

How to sign your Petty Cash Voucher

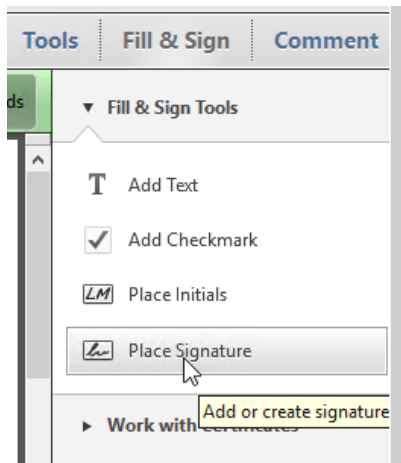
Note: These instructions you are using Adobe Acrobat XI on you NYCHA PC.

Opening the Fill and Sign Tool Panel

With you the form you wish to sign open **Click** the **Menu** labeled **Fill and Print** (see image below) located in the upper right had corner of the application window.

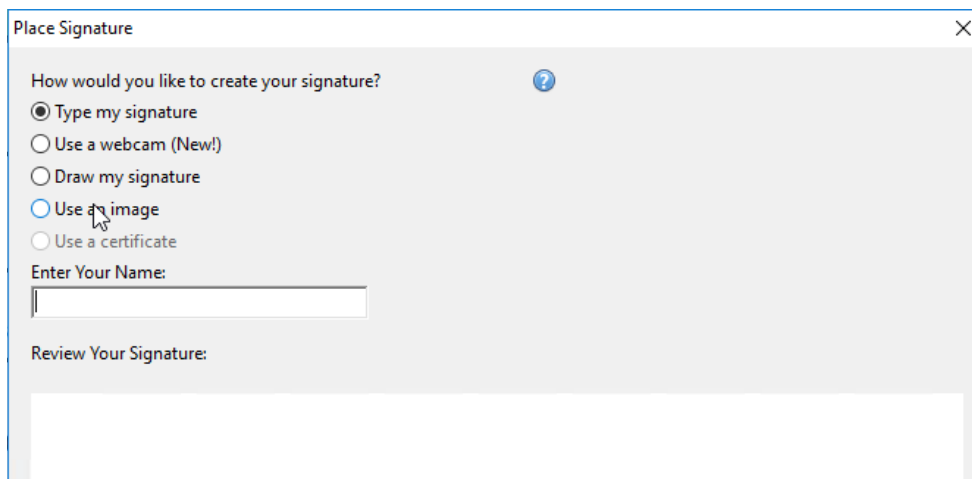


This will open the Fill and Sign tool/action panel. In this panel **Click** the **Place Signature** Button (see image below).



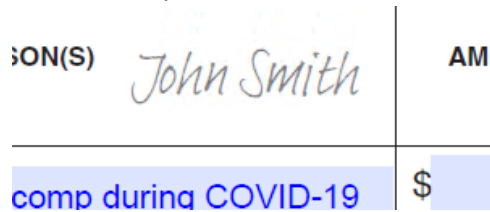
Creating your Signature

If this is the first time you are placing your signature on a document in Acrobat, this will open the **Place Signature Dialog Box** (see image below).

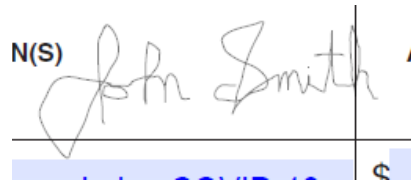


Select the Radio button that corresponds with the type of signature you wish to apply. We recommend using either **Type My Signature** or **Draw My Signature**.

- If you chose **Type My Signature**, simply type your name in the box provided. You will see a preview of your Signature as it will appear on the form. Now **Click Accept** and you will have a floating signature tool where your cursor is located when over the form.

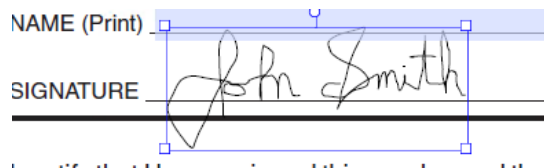


- If you chose **Draw My Signature** using your mouse, **Click** and **Hold** your **left Mouse Button** and **draw** your name in the box provided. You will see a preview of your Signature as it will appear on the form. Now **Click Accept** and you will have a floating signature tool where your cursor is located when over the form.



Signing a Form

If you just created your signature, you should still have a floating signature tool where your cursor is located when over the form. Simply **hover** your signature over the place where you want to place your signature and **Click**. Your signature now be placed as an image on the form



If you already created your signature, **Click** the tool labeled Place Signature and you will you will have a floating signature tool where your cursor is located when over the form. Simply **hover** your signature over the place where you want to place your signature and **Click**. Your signature now be placed as an image on the form

