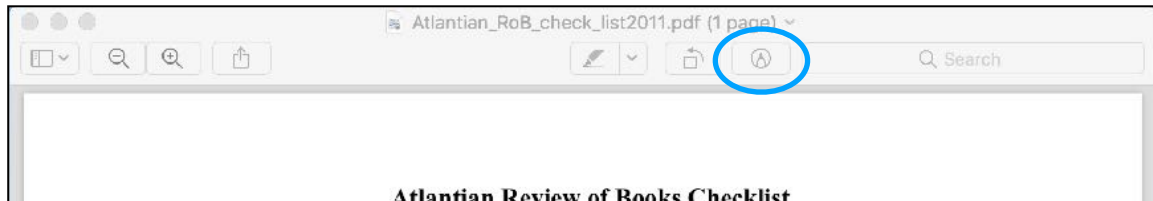


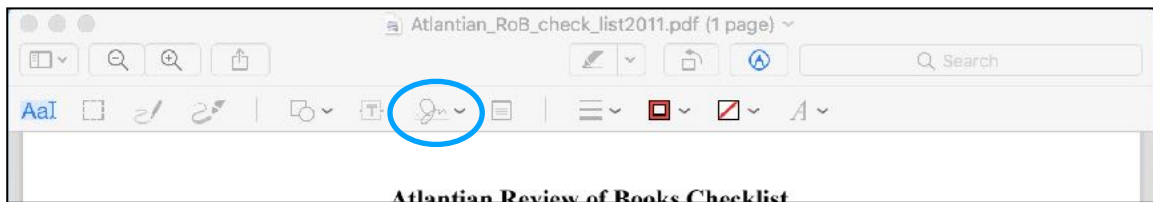
Signing a PDF on a Mac with Preview

To sign a PDF on a Mac using Preview, your Mac must be using OS X Lion or later. If you are not sure what operating system your Mac is running, simply follow this tutorial. If the screens look radically different, you will probably need to download Adobe Reader and use that to sign your documents.

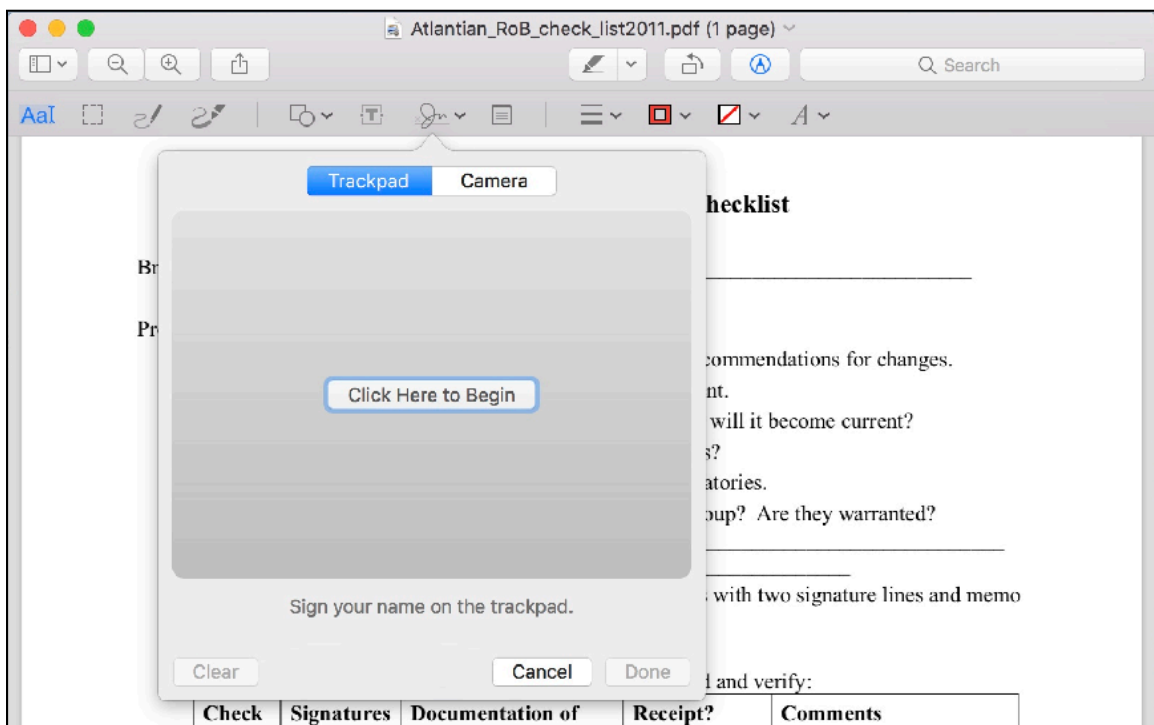
1. Open the PDF you wish to sign in Preview.
2. Open the signature panel as follows:
 - Click the markup icon at the top of the menu screen to bring up the markup menu.



- Click on the signature icon.

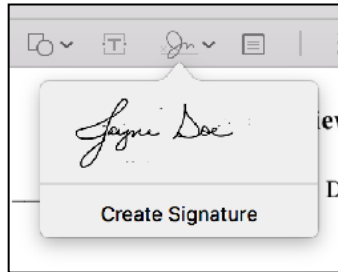


3. Now you can use the trackpad to add a signature. If you'd rather sign a piece of paper, click the 'Camera' button. Then, sign in the middle of a piece of white paper and hold the paper up to the camera, positioning your signature on the line that will appear on the screen. Although your signature will be backwards as you show it to the camera, Preview will automatically flip it for you.



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4. Once you have your signature stored, it will stay on your computer until you delete it. You can access your signature by clicking on the signature icon in preview again. It will open in a box similar to the one below.



To sign a document, open it in Preview and then click on the signature. It will pop into your document as an image, and you can move and resize it.

If you wish to delete the signature from Preview (if, for example, you're borrowing a computer to do this) simply hover over the signature as if you were going to sign with it. A small 'x' in a circle will appear to the right of the signature. Clicking that will remove the signature from Preview.