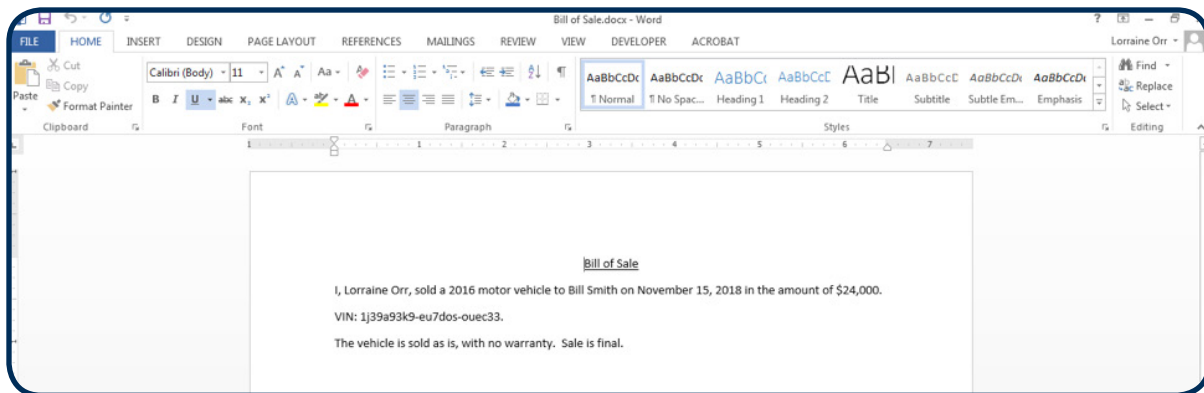# Creating and Digitally Signing an Adobe® PDF Document
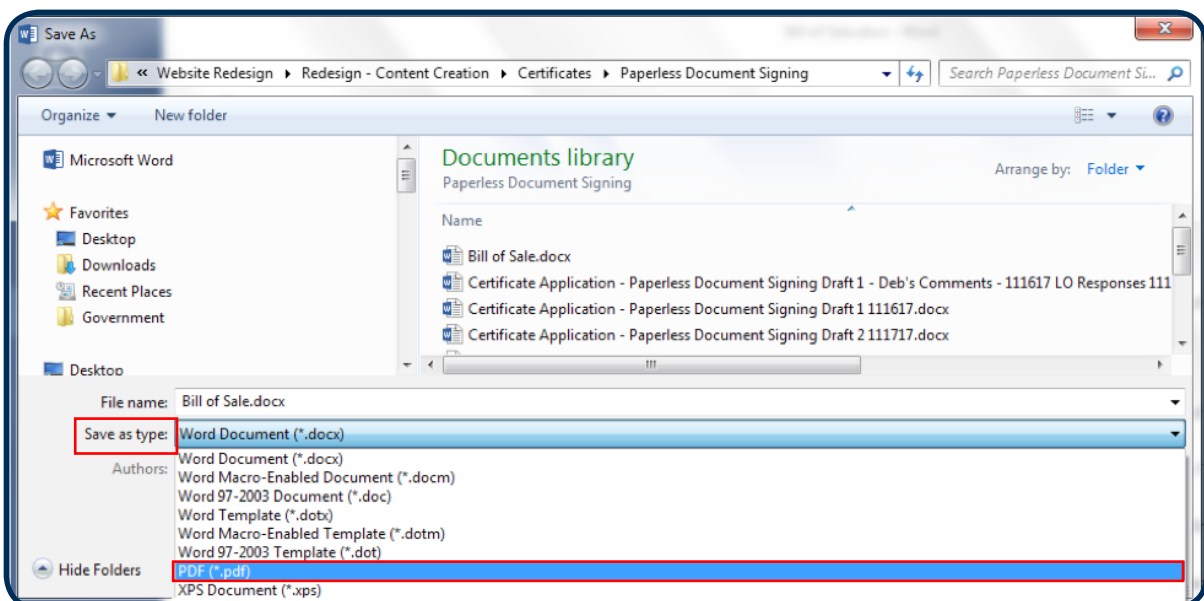
Step 1: Create a document in Microsoft® Word.
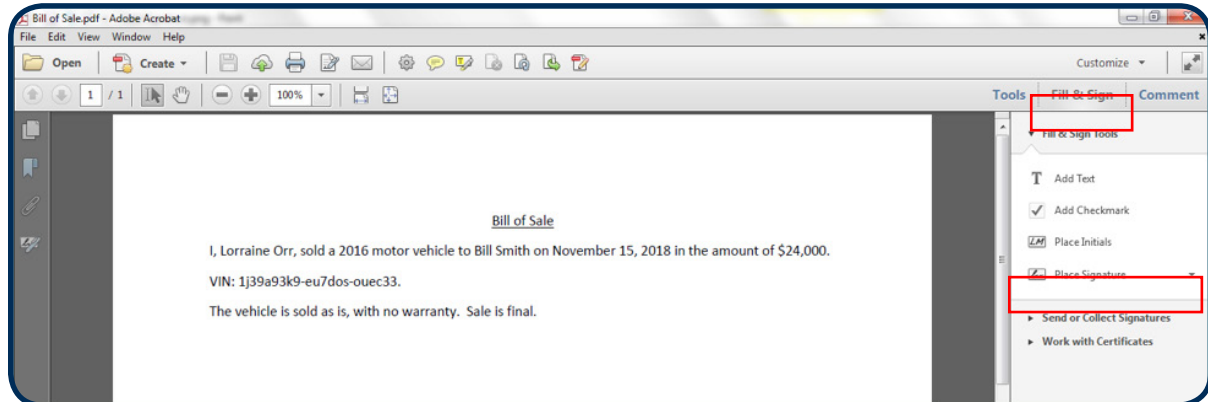

Step 2: Save the document as an Adobe® PDF.
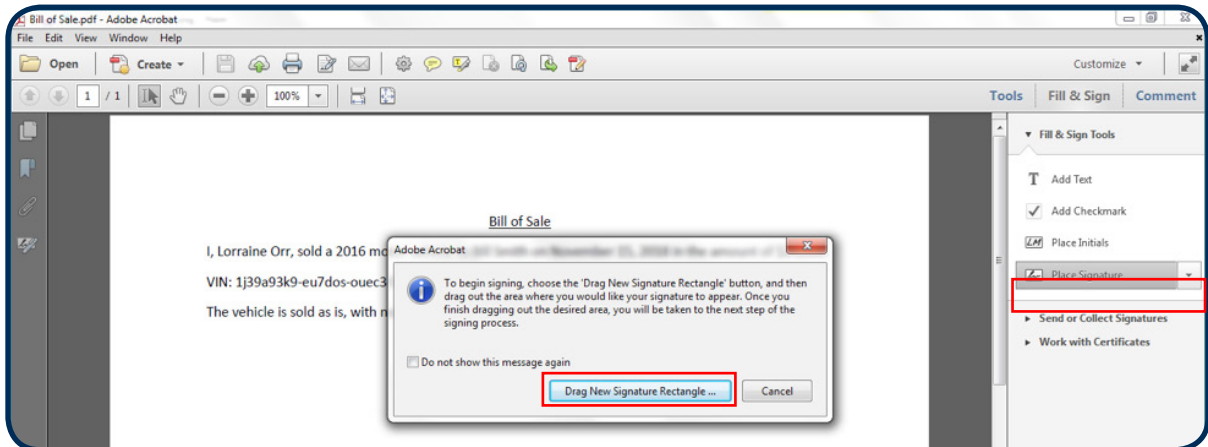

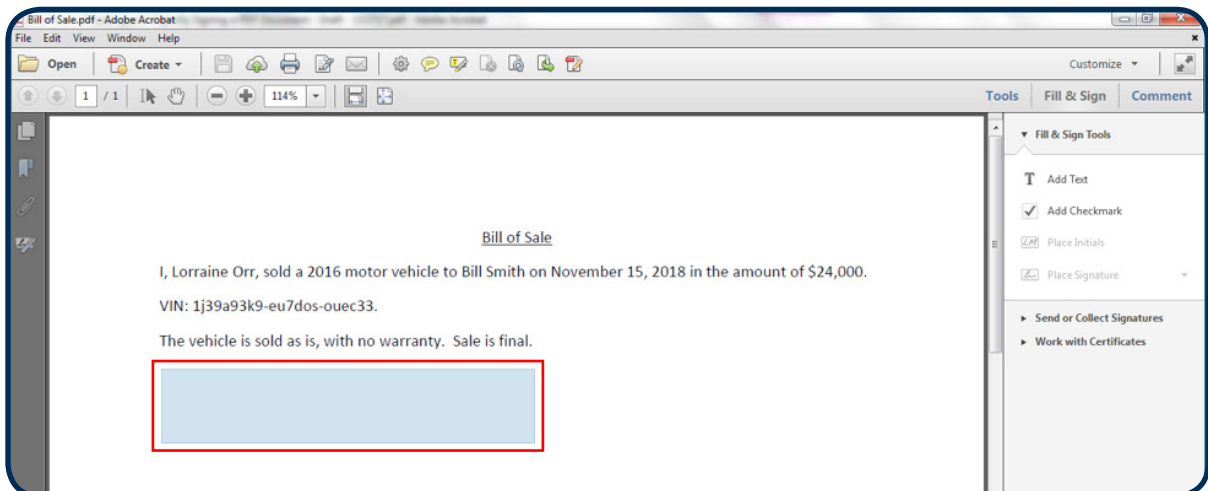Some Word versions require that you **"Save as Type PDF"**.

Step 3: Open the PDF and under the **"Fill & Sign"** option, select **"Place Signature"**.
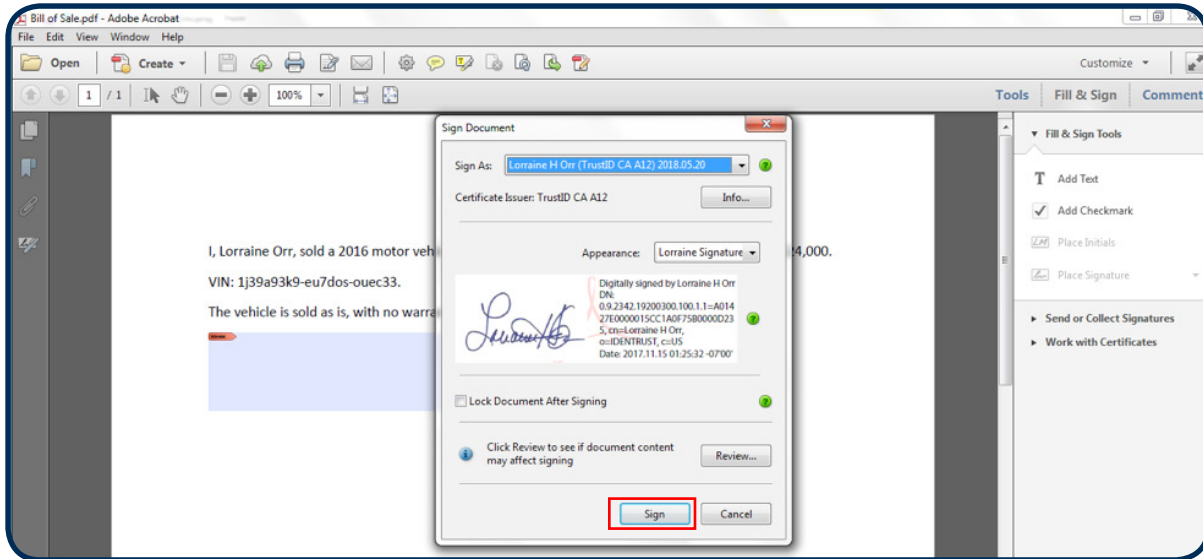

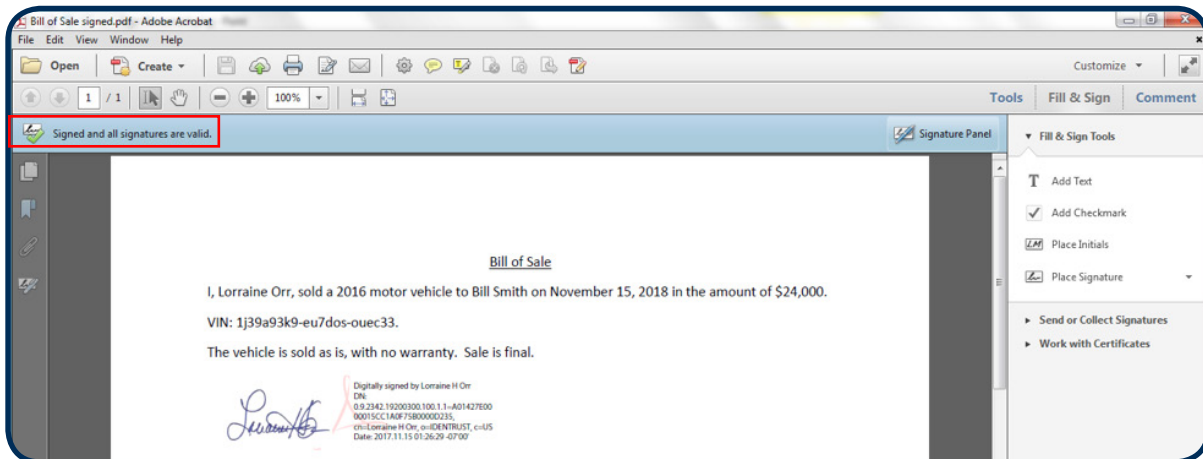**Step 4:** Click on **"Drag New Signature Rectangle"**.

Step 5: Draw the **"Signature Rectangle"** which will launch the digital signing function.

Step 6:   Digitally sign the PDF document.

Step 7:   Validate the signature.

Step 8:   Add more signatures to the PDF by following the same process.

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