Libraries Change Lives

Living &

Learning Libraries

**GREATER DANDENONG** 



## **Apple Devices - Electronically Signing a PDF**

Using the **Mark-up** tool and the **Microsoft Outlook** app, you will be able to electronically sign and send PDFs from your iPhone.



< TIT F Tap on a PDF you wish to sign 1. from any email in Outlook. **Unsigned Permit** Note to self 11:10 am To You . . . **Unsigned Permit** PDF - 89 KB **Unsigned Permit** 2. Tap on the Share icon.  $\times$ PDF - 89 KB **Permitted Worker Permit** tant: This form can only be issued in accordance with Per rmitted Worker Permit Scheme Directions, it is invalid. red to carry permits before 11.59pm Wednesday 5 Augus 3. Choose Share File via... Save to Account Share File via... Cancel Springvale Library TTY: 133 677 1300 630 920 GREATER RELAY SERVICE Speak and listen: 1300 555 727 Online: relayservice.gov.au Springvale Community Hub. @greaterdandenonglibraries 5 Hillcrest Grove, Springvale CGDlibraries@cgd.vic.gov.au DANDENONG Dandenong Library fif Bunurong Country City of Opportunity TIS: 13 14 50 libraries.greaterdandenong.vic.gov.au 225 Lonsdale Street, Dandenong



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## imagine, explore, discover

4. A menu will pop up showing you different ways you can share your PDF. Choose **Mark-up**.

Note: if you <u>do not</u> see Mark-up as an option go into *Edit Actions* to add it.



5. A selection of editing tools will appear at the bottom of the screen. Tap on the + icon.







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![](_page_2_Picture_2.jpeg)

If this is your first time doing an electronic signature, you will be asked to Sign your name using your finger down the bottom of the screen.

_			
Cancel	New Signature	Done	Clear
	/	× .	

Sign your name using your finger.

8. If you are unhappy with your signature tap on **Clear** to start again.

When you are satisfied with your signature press **Done**.

9. Your signature will now appear on the PDF.

**Move** the signature to where it is needed on the page by dragging it with your finger.

**Resize** the signature by dragging the blue circles inwards or outwards.

![](_page_2_Figure_10.jpeg)

By signing this permit, the Employee:

h

![](_page_2_Picture_12.jpeg)

![](_page_3_Picture_0.jpeg)

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When you are satisfied with your signature, tap on the Mark-up icon at the top of the screen to finish editing the PDF.

![](_page_3_Picture_4.jpeg)

11. To export the PDF, tap on the **Share** icon at the bottom of the screen.

![](_page_3_Picture_6.jpeg)

12. Tap on the **Outlook** icon. Outlook will then open a new email with the signed PDF attached.

Note: if you have the **OneDrive** app installed, you may also save the signed PDF to OneDrive by choosing OneDrive instead of Outlook.

![](_page_3_Picture_9.jpeg)

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City of Opportunity

DANDENONG

![](_page_3_Picture_10.jpeg)

5 Hillcrest Grove, Springvale Dandenong Library 225 Lonsdale Street, Dandenong

![](_page_3_Picture_12.jpeg)

NATIONAL TTY: 133 677 SERVICE Service Online: relayservice.gov.au TIS: 13 14 50

![](_page_3_Picture_14.jpeg)