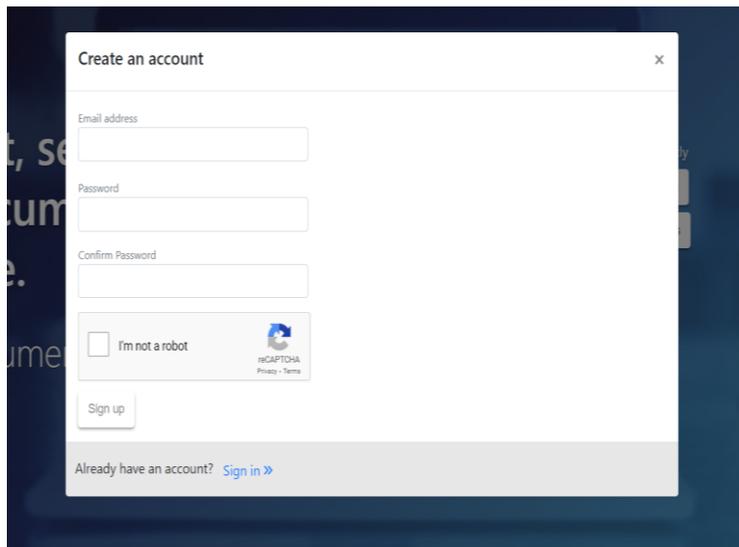# *So you want to fill out and sign a* *PDF**?*
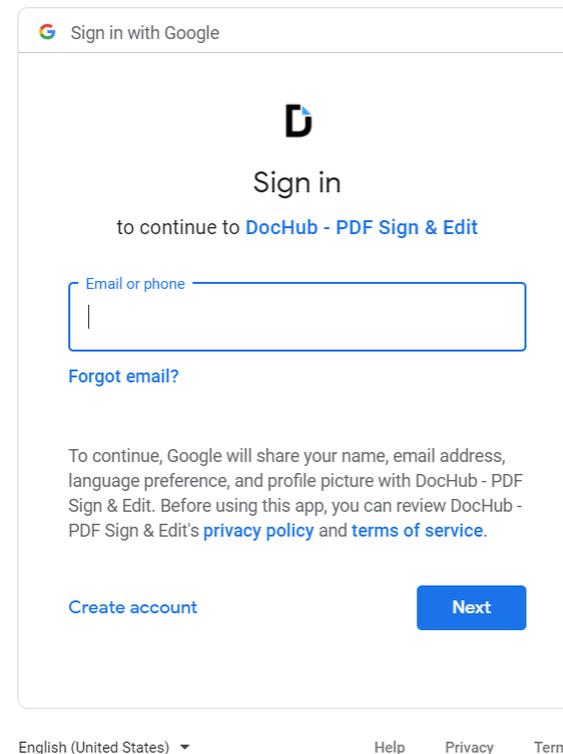
Save some time and frustration by following these
simple steps:

1. Visit dochub.com
2. Create a free account using either your GMail login *or* whichever email you
   use most often. When creating an account, you will be asked to verify your
   email and/or to grant DocHub
   permission to access your Google
   Accounts and information.

OR

3. Download the PDF file to your computer.
    a. NOTE: CLP computers are reset after each use so the PDF download will be wiped from the computer memory. However, to be sure, after you are done editing your PDF, delete all files saved to the CLP computer.
4. With the DocHub dashboard open select the green "new" document button and upload your PDF into DocHub.
5. Select the PDF file you wish to edit from the PC Downloads folder.
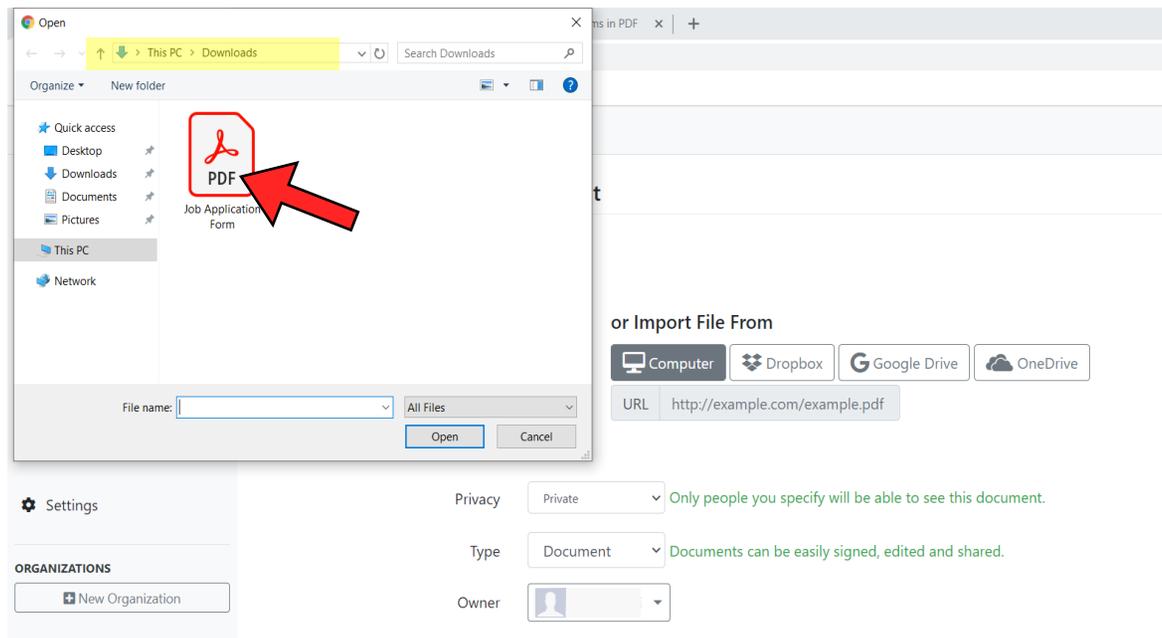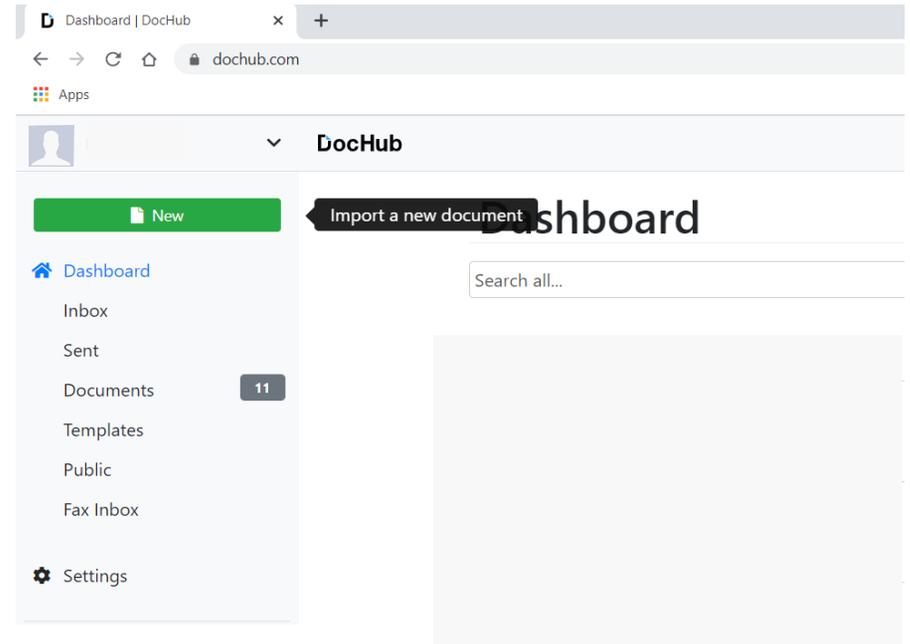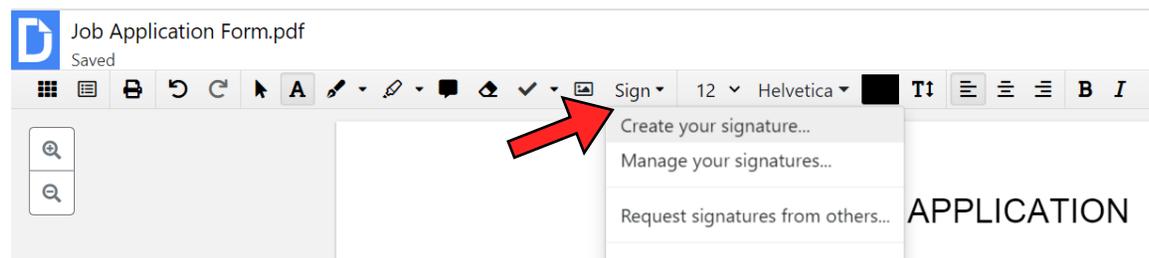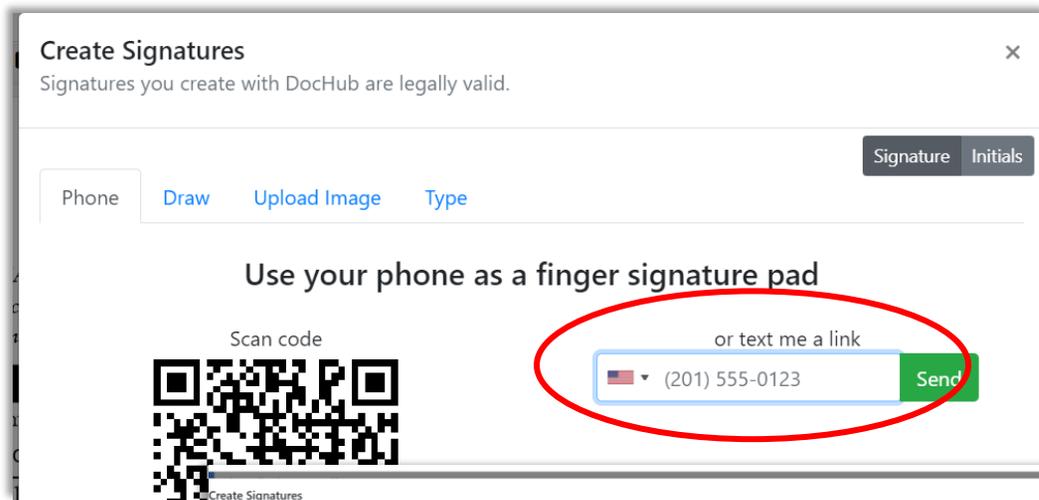
6. To add TEXT, click the **A** on the top toolbar of the PDF window.

7. Use the cursor to draw a text box in the space-to-be-filled-in and type in the necessary information. Repeat steps 6-7 as needed.
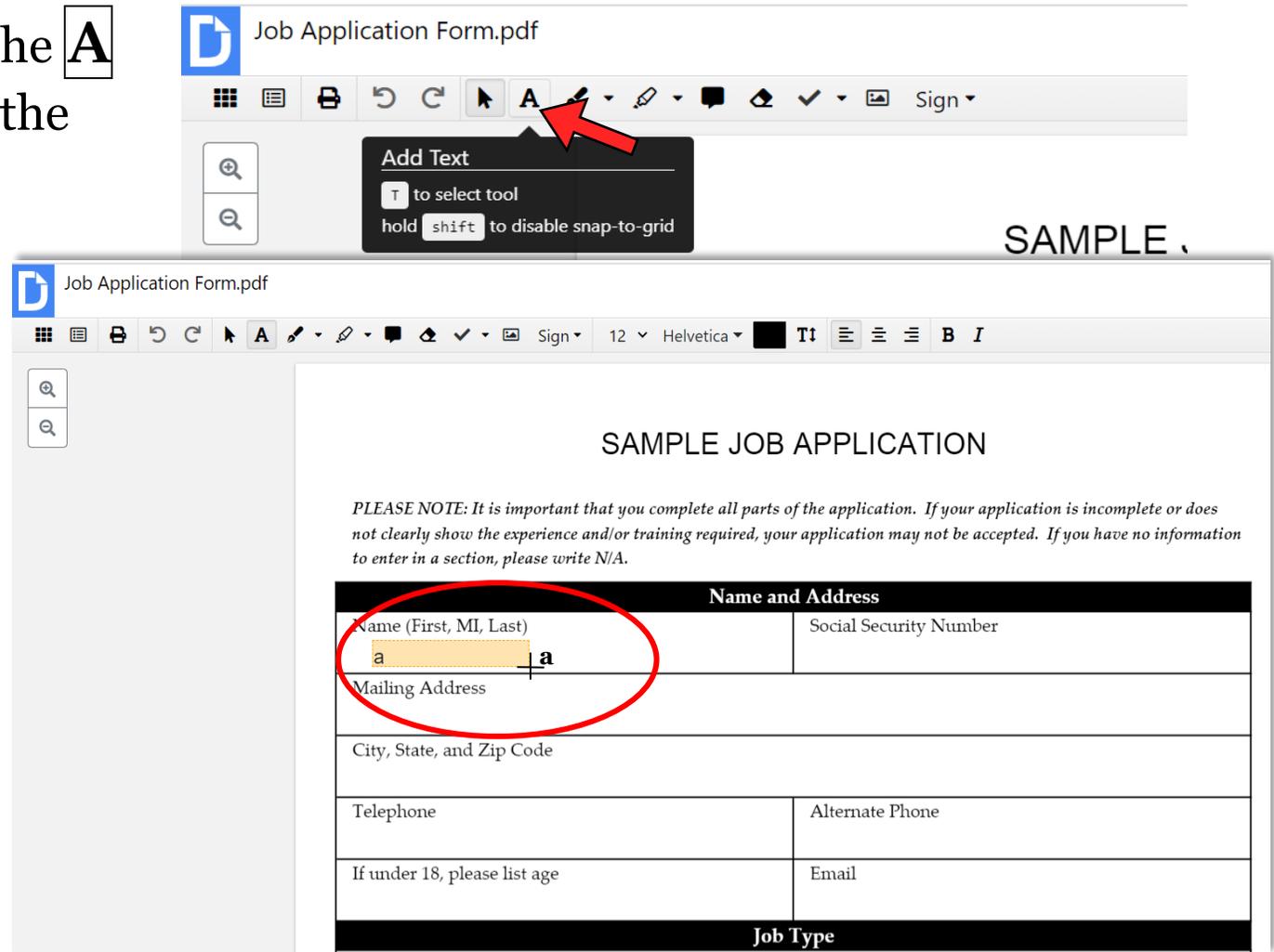
8. TIME TO SIGN! Click the Sign button, then click Create your signature...

9. If you have a touchscreen phone you can scan the QR-code or enter your phone number into the "or text me a link" box.
   a. If you do *not* have a touch screen phone, you can opt to draw your signature using the mouse cursor.

10. If you receive the link via text message, click the link and follow the directions to sign your name and create your initials (if you'd like).
    a. If you use the cursor-draw function, click the blue Save as Default in the bottom-right corner of the screen.

11. If you used the text option, return to the DocHub screen and reload the webpage by clicking the refresh icon in the webpage toolbar.

12. Click on the Sign button again, your signature, initials, and a date stamp will be listed.

13. Select your signature. Then drag and drop it on the signature line of the document. Resize the signature to fit the document, as needed. Repeat for the date stamp and/or your initials.
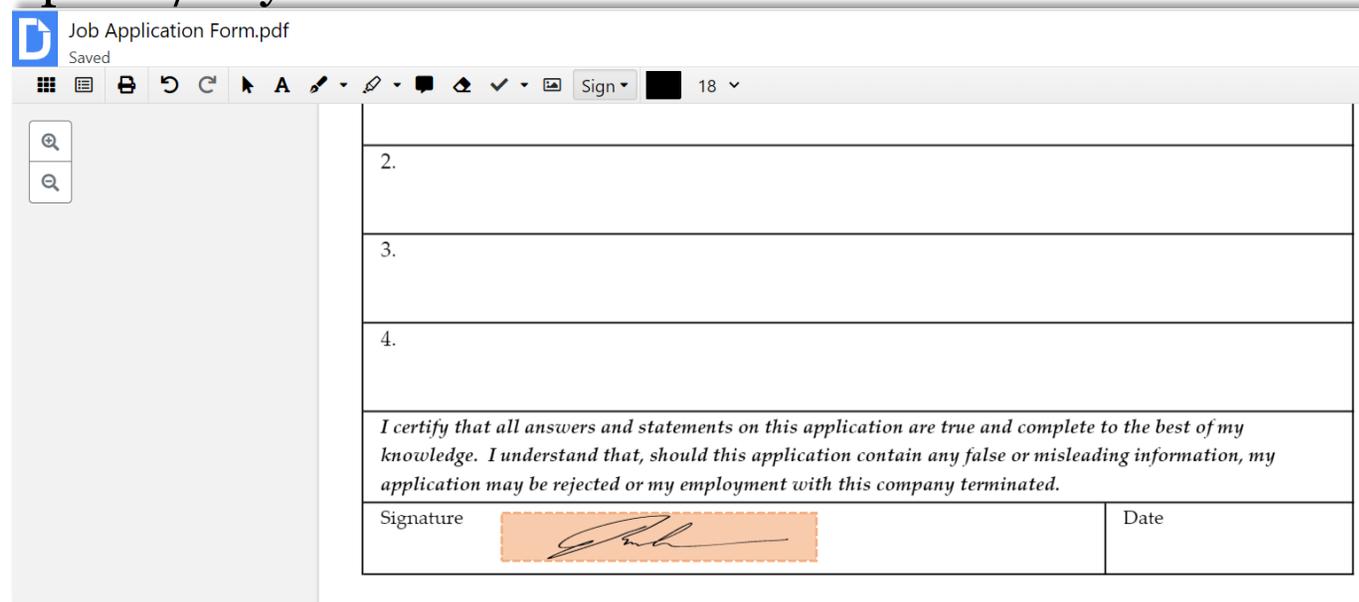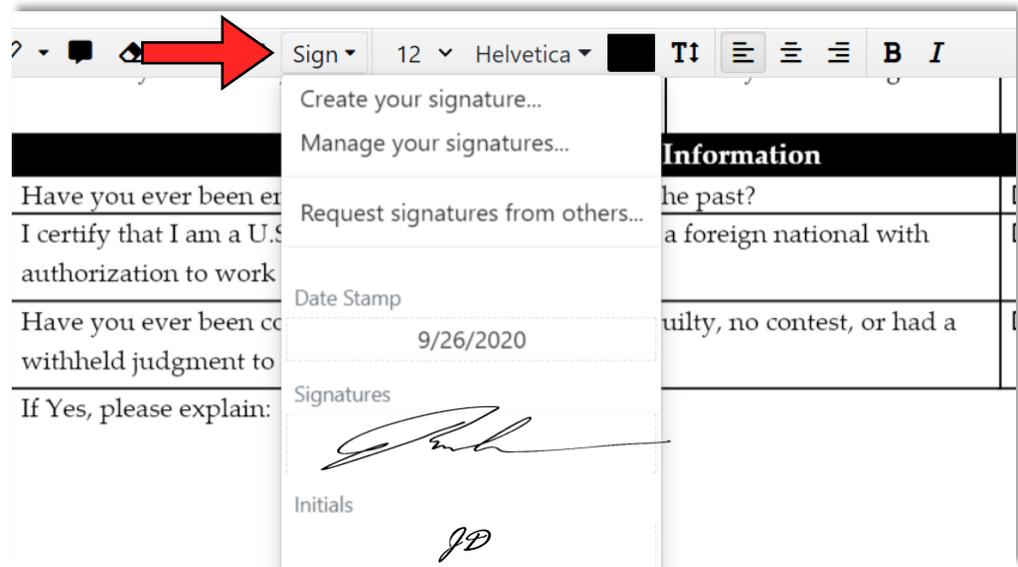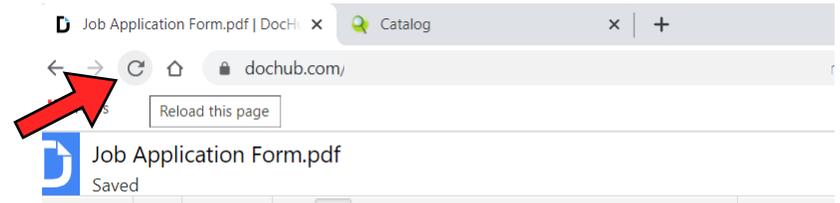
14. Need to send your signed PDF via email? Select the button in the top-right corner of the application screen.

15. Click Send.

16. Click Email Attachment.

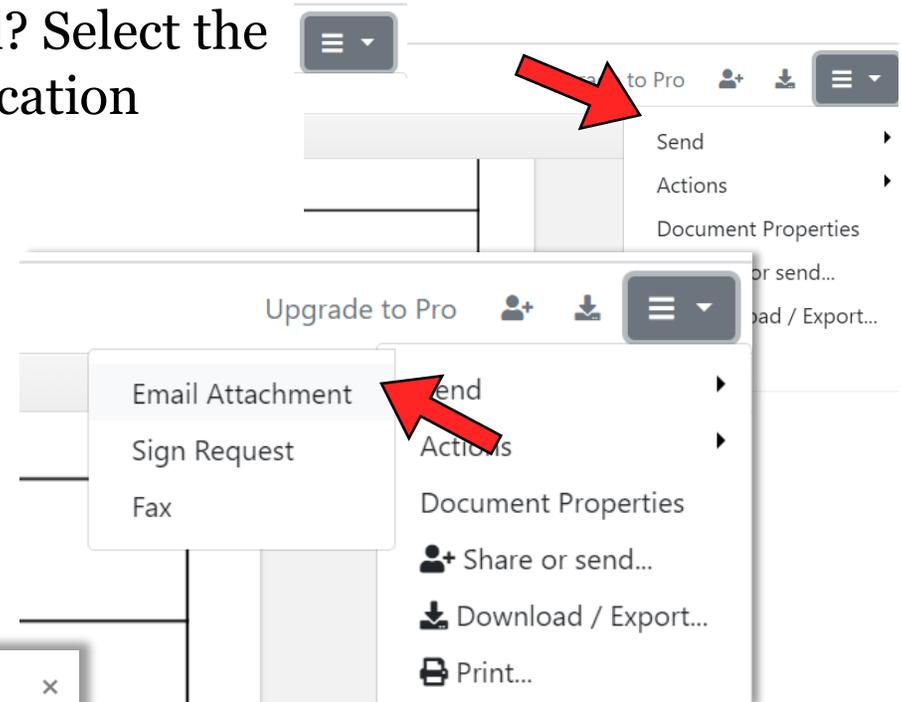17. Fill in the email address, edit the message if necessary and choose either Send via no-reply@dochub.com or Send via Gmail/email.

Send

Actions

Document Properties

or send...
ad / Export...

Upgrade to Pro

Email Attachment

Sign Request

Fax

end

Actions

Document Properties

Share or send...

Download / Export...

Print...

Email as Attachment ✕

To   or send as fax...

janedoe@example.net ✕   email@example.com

Subject

Job Application Form.pdf

Hey Jane,

Here is my signed Job Application Form as promised.

Thanks, John Doe

Attachment   Job Application Form.pdf (207 kB)

🔒 **Flatten**   ☐ Flatten fields ☐ Rasterize pages
☐ Certify document

Send via no-reply@dochub.com   **Send via Gmail**

CONGRATULATIONS! YOU ARE ALL DONE!

KEEP IN MIND:

- The PDF is automatically saved, so if you run out of time or you accidentally close-out of DocHub, your document will be saved as you left it.
- Your signatures will also be saved to DocHub for future use, should the need arise.
- Feel free to send a copy of your PDF to the printer if you'd like a hardcopy to take home.

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Text: (412) 775-3900
Email: info@carnegielibrary.org
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