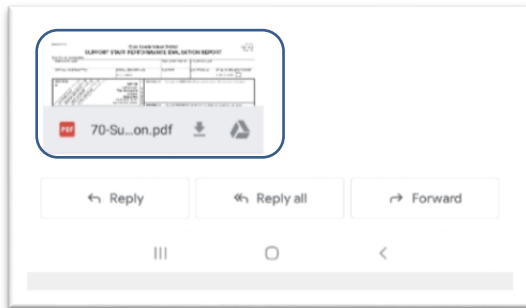
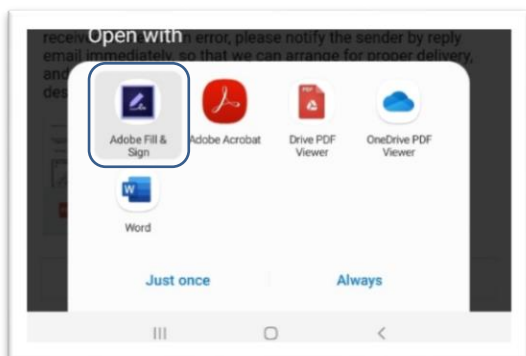


Description:	Tablet – Signing PDFs
Applies to:	Tablets
Revision:	2020.08.05 – V1.0

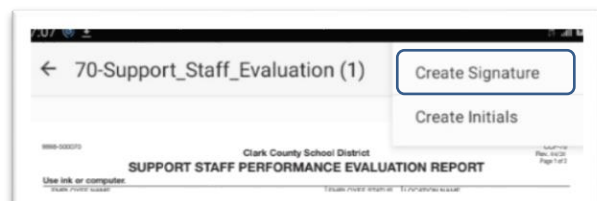
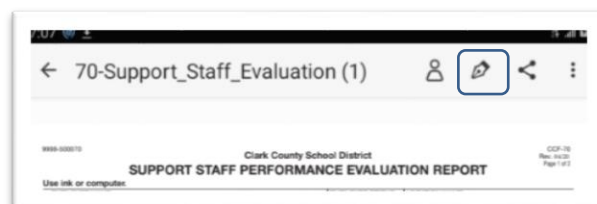
1. **Locate Document in GMAIL**
  - a. **Select download or Select Document**



2. **Open With**
  - a. **Adobe Fill & Sign “Just Once”**
    - i. **Using “Just Once” will allow you to choose a different program next time when using PDF’s**



3. **Document will open**
  - a. **Select the “Pencil Tool” at the top of the document**
  - b. **Select “Create Signature”**



#### 4. Draw Signature

- a. Select "Done" when finished



#### 5. After Step 4

- a. The signature will appear on the screen, in the color "blue"
- b. The "blue" color signifies the "signature" can be moved or edited
- c. The "blue" arrow will allow for size adjustments
- d. In this mode you can drag the signature to its desired place and resize it.
- e. Clicking off of the signature will the signature black and "finalize" it.



#### 6. After placing signature in desired location

- a. Date the document by selecting the area where you would like text.
- b. A Keyboard will appear allowing you to create the date manually.



7. Once the date has been finalized you can now “Share” the document

