

Creating and Digitally Signing an Adobe® PDF Document



Step 2: Save the document as an Adobe[®] PDF.

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New	Bill of Sale			
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Some Word versions require that you "Save as Type PDF".

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Step 3: Open the PDF and under the "Fill & Sign" option, select "Place Signature".



Step 4: Click on "Drag New Signature Rectangle".



Step 5: Draw the **"Signature Rectangle"** which will launch the digital signing function.





Step 6: Digitally sign the PDF document.



Step 7: Validate the signature.

2 Bill of Sale signed pdf - Adobe Acrobat					
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Signed and all signatures are valid.	Signature Panel	▼ Fill & Sign Tools			
Bill of Sale Image: Second s		 T Add Text ✓ Add Checkmark: ✓ Place Initials ✓ Place Signature > Send or Collect Signatures > Work with Certificates 			

Step 8: Add more signatures to the PDF by following the same process.

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