# Sign PDF Forms in Mac OS X v. 10.7

Introduction

Staff frequently have to sign paperwork received via email. This entails printing, signing, and scanning or FAXing. These steps will let you sign PDFs electronically instead.

Create Your Signature

1. Sign your name in pen, on white paper.
2. Open a PDF using the **Preview** application. (If it opens in Adobe Reader instead, simply click once on the file to highlight it. Go to **File**, **Open With**, then **Preview**.)
3. In the toolbar, click the gray pencil icon. This will make the **Annotations Toolbar** appear.
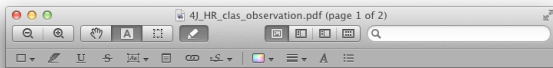
4. Click the **Signature** (**S**) button in the **Annotations Toolbar**.
5. In the menu that appears, select **Create Signature from Built-in iSight…**
6. You will be prompted to hold your signature in front of the camera. Align the bottom of your signature with the blue line.
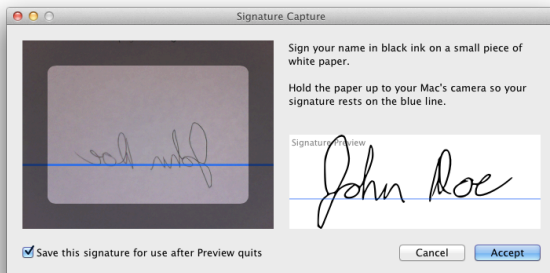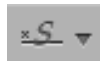
7. When you are satisfied with how your signature looks, click the **Accept** button.
8. Click where you want your signature to appear in the document.
9. Move and resize the signature as needed.

Use An Existing Signature

1. If you have a previous signature, open a PDF document you wish to sign.
2. In the toolbar, click the pencil icon to show the **Annotations Toolbar**.
3. Click and hold your mouse on the **Signature** (**S**) button in the **Annotations Toolbar**.
4. In the menu that appears, select the desired signature, if there is more than one.
5. Click where you want your signature to appear in the document.
6. Move and resize the signature as needed.

Delete an Existing Signature

1. Open a PDF document in **Preview**.
2. Click the pencil icon to show the **Annotations Toolbar**.
3. Click and hold your mouse on the **Signature** button.
4. Click **Manage Signatures…**
5. Highlight the signature and click the minus (-) button.