



How to sign an electronic signature

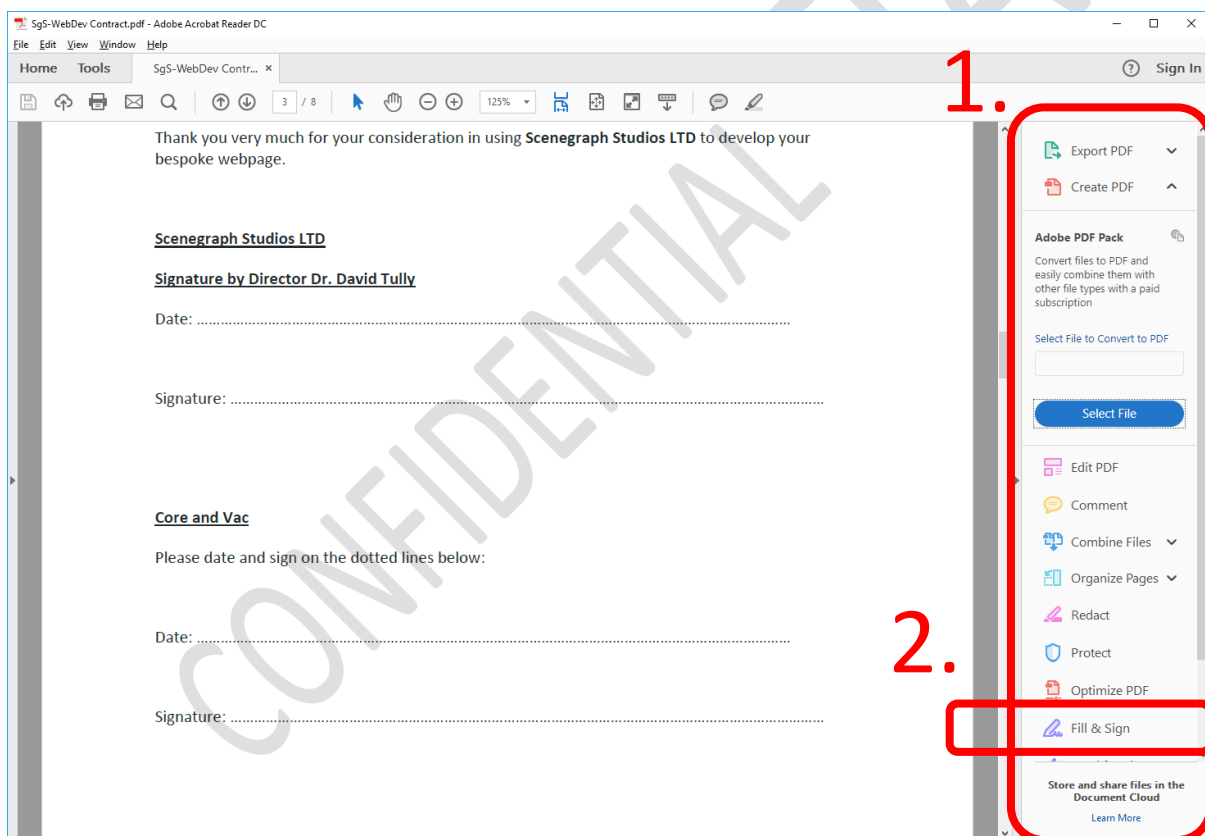
For Scenegrph Studios to undertake the contracted work, an electronic signature must be obtained on the *contract of work* document.

The following steps depict using the Adobe Acrobat Reader DC program. Other PDF reader may have a similar option, but this includes a FREE electronic signature feature.

Open you document in Adobe Acrobat Reader DC.

Read the contract carefully. Make sure you understand all aspects of the document before signing and dating the digital document.

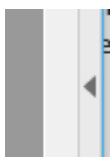
Navigate to the section where your signature should go.



On the right have side you should see a column of buttons (1.) and (2.) is the button for **Fill and Sign**



If you do not see the column of button, click the Arrow on the right-hand side to expand the column.

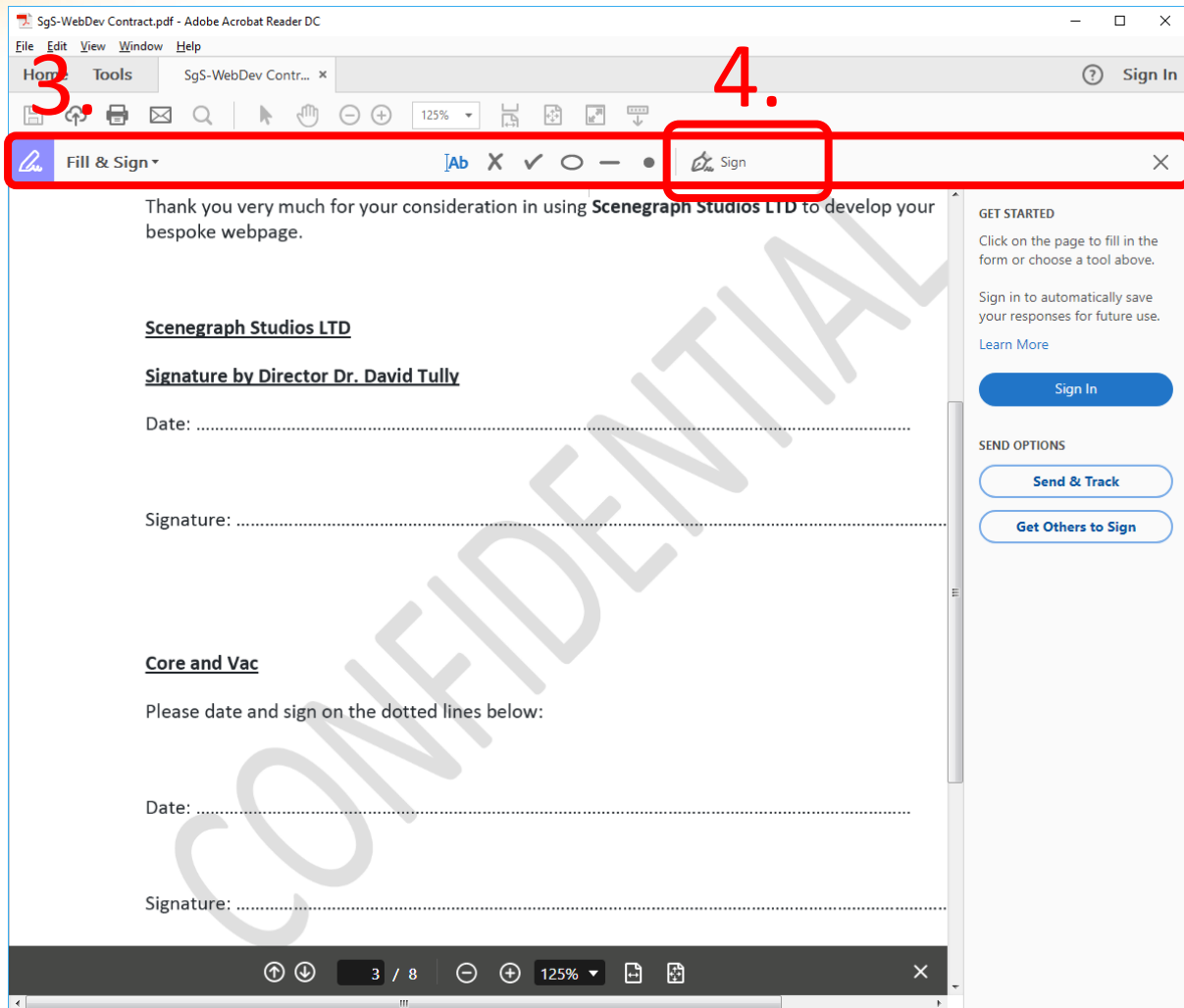


Company Values

Honesty – Accountability – Vision – Community – Diversity – Integrity

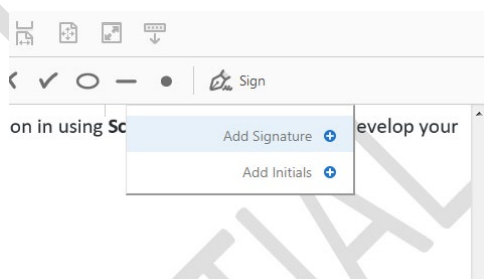


Click this button, and you will see the following screen.



3. is the new toolbar.

4. is the button to click to bring up the following;

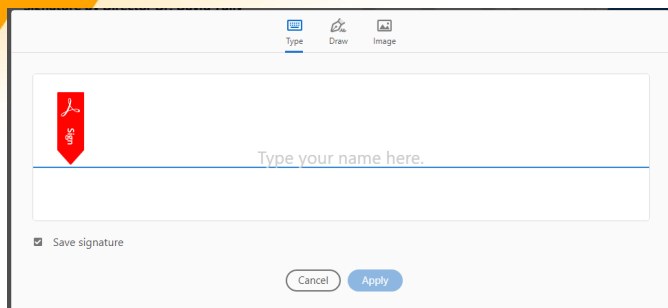


You can add your own signatures which you can reuse for future PDF documents.

Click Add Signature.

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The default page is **NOT** what you want.

Click the middle '**Draw**' button.

Now you can sign your signature like any other signature.

Click Apply.

And then you can add your signature to the dotted line.

Any problems then please do not hesitate to contact info@scenegraphstudios.com

Thanks

Scenegraph Studios LTD

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