Creating and Using a Signature in Foxit Reader and Phantom

1. Open a document that you wish to sign in Foxit Reader or Foxit Phantom.
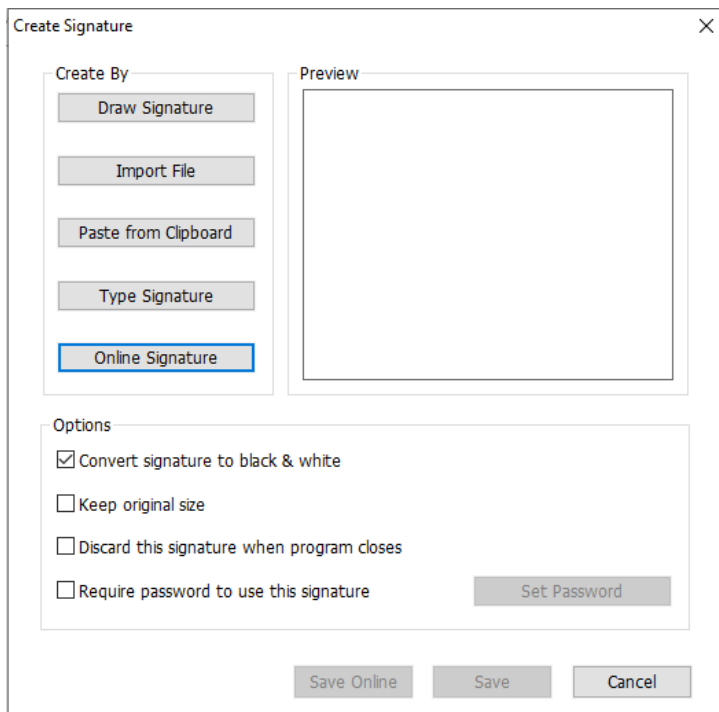2. Once the file is open, Under the Home tab, Click "PDF Sign"

3. Click the Green Plus Sign icon in the Sign area of the PDF Sign tab
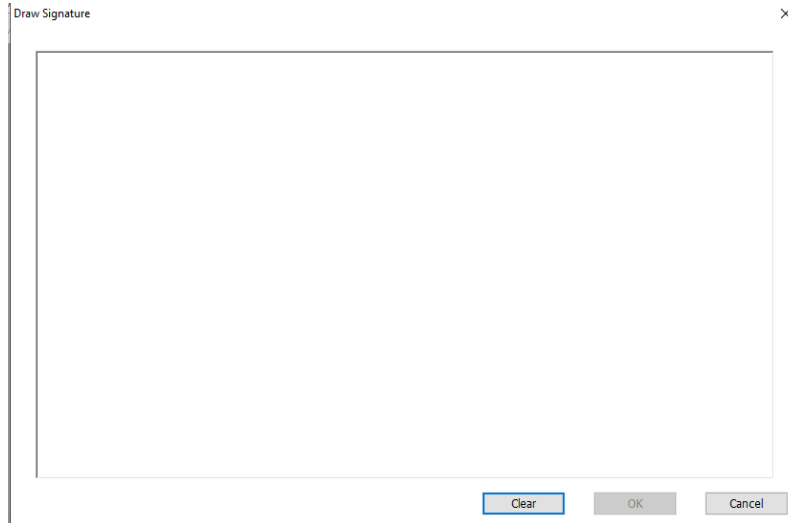

4. In this page you will have 3 Usable Options:
   a. Draw Signature
   b. Import File
   c. Type Signature

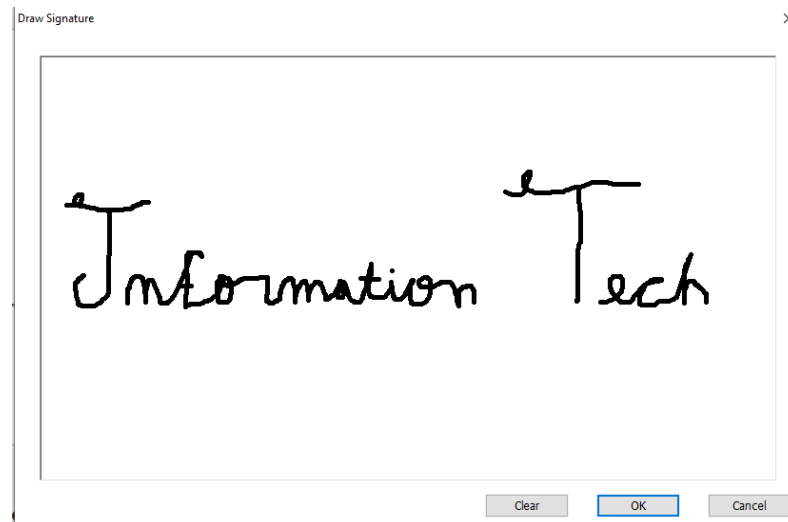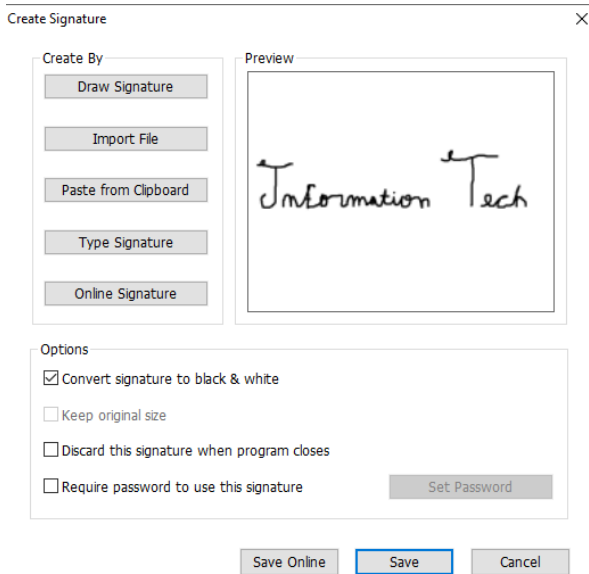**Option 1-**

Draw Signature:

1. When you click "Draw Signature" a new window will appear.
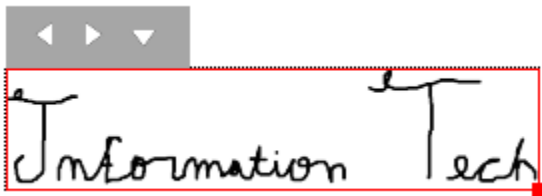

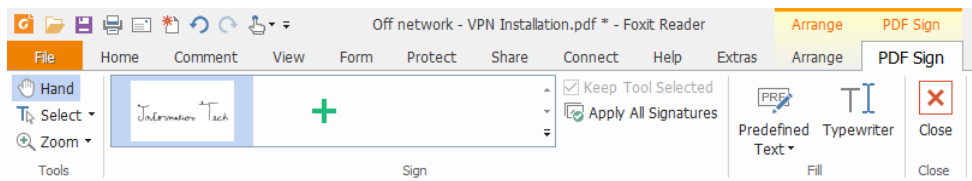2. In the internal box of this window, you can use your mouse to draw your signature.

3. Then click "OK".

4. Then click "Save".

5. The Signature should now appear moving with your cursor and will function like a stamp. Just click where you want to put it and it will be added to the document.

6. Once the Signature is in place, you can move and manipulate it by using the Hand tool.

Option 2- You will need a scanner, a pen, and paper.

Import File:

1. Sign a blank piece of paper with a black pen.
2. Use a scanner to scan the piece of paper as an image.
3. Click Import File Button on the Create Signature page.
4. Select the image that you scanned in.
5. Make sure that "Convert signature to black & white" is checked.

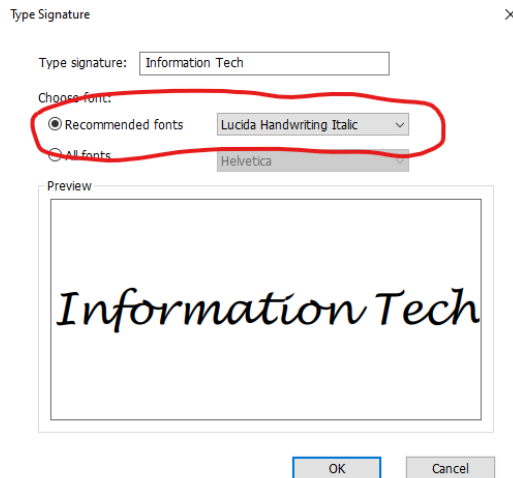

6. Perform steps 3-6 from Draw Signature instructions.

Option 3-

Type Signature:

1. Click "Type Signature" in the Create Signature dialog box.
2. Type the signature that you would like to appear in the "Type Signature" box

Type signature: | Information Tech|

3. You may then choose between the "Recommended fonts "for the one that you prefer.

4. Once you have selected a font, perform steps 3-6 from Draw Signature instructions.

Using your signature after it has been created:

Once you have created a signature, it will be saved and you can use it again by clicking PDF Sign on the Home Tab, then selecting the preferred signature in the sign box, and repeating steps these steps"

1. The Signature should now appear moving with your cursor and will function like a stamp. Just click where you want to put it and it will be added to the document.

2. Once the Signature is in place, you can move and manipulate it by using the Hand tool.