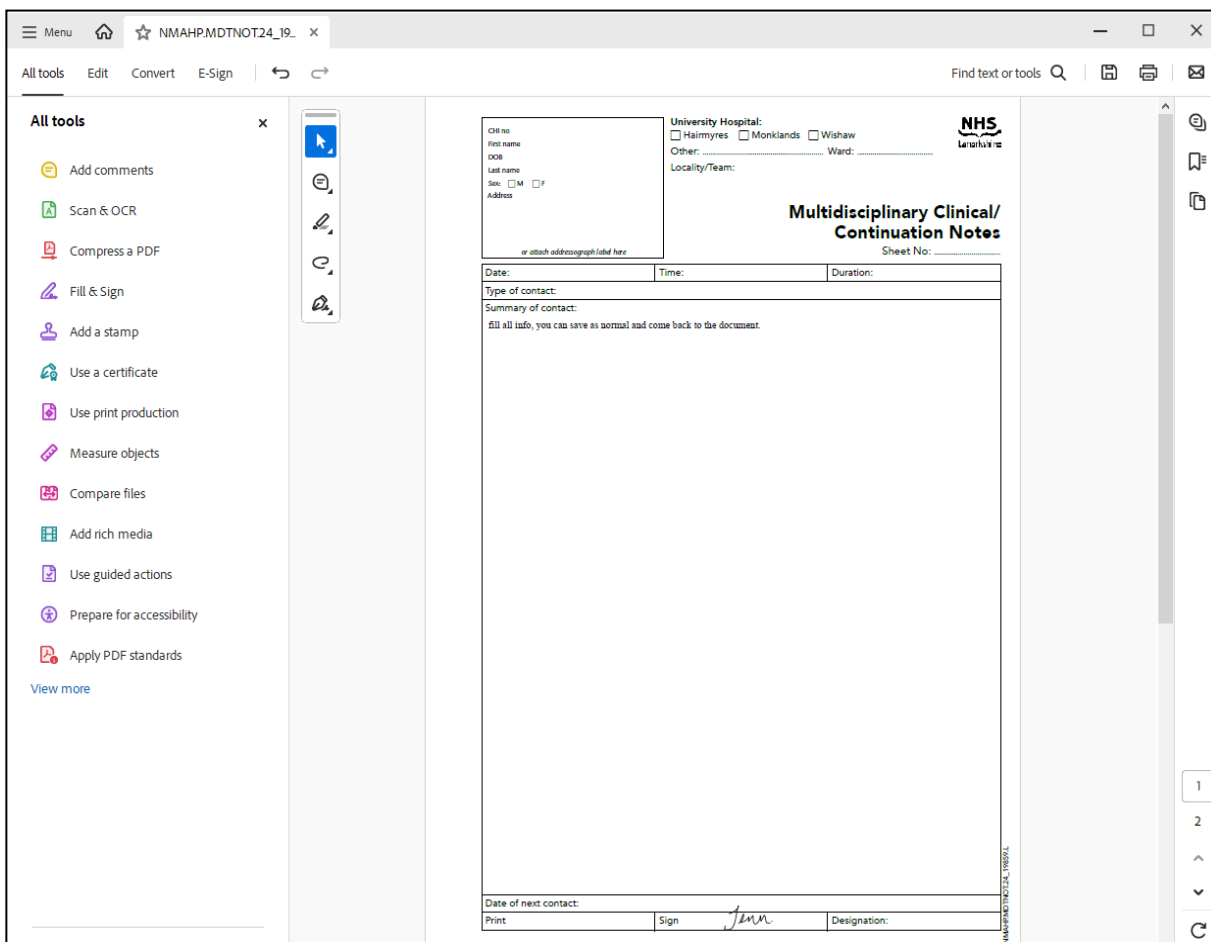
5 - Once signature has been created, select signature and the cursor will load your signature (you will see that instead of your mouse/arrow). Place signature on document. In this example I have placed the signature on "Print" box at the bottom of the page.



6 - After signature is placed you will need to save the document (Menu top left). Once saved, the document will no longer be interactive, therefore no more text can be added. Make sure everything is 100% complete before doing this. *If it is not complete then remove signature so that further changes can be made.* Once saved close and re open.



7 - Re open file that was just signed and saved with signature. The document should now all be white and no further editing can be done. The PDF is signed and locked.



NB - You only need to do the "Fill and Sign" once then if you saved your signature it will appear here for next time to quickly sign your document. The exception would be if you need to sign on behalf of someone else you would need to remove the signature added and re add the other persons signature. This is because it only allows one signature to be in at a time.

