





PC and Mac - Electronically Signing a PDF

Use Adobe Acrobat Reader DC to view and sign PDFs. It is a free program that can be installed on both PC and Mac.

If you don't already have it installed on your computer download it at https://get.adobe.com/reader/



1. **Open** the document you wish to sign in Adobe Acrobat Reader DC.

| 2. Click on the Sign button | | Image: Control of the second secon | | | | | |
|---|--|---|---------------------------|---------|---------------------|---------------------------------------|---------------------------|
| 3. Click o Signat | on Add ture | | / 2 X V | | | 132% Sign Add Signature Add Initials | |
| Springvale Library Springvale Community Hub, 5 Hillcrest Grove, Springvale Dandenong Library 225 Lonsdale Street, Dandenong | 920 s@cgd.vic.gov.au eaterdandenong.vic.gov.au | TTY: 133 677 Speak and listen: Online: relayservi TIS: 13 14 50 | 1300 555 727 ce.gov.au | low us: | ies V | GREAT DANI City of Opp | ER DENONG portunity |



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| 4. | Choose to either Type your |
|----|------------------------------|
| | signature (it will appear in |
| | cursive) |

or

Draw your signature (using your mouse)

Click Apply when done

5. **Move** the signature to where it needs to go and press down on your mouse once.

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| ccompanied by a log recording each work location, and date and time of attendance] | | | | | |
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| | [Date] | | | | |

Type Draw Image

Cancel Apply

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6. Use the two A_____A icons to change the size of the signature.



7. If you need to add more text, use the Ab icon to create a textbox









- 8. Once you are finished, click on **Close** to hide the **Fill & Sign toolbar**.
- 9. Click on **Save** once your document is signed and completed. This will overwrite the original file.



