

How to create and insert a signature into a PDF file on a Mac

You can create a signature and use it to sign documents very easily on your Mac. No need to download new applications, no need for online services.

You don't need an app or an online service to sign documents – this is the signature tool already built into your Mac.

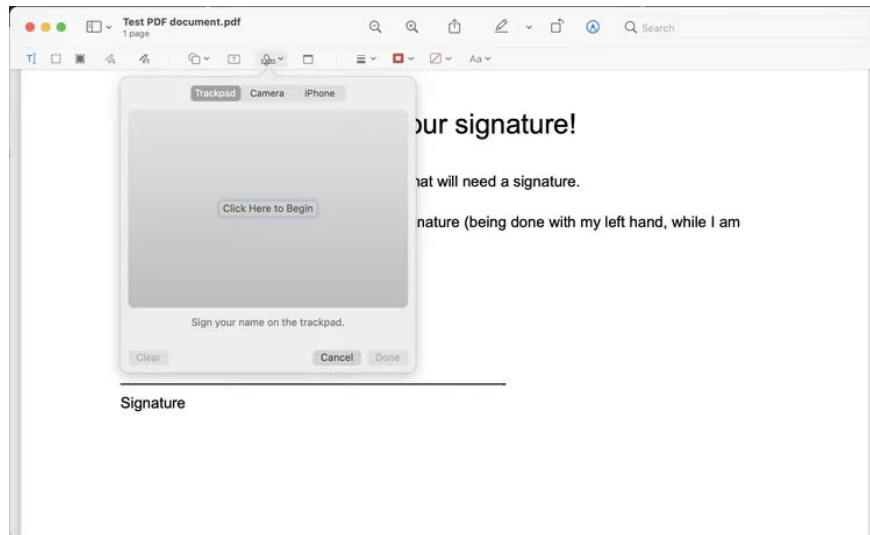
A simple act like signing a document can quickly escalate into a series of steps involving printing, signing, scanning, and emailing the document. In the end, you might not even need the printed paper anymore.

But if you own a Mac, you can use the built-in Preview application to sign any document in less than a minute. The first step is to enter your signature into the computer. Then, each time you need to sign, simply select the signature you've saved, and the computer will automatically apply it to the document you need. It's really that easy.

How to set up a signature on a Mac

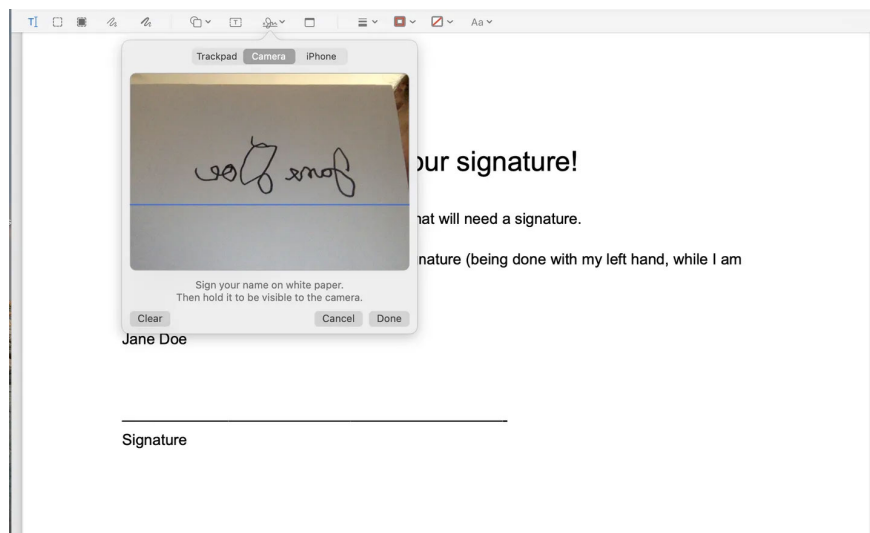
To create a signature, you must first have a PDF file ready:

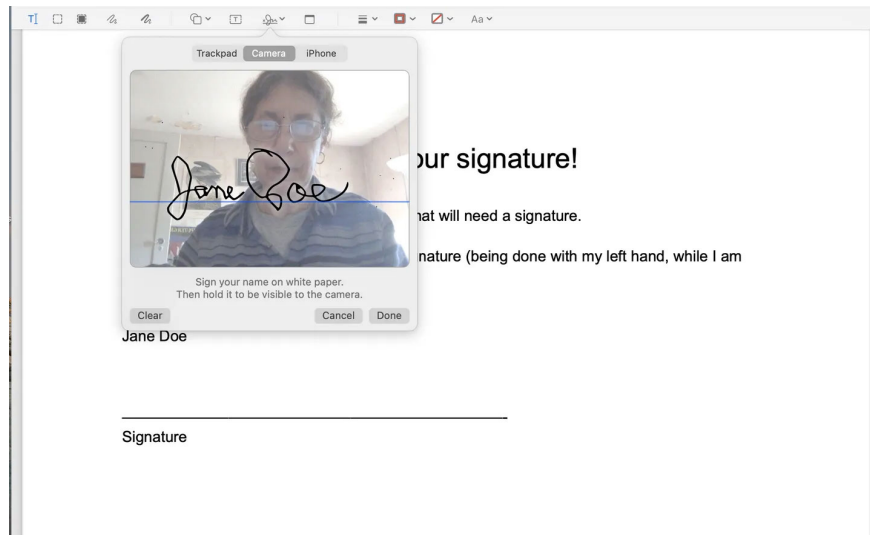
1. Open the PDF document using the built-in Preview application on your Mac. (If a PDF document isn't available, you can create one using your favorite word processor and save it as a PDF file.)
2. Open the Markup Toolbar by clicking the 'pencil in a circle' icon in the upper right corner of the Preview window or by selecting **View > Show Markup Toolbar** .
3. Click on the signature icon (the icon that looks like a signature on a line).



4. Now you can create your signature. (If you have already created at least one signature, click the '**Create Signature**' button .) You will have two or three buttons at the top of the window. Here is your choice:

1. Select Trackpad. Click the '**Click Here to Begin**' button in the middle of the screen, sign your name on the trackpad, press any key, and then click '**Done**'.
2. Write your name on a white piece of paper, select **Camera** , and hold the paper up to the camera (and on the line that appears on the screen) until you see the signature appear on the screen. (Two notes: first, the signature will be reversed when you hold it up, but the digitized version will be accurate. Also, if there are any other markings on the paper or if the paper doesn't fill the screen, there may be other markings written next to the signature, so you may need to try a few times.)



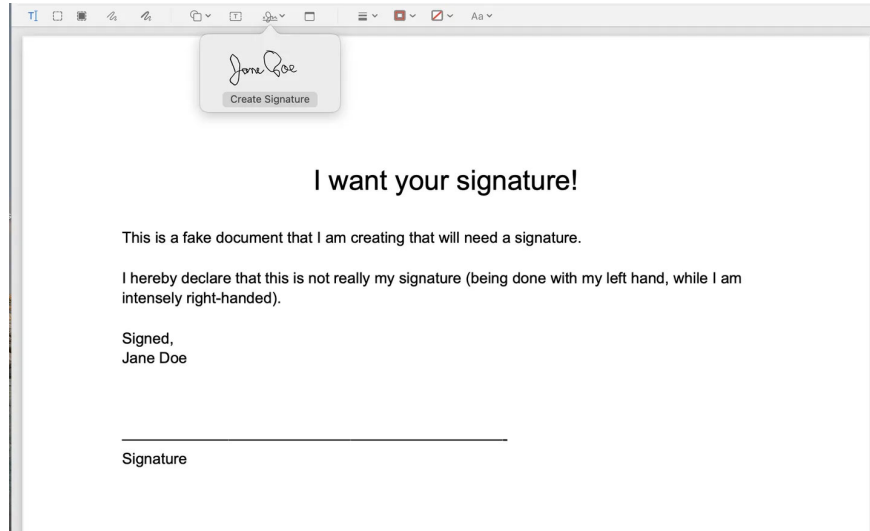


1. If you have an iPhone linked to your Mac, you'll also see a button labeled **'iPhone'**. Select that option, and your phone will almost immediately display a field where you can write your signature; your signature will be mirrored on your Mac.



With any of these methods, if you need to try again, simply press the '**Clear**' button in the bottom left of the window to remove the unwanted signature. When you're satisfied, click '**Done**'.

Now, whenever you want to add your signature to a document in Preview, simply click the signature icon and tap on your signature. It will appear in a box on your document, which you can then use to adjust its size and position.



And if you want a second or third signature, just create them in the same way. Then, when you click on the signature icon, you'll see all your created signatures and can choose the one you want to use. If you no longer need one of the signatures, hover over the signature until you see a small 'x' next to it and click on it to delete it.

How to add a signature to a PDF file

Now that all the installation steps are complete, your signature is on the system, and you can try out Preview to see how quickly it helps you sign documents.

Open the document in Preview, follow the steps above except instead of creating a new signature, choose your signature.

A small portion containing your signature will appear in the document; you can change the position and size of the signature. After signing, you can save the document and share it with anyone.

All these steps will only take you about a minute, unless you want to customize your signature to look really nice.

If you don't use a Mac, you can also create and insert signatures into PDF documents on Windows: [How to insert a signature into a PDF file using Foxit Reader](#)

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