

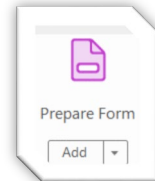
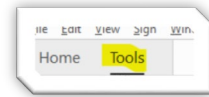
Prepare a PDF for signatures in Acrobat DC

Add the Prepare Form tool

The first thing you must do is to add the Prepare Form tool so that you can easily use it. To do so, Click the **Tools** on the row below the pulldown menus.

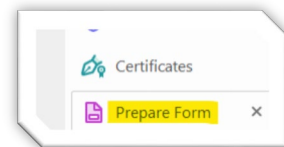
Alternately, you can get here through the pulldown menus *Edit > Manage Tools*.

In the *Forms and Signature* section, you will see Prepare Form, click the **Add** and it will be added to your tools menu on the right. If it says Open, then it has already been added to the menu.



Tools Menu

Along the right side, is the Acrobat *Tools* menu. It is from there that you will *Prepare Form*.

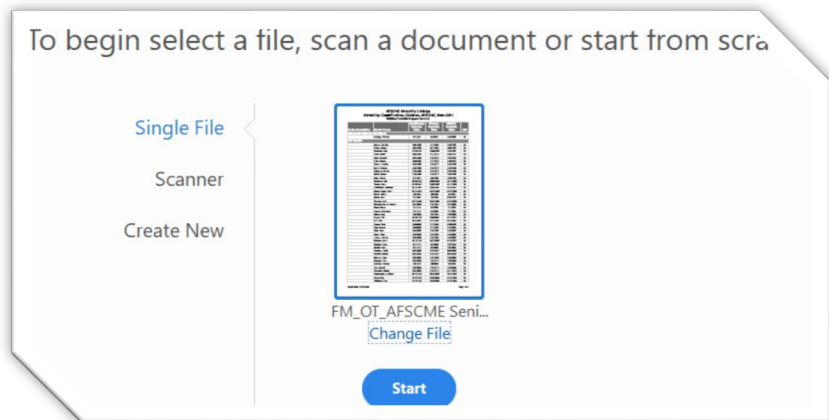


Preparing the PDF with Prepare Form

Click **Prepare Form** from the Tools menu.

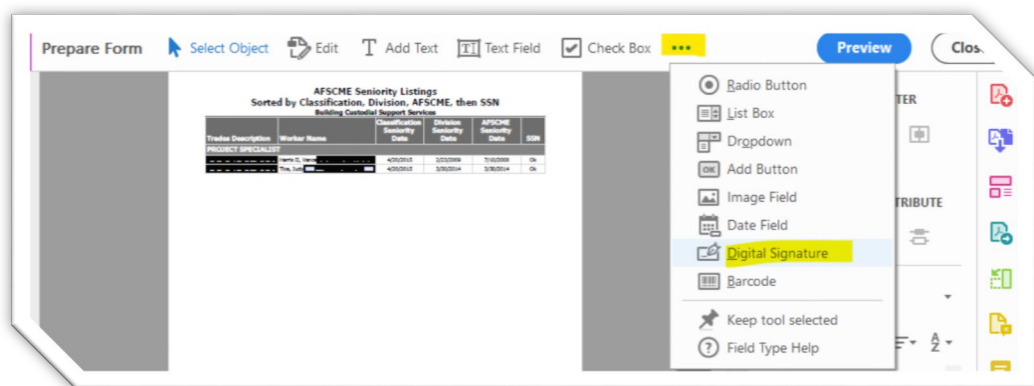
If you already have a file open, you will be able immediately **Start** processing. Otherwise you can *Open* an existing file.

Acrobat will go through the document and make a pass with OCR (Optical Character Recognition) and preparing it to be a form.



Adding a Digital Signature field

From the *Prepare Form* menu, you will likely no see the Digital Signature button. Clicking the ellipsis (...) will show the rest of the items in the menu.



Click on **Digital**

Signature and you will have a box attached to your mouse cursor. Position it where you want to place it. Add as many signature boxes as needed. Once the document is signed once, you cannot make any additional changes such as adding another signature box.

Save the Document and distribute