

Volunteer Electronic Signature Not Working


Created by: Dcn. Marques Silva

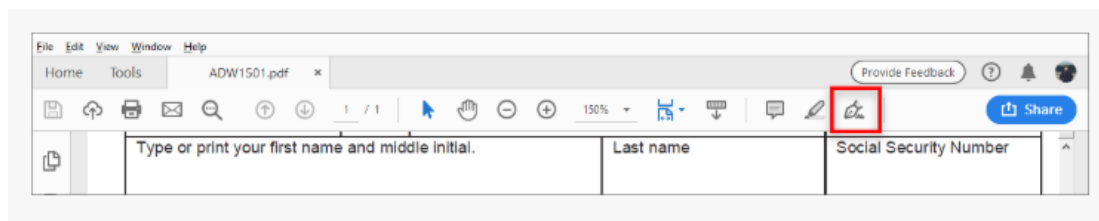
Modified on: Tue, 19 May, 2020 at 11:55 PM

Challenge: A number of volunteers have shared that when they go to sign the Volunteer Policy Update Acknowledgement, the signature box has been stripped from the document. This could happen for a number of reasons related to antivirus software, firewall settings, and/or email settings.

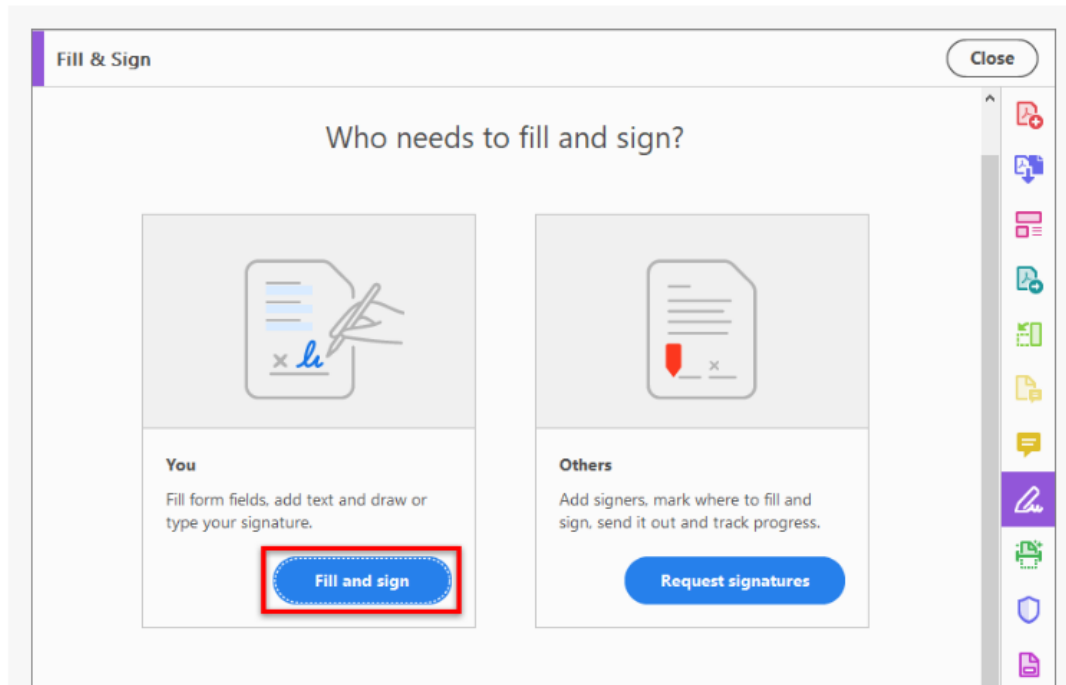
The following is a new solution that volunteers may use to still electronically sign the document provided to us by the IT Department. If you would like to watch a video demonstration, we have provided that as well: <https://www.youtube.com/watch?v=v9fAlMeQ2sM> (<https://www.youtube.com/watch?v=v9fAlMeQ2sM>)

Using Adobe Reader to Sign a PDF Document

- 1 Open the PDF document or form that you want to sign.
- 2 Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.



- 3 The Fill & Sign tool is displayed. Click **Fill and Sign**.

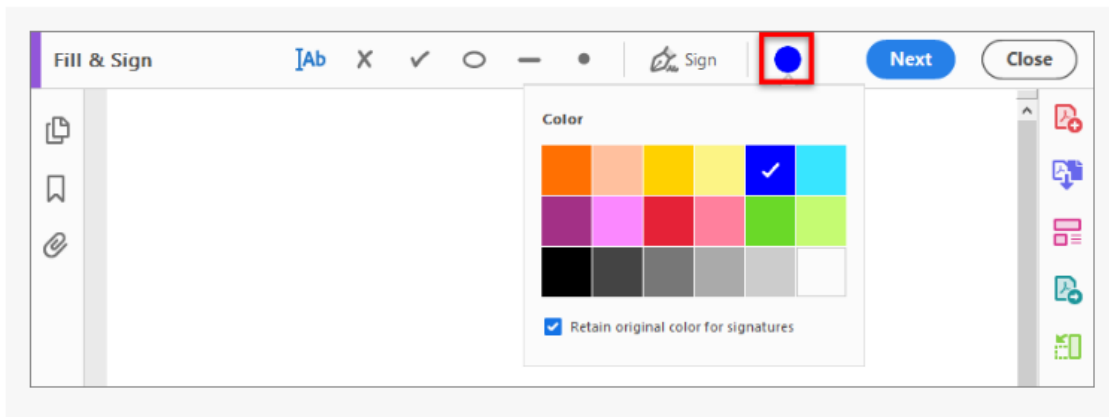


- 4 The form fields are detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box, the cursor will be placed at the right position automatically. Type your text to fill the field.


Form X-5 Department of Human Resource		Employee xxxxx Certificate Some descriptions of this form. Some descriptions of this form. Some descriptions of this form.		2018	
Type or print your first name and middle initial. <div></div>			Last name		Social Security Number
Home address (number and street or rural route)			Single <input type="checkbox"/> Married <input type="checkbox"/> Please see the comments somewhere.		

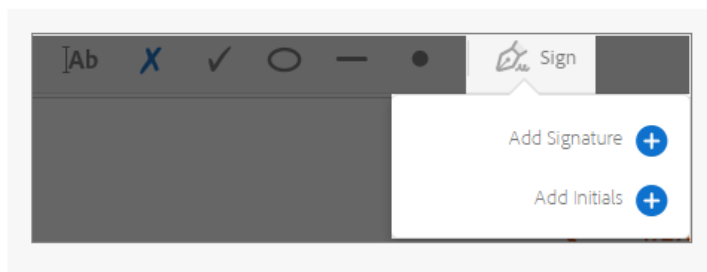
Hover the mouse to display the detected text field

You can choose your desired color to fill the PDF form. Click the color button in the Fill & Sign menu and choose your desired color.



By default, the signature color is black. To retain the default color of the signature, make sure the **Retain Original Color For Signature** option is unchecked.

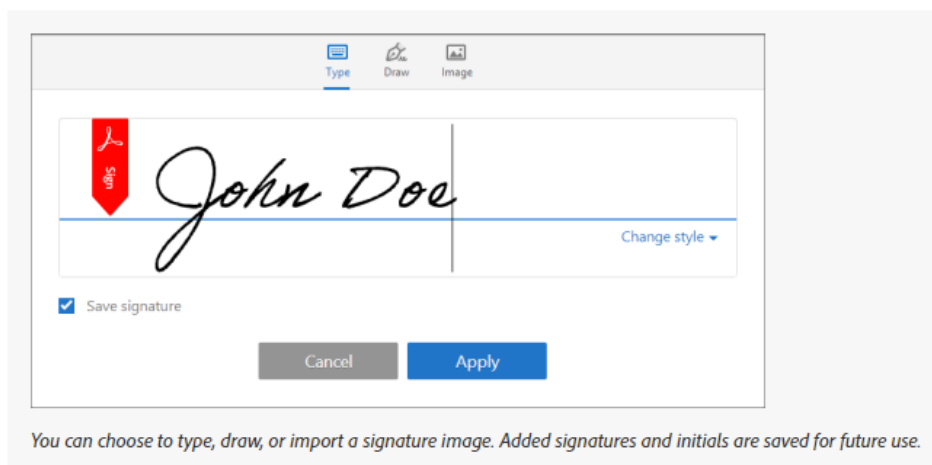
- 5 Click the **Sign** icon  in the toolbar, and then choose whether you want to add your signature or just initials.



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

- 6 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.



- **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.

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

- 7 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.

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.

D Dcn. is the author of this solution article.