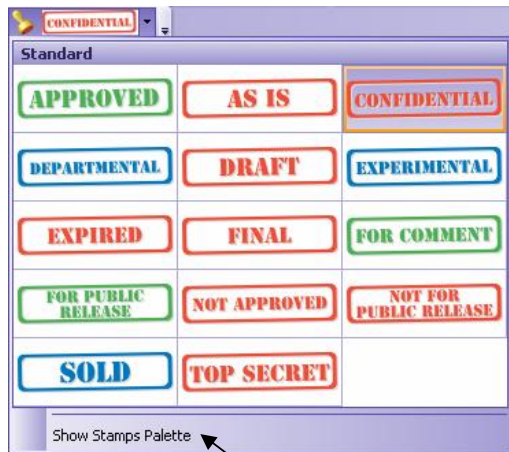


### PDF XChange 4

#### Adding a Signature to a Document

With the document displayed in PDF Viewer

► Click on the down arrow on the right of the Stamp icon



**Extra information**

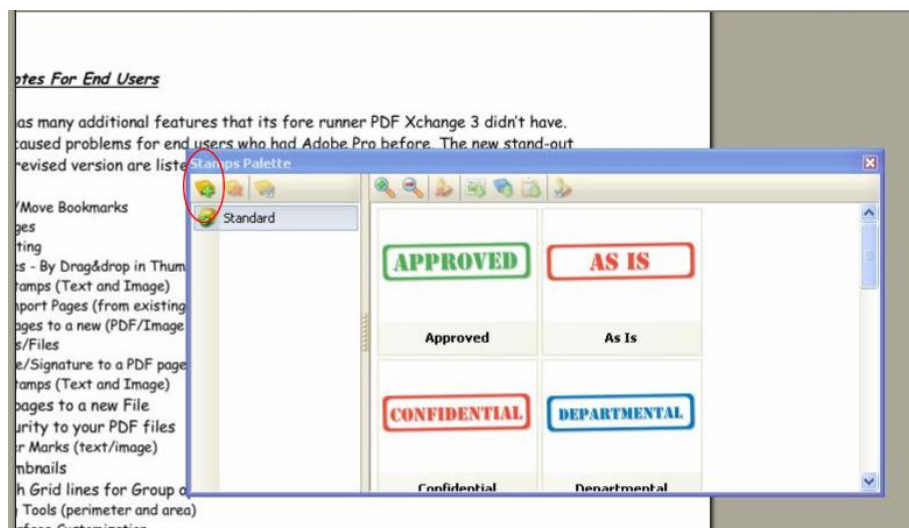
To add a stamp from the Standard options

- Click on the required stamp
- Click the cursor (now a stamp) on the document in the required place

To delete a stamp

- Click on the stamp
- Press Delete key on keyboard

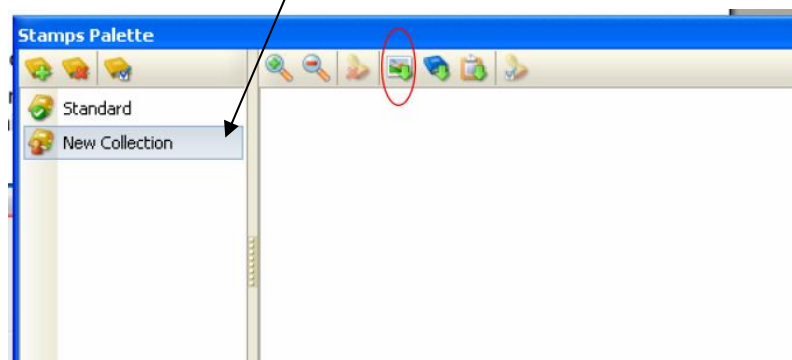
► Click on the Show Stamps Palette option



► Click on the Create New Stamps Collections icon (circled above)

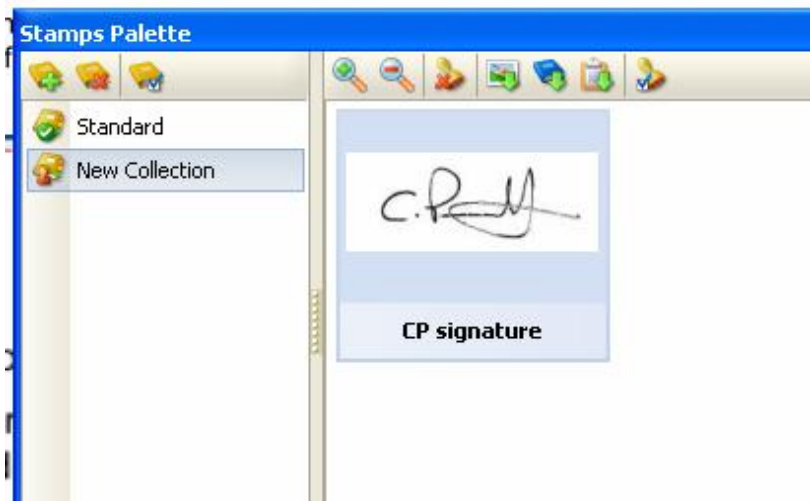
This will create a New Collection under the Standard one

► Click on the New Collection then select the Create Stamp From Image File icon (circled below)



**NB** You will need to have your signature saved as a jpg or other supported file

- ▶ Locate the saved signature file using the Windows Explorer box that is displayed
- ▶ Open the file - this will add your signature to the collection



- ▶ Close the Stamps Palette
- ▶ Click on the down arrow on the side of the Stamps icon (as previous)

You will see your signature at the bottom of the palette (as shown below)



- ▶ Click on your signature
- ▶ Click the cursor (now a stamp) in the required place on the document