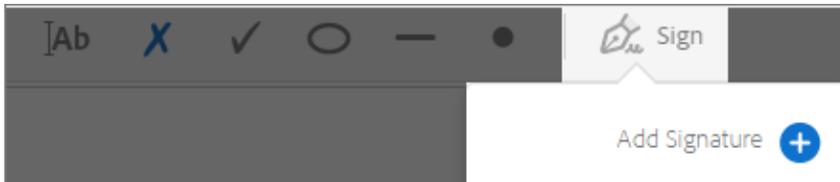
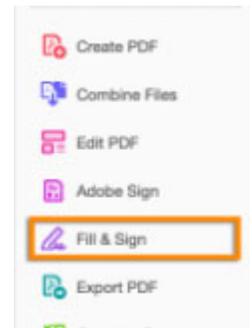


How to sign your Cooperative Agreement

To sign your agreement, you can draw or insert an image of your handwritten signature.

1. Open the PDF document or form in Acrobat or Reader and click **Fill & Sign** in the right pane.
2. Click the **Sign** icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.

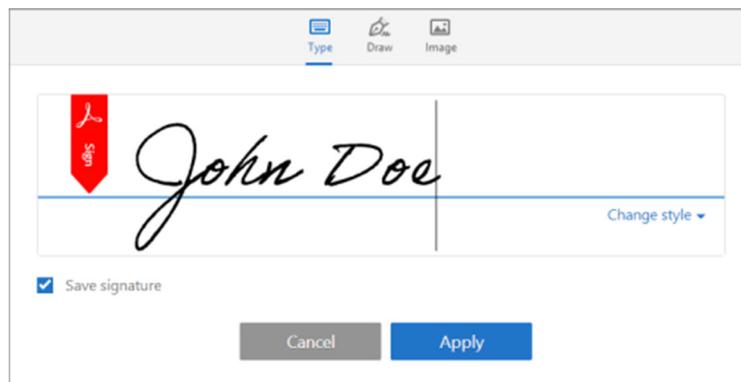


If you have already added signatures, they are displayed as options to choose from.

3. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.

For the purposes of the Cooperative Agreement, you can only **Draw** or insert an **Image** of your signature.



Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

4. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

Note:

If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.