



How to Sign a PDF

Fill-out and sign the **IBP Lawyer's Registration Form using Adobe Acrobat Reader.**

You may download the program at <https://get.adobe.com/reader> for free. Adobe Acrobat Reader is also made available for mobile use (available in iOS and Android version). You may download the said mobile app at Apple App Store or Google Play Store.

Adobe Acrobat Reader lets you sign PDFs and incorporate that signature into the file. If you are viewing a PDF on the web, **download the PDF first before you sign it.** To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature.

Step 1

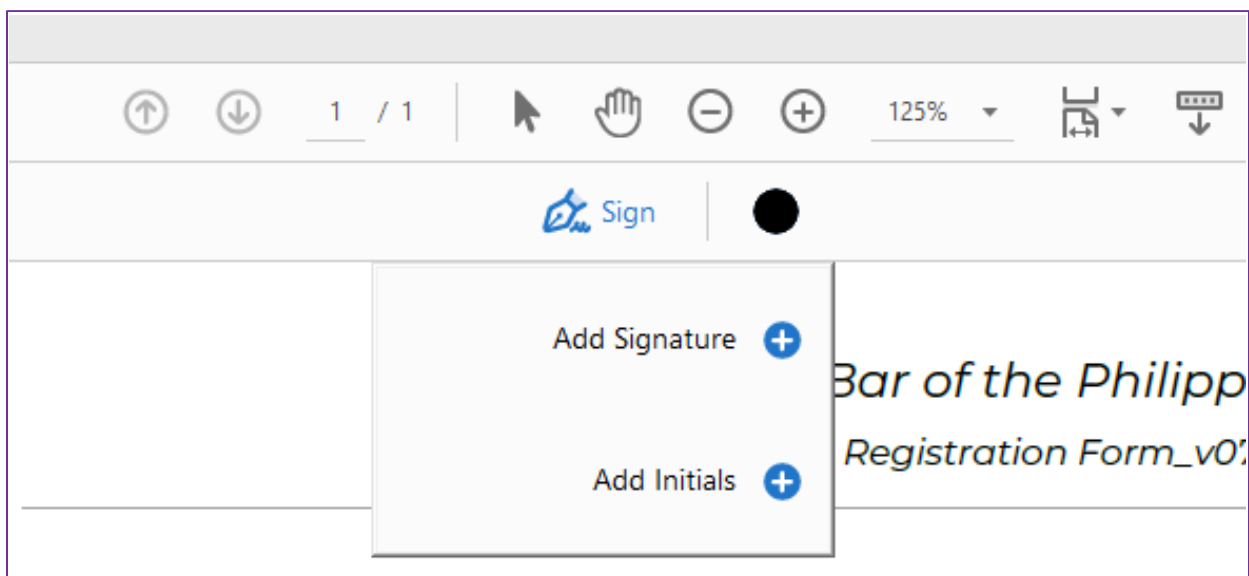
Open the IBP Lawyer's Registration form that you're going to fill out and sign.

Click the Sign icon  in the toolbar



Step 2

The Fill & Sign tool is displayed. Choose whether you want to add your signature or just initials.

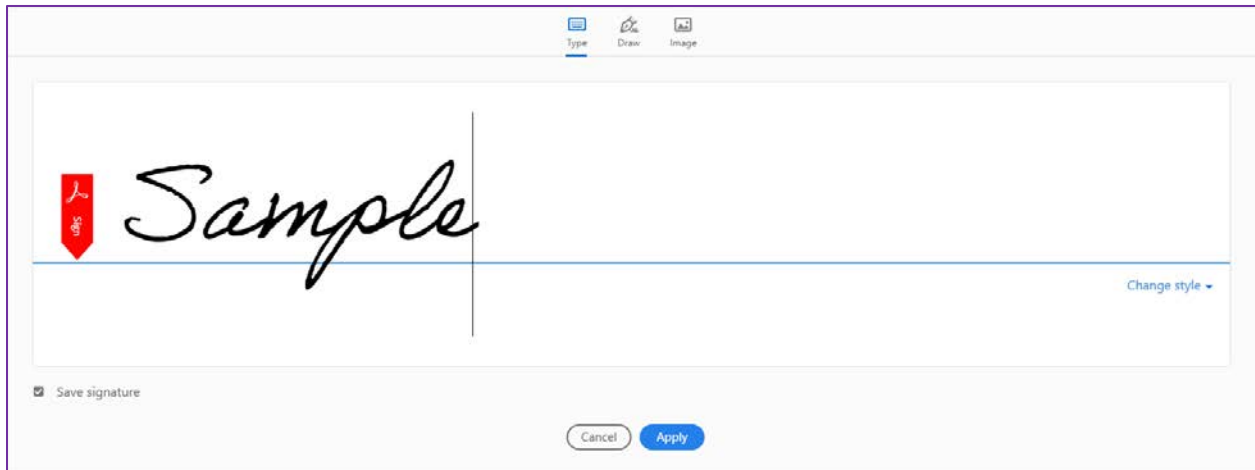


If you have already added signatures or initials, they are displayed as options to choose from.



If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Step 3

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

When you save a form with a signature or initials you will no longer be able to edit the existing form fields.

YEAR GRADUATED	YEAR ADMITTED TO BAR
I hereby certify under penalty of perjury that the foregoing information are true and correct.	
Sample SAMPLE NAME	
Date	
Reset Form	Save



Important Note:

If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.