

How to Electronically Sign a PDF Using Preview on Mac

When you receive a PDF document by email that you must sign, the process of printing out the file, signing on the dotted line with a pen, faxing or scanning the signed document and sending it back can be a rather tedious task. Fortunately, Apple introduced the ability to electronically sign a PDF document using Preview, a program that comes preinstalled on every Mac.

The steps involved to electronically sign a PDF using Preview on Mac are quite simple and will save you valuable time, especially if you have multiple documents, contracts, forms or other paperwork to sign. You can create your signature by using the trackpad or by holding up your signature on paper to a Mac's built-in iSight camera.

Creating a Electronic Signature Using the Trackpad

Open the PDF file you need to sign in Preview.

Click on the toolbox icon  (in the upper right corner)

And then the signature  icon.

Click on *Create Signature > Click Here to Begin*.

Draw your signature on the trackpad.

Click any key when finished. Click *Done*. It is now saved.

Creating the Signature Using the iSight Camera

Open the PDF file you need to sign in Preview.



Click on the toolbox icon  (in the upper right corner)

And then the signature  icon.

Click on *Create Signature > Camera*.

Sign your name on white paper and hold it up to the camera.

Preview will draw a virtual signature. Click *Done* to save.

Now when you want to insert your saved signature into a PDF, just open the PDF in Preview and click on the toolbox icon  and then the signature  icon. Click on your signature and a copy will appear in your PDF. The signature can then be moved or resized like any other image.

Tips

If you are using the trackpad to create your electronic signature, it is recommended that you look at Preview and go slow and steady with your finger to achieve the best result. For an even more precise signature, you can use an iPad stylus, preferably one with a fine-tipped ending, to draw your signature on the trackpad. Practice - you can always delete your early efforts.

Signing a piece of white paper and holding it up to the camera is the easiest and most natural way of creating an electronic signature in Preview. The signature will appear inverted when you hold it up to your Mac's camera, but don't worry Preview will automatically ensure that it reads properly from left to right.

By default, all electronic signatures that you create are automatically stored in a list on Preview so that you can insert them into future PDFs documents and other files without needing to repeat these steps. Preview can store multiple signatures at once. (your initials, spouse's signature, etc.)

Apple also provides a markup tool in the Mail App in OS X Yosemite to create electronic signatures that can be directly inserted into emails. Just attach the PDF form that needs to be signed to your email. Then click on the image to open the Markup Tool Bar that contains the same type of Signature tool as described above. Unfortunately Preview is not on the iPad however there are numerous Apps, like DocuSign, that accomplish the same job on your iPhone and iPad.

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