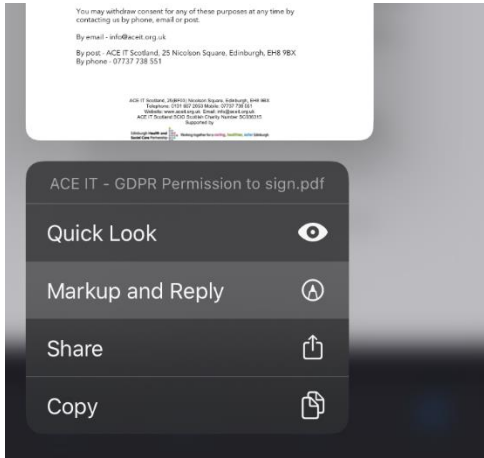


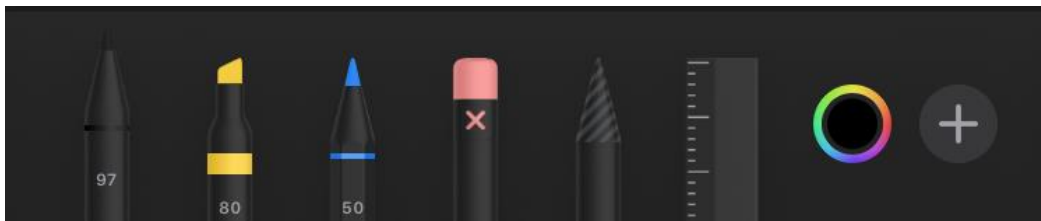
How to sign a PDF form Electronically

iPhone Users

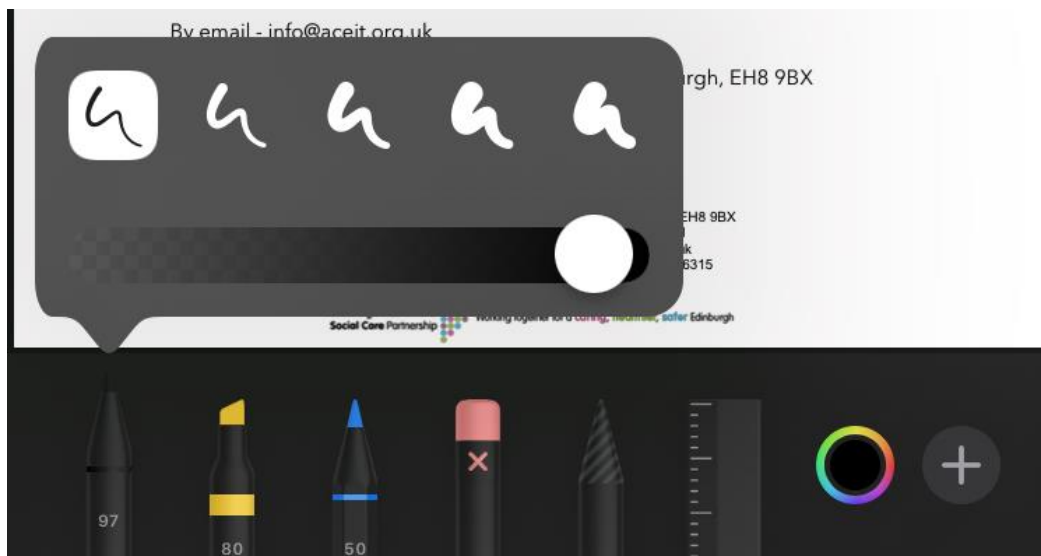
Click and hold the document preview and this box will show up:



Choose markup and reply, this will then open up this at the bottom.

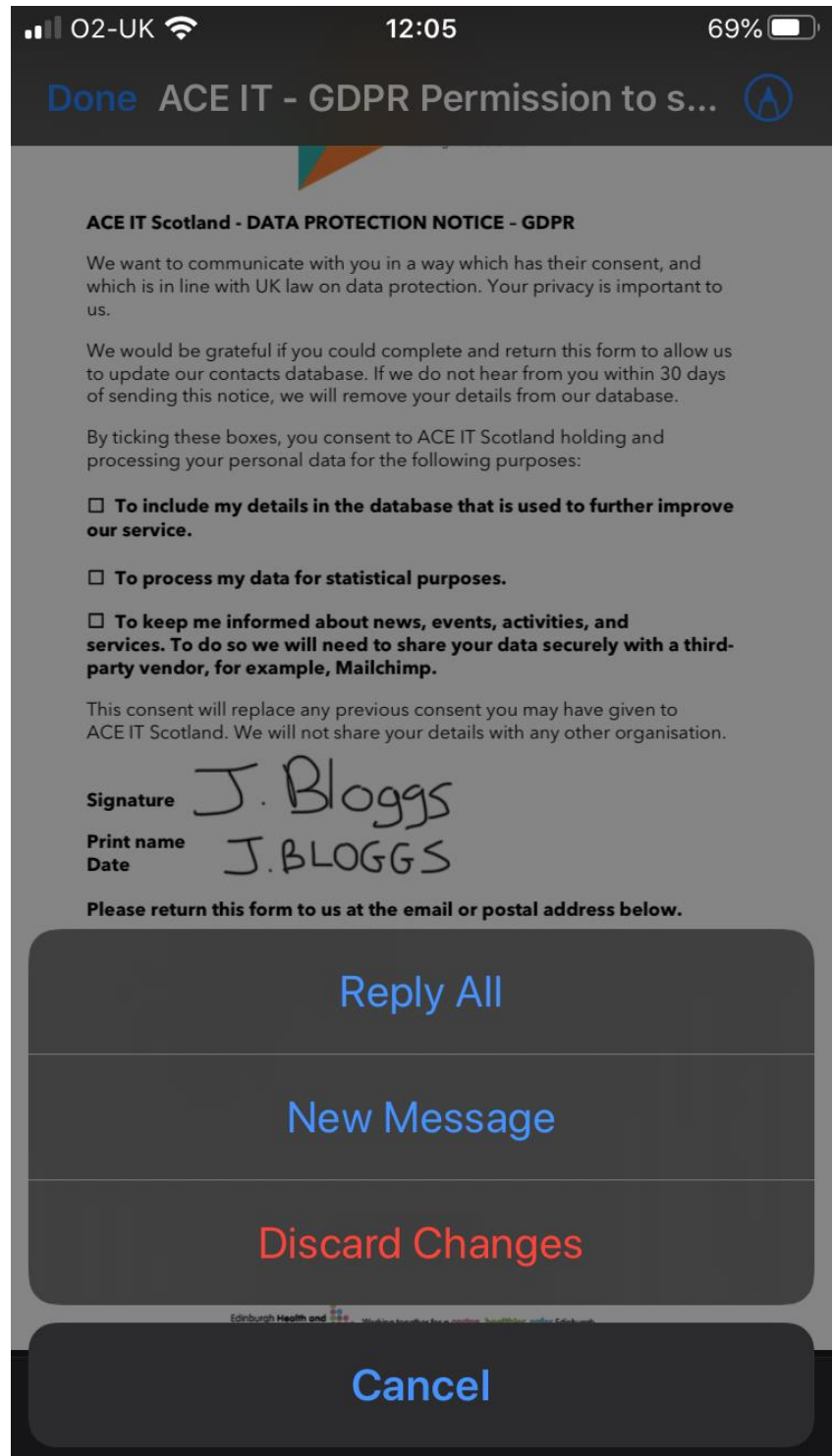


Choose pen on the left, which will allow you to choose the size. We recommend the smallest size, which is highlighted below.



You can then zoom in to the document (Using the two fingers “pinch and spread” method). Then, use your finger to sign and tick the boxes as if it were a normal document and your finger is the pen.

Once you are finished, click done in the top left corner



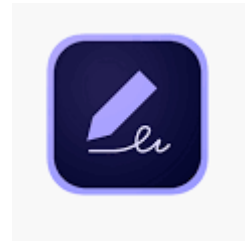
This box will appear



Choose reply all and the email will then come back to us with the attached file.

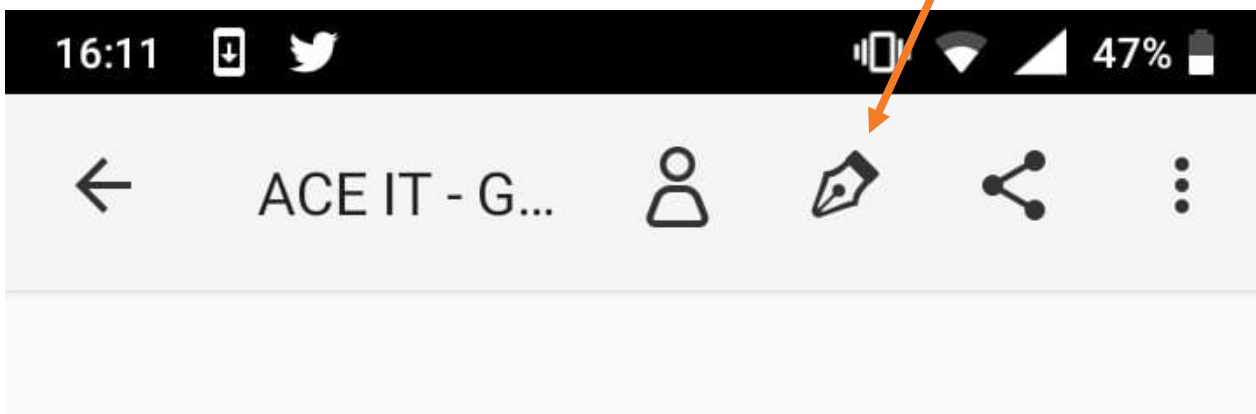
Android Users

Click on "Google Play store" and open in the bar at the top of the screen that says "Google Play", search for "Adobe Fill & Sign". Click on the correct app and then click install. The correct app will have this logo



Once you have installed the app, go back to your email and open up the PDF file once more, clicking "Open with Adobe Fill & Sign" when prompted.

Then click the pen icon in the top right hand corner

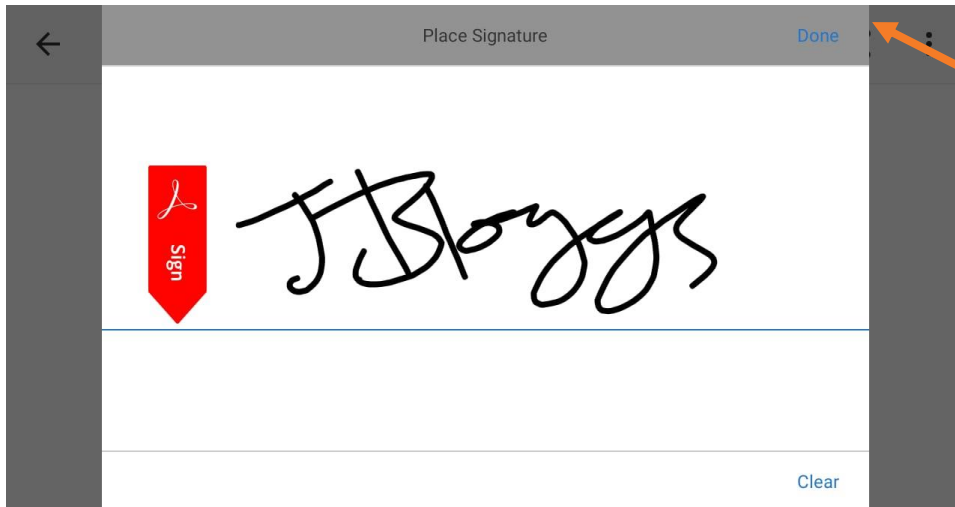


ACE IT Scotland - DATA PROTECTION NOTICE - GDPR

We want to communicate with you in a way which has their consent, and which is in line with UK law on data protection. Your privacy is important to us.

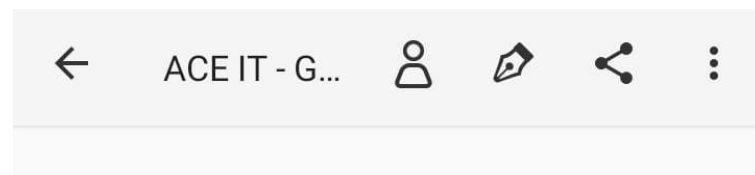
We would be grateful if you could complete and return this form to allow us to update our contacts database. If we do not hear from you within 30 days of sending this notice, we will remove your details from our database.

Next, click "Create signature" and this will then open up a box where you can sign your name. Use your finger as the pen and add your signature.



Then click done in the top right hand corner

This will then bring you back to your original document. Click the pen icon again and click on the signature that you have just added. This will add your signature to the middle of the document, like this



Touch the blue square lines to move the signature to the correct place, then touch the blue arrows at the side to resize it. You can still use the pinch method to zoom in on the original document, to make it easier to place. Once you are satisfied it is in the right place, click anywhere on the document to confirm it.

ACE IT Scotland - DATA PROTECTION NOTICE - GDPR

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We would be grateful if you could complete and return this form to allow us to update our contacts database. If we do not hear from you within 30 days of sending this notice, we will remove your details from our database.

By ticking these boxes, you consent to ACE IT Scotland holding and processing your personal data for the following purposes:

- To include your details in the database that is used to further improve our services.
- To process your details for statistical purposes.
- To keep me informed about news, events, activities, and services. To do so we will need to share your data securely with a third-party vendor, for example, Mailchimp.

This consent will replace any previous consent you may have given to ACE IT Scotland. We will not share your details with any other organisation.

Signature

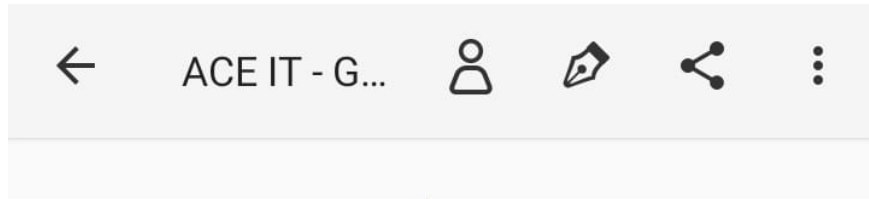
Print name
Date

Please return this form to us at the email or postal address below.

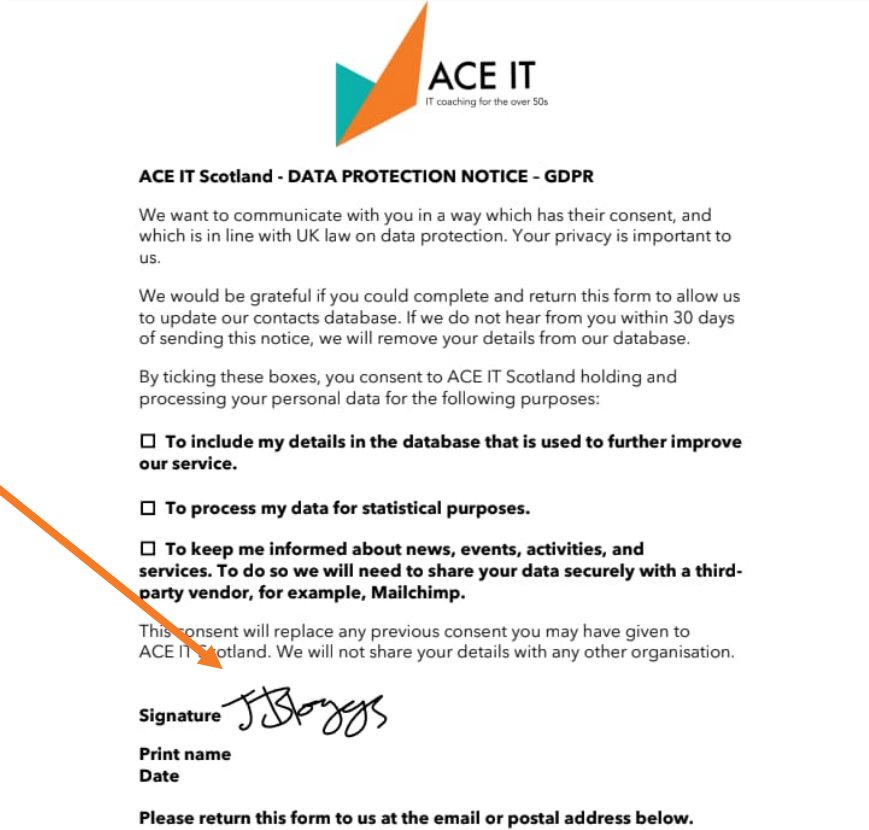
If you require a paper copy with SAE sent out to you, simply give us a call.

You may withdraw consent for any of these purposes at any time by contacting us by phone, email or post.

By email - info@aceit.org.uk



Your signature will then turn black and look like this

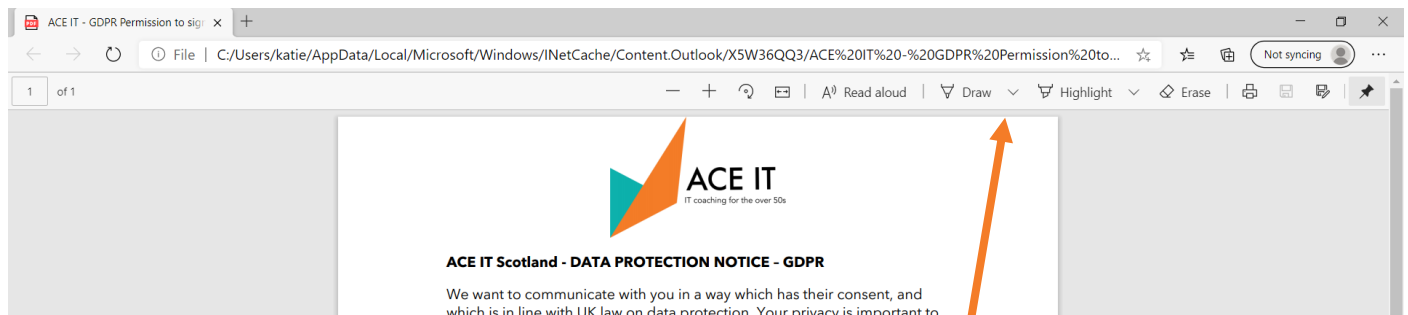


The document is now signed, saved and ready to be attached to an email and sent to the intended recipient!

Laptops

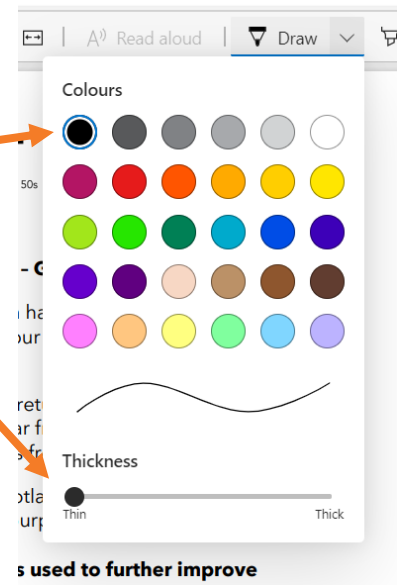
Double click on the Pdf to open it up. It will then open the PDF in your browser.

In my case, it has opened up in my Microsoft Edge browser, like this:



Click the little arrow beside "Draw" in the top right hand corner

This will open up a menu which will allow you to choose the size and colour of your pen. Click the smallest size and black, as highlighted here
This will now allow you to write on the document, as if it were a regular document with your finger acting as the mouse.



You can then click the save attachment in the top right hand corner and attach it to an email as a regular attachment.

