I'm not a bot

We know how important signing a PDF is. Many businesses have shifted to electronic signatures to expedite their processes, minimize expenses, and make it as easy as possible for anyone to sign documents. In this article, well show you how to sign a PDF on virtually any device, comparing all forms and telling you when its best to use them. By the end of the article, youll know exactly which one to use and when to use it. Lets get started. Windows is the most used OS worldwide. Heres how to sign a PDF if you have a Windows PC: Electronic signature software or electronic signature apps usually refer to digital platforms that let you create and use electronic signatures online. With them, you can not only sign documents but create documents to be signed with all the legality of paper documents. Here are the best electronic signature platforms: Signaturely is a free, easy-to-use e-signature solution, perfect for anyone who wants to get legally binding digital signatures on forms, proposals, and agreements online without using Adobe. Signing a PDF with Signaturely is easy. Heres how to do it: Upload your PDF to the platform and add signature fields wherever theyre needed. You can then add your signature and send it to the other signees. Your signees will be notified via email that a document needs their signature. Signaturely will then guide them step by step through the signing process, from creating their digital signature, if they dont have one, to teaching them how to sign the document. You can use the Signaturely platform to stay in the loop. The platform will let you know who has signed the document and who hasnt, and it will even use gentle notifications to remind users to sign. You can use Signaturely for free or sign up for a business account with unlimited templates and signature requests right here. Developed and backed by Adobe Acrobat Pro DC, Adobe Sign is an online platform allowing users to sign PDF documents using multiple devices, including PCs. Check out our Adobe Sign vs. DocuSign article. Heres how to use it: Connect your Google Drive, Microsoft 365, Box, or any other platform on which your documents are stored. Upload your documents to the Adobe Sign platform. Once your documents have been uploaded to the platform, add your signees email addresses and a personal message. Then add the PDF that requires their signature. Use the drag-and-drop editor to add signature fields, and once youre done, you can send the document to the signees to be signed. Once your document has been signed, Adobe sends you an instant notification to let you keep track of approvals. You can also use your dashboard to track all documents, informing you about their status. If youre not a fan of Adobe, here are our top Adobe Sign competitors to consider. PDFelement is another PDF editor you can use with both Windows and Mac. Its user-friendly interface makes it easy to edit PDF documents in detail. With this platform, you can easily create, edit, and convert PDFs to your liking, making it a good alternative to Adobe software. Heres how to use it: PDFelement allows you to create new PDFs or open existing PDFs with its One-Click PDF Creation feature, which allows you to convert files into PDFs with just one click. Once the PDF is ready, you can start preparing it for its signature. You can not only add signature files to your PDFs but also add comments, drawings, stamps, and attachments to your PDF file to help contextualize your document. Once youve prepared your document, you can sign in with your Signature ID. You can use the platform to create a new ID or to browse your computer and export an ID into PDFelement. Both you and your signees must go through this step separately to sign the PDF. Since PDFelement doesnt guide the people who need to sign your document, youll have to let your users know how to use it. SignaturelyAdobe SignPDFelementWinnerCostLimited free version$9.99 per month$69 per yearSignaturelyEase of UseVery easySomewhat easyAverageSignaturelyQualityExtremely highHighAverageSignaturelyG2 rating5 stars4.3 stars4.5 starsSignaturely Signing a PDF on a Mac is much the same as signing a PDF using Windows. Heres how to do it: As mentioned, electronic signature platforms make signing PDFs easy for everyone involved. Here are the best electronic signature platforms to sign PDFs on a Mac: Signaturely is a free, easy-to-use e-signature solution, perfect for anyone who wants to get legally binding online signatures on practically any digital document. Heres how to use Signaturely to sign a PDF on a Mac: Upload your PDF to the platform and add signature fields wherever theyre needed. You can then add your signature and send it to the rest of your signees. Your signees will be notified by email that theres a document requesting their signature. Signaturely will then guide them step by step through the signing process, from creating their online signature, if they dont have one, to teaching them how to sign the document. You can use the platform to stay in the loop. It will let you know who has signed and who hasnt. It will even use gentle notifications to remind users to sign your document. You can use Signaturely for free or sign up for a business account with unlimited templates and signature requests right here. Adobe Sign can also be used to sign PDFs on a Mac and many other devices. All you need to do is connect to the cloud platform where you have your documents, like Google Drive, Microsoft 365, Box, or many others, to export your PDF, set it up, and send it to be signed. Once your document has been signed, Adobe sends you an instant notification to let you keep track of approvals. DocuSign is another online signing platform that allows users to sign documents from virtually any device, including a MacBook. The platform is good for users looking for advanced settings, although it may be overwhelming for a new user. Users can also keep track of the status of their signatures and even write contracts in over 40 languages. There are free alternatives to DocuSign if youre looking for a more affordable solution. PDFelement is a PDF editor available for both Windows and iOS. It features a very simple UI, allowing you to create, edit, and convert PDFs to your liking, making it a good alternative to Adobe software. Although its main focus is PDF editing, this software also has electronic signature capabilities, allowing you to add signature fields to your PDFs. PandaDoc is another electronic signature platform that allows users to set up PDFs and include them in interactive proposals with online signature capabilities. The platform lets you keep up with your proposals, letting you know who has interacted with them and keeping you informed about the process. PandaDoc also has a responsive app for Android and iOS, and the platform works well with Windows and macOS. Here are some PandaDoc competitors. Heres how to set up and use a digitally drawn signature for signing PDFs and other documents online: Although iOS doesnt have a preinstalled drawing app, you can either download an app like Sketch or Patina or use Signaturelys Online Signature Maker if you dont want to download anything. To use Signaturelys Online Signature Maker, go to the online signature maker and select Draw your signature. Then draw your signature using your mouse, trackpad, or stylus, and personalize your drawing. Once youre done, download the file as a PNG, and it will be ready to use. You can also use almost any drawing app to draw a signature. Simply open your drawing app, select the brush and color, and start drawing your signature. When satisfied with the result, you can select Save Signature and send it to your email or Mac with Bluetooth. Lastly, you can avoid drawing entirely and type your signature with Signaturelys Online Signature Maker. Select Type your signature, use the text box to type your name or initials, and choose a font to personalize it. Once youre happy with it, you can download it. Your new signature will be saved on your computer as a PNG file and will be ready to use. You can also use Apple Preview to sign your PDFs. Heres how: To start using Preview to sign your PDF, youll first have to open your PDF and then create your virtual signature by drawing it with your TrackPad, taking a photo of it with your MacBooks camera, or drawing it using your iPhone or iPad. Now that you have recorded an image of your signature to Preview, you can start using it to sign your documents. Just open your PDF on Preview, and go to the Signature button as you did before. Then click on your signature, and place your signature as you like. Once your signature is properly placed, you can save the document and share it with the other signees. Lastly, you can also sign documents on a Mac through Apple Mail. Heres how: Open your Mail app, then go to Mail. Click Preferences, and select Signatures. Once youre there, you can select the email account you want to link a signature to in the left column. You can name your signature in the middle column to easily track it. Finally, you can create your signature in the right column. Once you have your signature, you can start using it to sign PDFs in your Mail app. You can also automatically add your signature to emails as a way to end them. Electronic Signature SoftwareDigitally Drawn SignatureApple PreviewApple MailWinnerCostFree versionsFreeFreeFreeTieEase of UseVery easy for all signeesFairly easyFairly easyEasySignaturelyDocument management capabilities?YesNoNoNoNoSignaturelyTeam collaboration?YesNoNoNoNoSignaturely As we can see, although there are multiple ways to sign a PDF on a Mac for free, youll likely encounter difficulties if you use any of those options for anything more than just a casual signature. With no advanced capabilities other than adding a simple digital signature, Signaturely is superior for managing documents, helping signees to sign your PDFs, and keeping track of your contracts once youve sent them out for signing. Here is a comparison of a few ways to sign a PDF on Android: Adobe Acrobat Reader has an app in Google Play. Heres how to sign with it: Go to the Google Play Store on your Android device and download the Adobe Reader app. Once youve downloaded the app, go through the first few steps to finish setting it up and ensure its ready for signing PDFs. Now that your app is ready to go open your PDF file in the app. You can search for the file in-app or find it outside the app and open it with Adobe Reader. Youll have to create a signature if this is your first time using the app to sign a document. To do this, look at the bottom right corner of the screen and find the pen icon. Tap on it and select Fill & Sign? then select Create Signature. Once youre there, draw a signature and tap on Done. Now that you have your signature ready, you can tap anywhere on your PDF to place it, adjusting it as needed. When youre done signing, tap on the checkmark at the top left corner, and the signed document will be saved and ready to share. Another Adobe Android app you can use for signing documents is Adobe Fill & Sign. Since Adobe Fill & Sign is better for forms, you can use the app to complete a form that needs signing and finish it with your signature. Heres how to use it: Download the Adobe Fill & Sign app from your devices Google Play Store. Once youve downloaded the app, go through the first few steps to finish setting it up and make sure its ready to start signing PDFs. Once your app is ready to go, you can open your document by opening the app and tapping on the plus sign icon in the middle of the screen to choose the form you want to fill out from your device. When you open the file, you can rearrange it and edit it with limited options to make it easy to fill. If youve never used the app before, the app will ask you to create a signature. To do this, look at the bottom right corner of the screen and find the pen icon. Tap on it and select Fill & Sign? then select Create Signature. Once youre there, draw the signature youll use and tap on Done. If youve created the signature already, tapping the pen icon will make your signature accessible instead. Now that you have your signature ready to go, you can tap anywhere on your PDF file to place your signature, adjust it, and resize it to make it fit where it needs to be. When youre done signing, tap on the checkmark at the top left corner, and the signed document will be saved and ready to share. Adobe Sign Mobile is the last Adobe app you can use to sign PDFs on Android. This app is great for sending PDFs to sign. Heres how to use it: Go to the Google Play Store on your Android device, and download Adobe Sign Mobile. Once youve downloaded the app, go through the first few steps to finish setting it up and ensure its ready to start signing PDFs. On the main menu, tap on Send for Signature. Then tap on Documents. Here, you can add a document by browsing your phone or using the camera app to scan your document. Now that youve selected or scanned your document, you can select your recipients and even choose to have it signed in the order you add them. You can also add a message for your signees to see before signing, personalizing it with your signees names. Now that your document is ready, you can send the document to your recipients to be signed. As your recipients sign the document, youll be notified by email. The platform will send the document in the correct order. Once everyone has signed the document, all signees will receive a fully signed version of the document. You can also use a non-Adobe Signature App like SignMyPad. Heres how to sign a PDF with it: Go to the SignMyPad website, and download the APK from there. You may need to tweak your admin permissions to start using an app downloaded outside the Google Play Store. Open the app and follow its instructions to open a PDF. You can also open a PDF from your phone by choosing SignMyPad to open it. Once youve opened your PDF, tap on the Add button in the top right corner and tap on Signature. Then sign your name in the box, and drag your signature to the required PDF area. Once youve signed your PDF document fully, you can tap on the green checkmark to complete the process and save your signed PDF. You can now share it by attaching it to an email or by using Dropbox. Adobe Acrobat ReaderAdobe Fill & SignAdobe Sign MobileSignMyPadWinnerCostFreeFreeFree$3.99Adobe PlatformsEase of UseEasy to useVery easy to useEasy to useEasy to useAdobe Fill & SignQualityHighHighHighHigh`TieSharing capabilitiesGoodGoodExcellentAverageAdobe Sign Mobile There are multiple ways to sign documents on iPhone and iPad, including PDFs. Here are a few: Your iOS devices likely have a built-in Markup feature that will make it easy to sign your documents with a native app. Heres how: Open your PDF file on your device, and look for the Markup icon. The icon looks like a small pen-tip icon, usually in the top right-hand corner. Tap on it, and select Signature. If youve never used the feature before, youll have to draw a signature using your finger or Apple Pencil. You can also use your pre-set signature or create a new signature for your PDF. Now that your signature is ready, you can place it on the document, resizing it to fit the right area. Once your document is signed, you can tap Done to save the signature. Your document is now ready to be shared or saved. Adobe Acrobat Reader has an app in the App Store. Heres how to sign a PDF with it: Go to the App Store on your iOS device, and download Adobe Reader. Once youve downloaded the app, go through the first few steps to finish setting it up and ensure its ready to start signing PDFs. Now that your app is ready to go, open your PDF file in the app. You can search for the file in-app or find it outside the app and open it with Adobe Reader. Once youve opened the file, look at the bottom right corner of the screen, and find the pen icon. Tap on it and select Fill & Sign? then select Create Signature. Once youre there, draw your signature and tap on Done. Now that you have your signature ready to go, you can tap anywhere on your PDF to place your signature, adjusting it to where it needs to be. When youre done signing, tap on the checkmark at the top left corner, and the signed document will be saved and ready to share. Another Adobe Android app you can use for signing documents is Adobe Fill & Sign. Since Adobe Fill & Sign is better for forms, you can use the app to complete a form that needs signing and finish it with your signature. Heres how to sign a PDF with it: Go to the App Store on your iOS device, and download the Adobe Fill & Sign app. Once youve downloaded the app, go through the first few steps to finish setting it up and make sure its ready to start signing PDFs. Once your app is ready to go, you can open your document by opening the app and tapping on the plus sign icon in the middle of the screen to choose the form on your device that you want to fill. When you open the file, you can rearrange it and edit it with limited options to make it easy to fill. If youve never used the app before, it will ask you to create a signature. To do this, look at the bottom right corner of the screen, and find the pen icon. Tap on it and select Fill & Sign? then select Create Signature. Once youre there, draw your signature, and tap on Done. If youve created the signature already, tapping the pen icon will make your signature accessible instead. Now that you have your signature ready to go, you can tap anywhere on your PDF to place your signature, adjust it, and resize it to make it fit where it needs to be. When youre done signing, tap on the checkmark at the top left corner, and the signed document will be saved and ready to share. Finally, the last Adobe app you can use to sign PDFs on your iOS device is Adobe Sign Mobile. This app is a great way to send PDFs to sign. Heres how to use it: Go to the App Store on your iOS device, and download the Adobe Sign Mobile app. Once youve downloaded the app, go through the first few steps to finish setting it up and make sure its ready to start signing PDFs. On the main menu, tap on Send for Signature. Then tap on Documents. Here, you can add a document by browsing your phone or using the camera app to scan your document. Now that youve selected or scanned your document, you can select your recipients and even choose it to be signed in the order you add them. You can also add a message for your signees to see right before signing, personalizing it with your signees names. Now that your document is ready, you can send it to your recipients to get it signed. Youll be notified by email as your recipients start signing the document. The platform will send the document in the correct order. Once everyone has signed the document, all signees will receive a fully signed copy of the document. You can also sign a PDF outside the Adobe sphere with apps like PDF Expert 7. Heres how to sign a PDF document with this app: Go to the App Store and download PDF Expert. Install it, and go through the first steps until you can reach the dashboard. Tap on the plus sign, and select the PDF you want to open. Youll have to provide access to your gallery to start browsing your documents. Now that you have your PDF open, tap on Signature, and create a new signature that you can use to sign your document. If another person besides you will be signing the document, tap on Customer Signature instead. Now that you have your signature, you can place it into the PDF, drag it, and resize it to fit wherever you want. Markup ToolAdobe Acrobat ReaderAdobe Fill & SignAdobe Sign MobilePDF Expert 7WinnerCostFreeFreeFreeFreeFreeFreeTieEase of UseVery easy to useEasy to useEasy to useEasy to useEasy to useMarkup ToolQualityHigh qualityVery high qualityHigh qualityHigh qualityHigh qualityAdobe Acrobat ReaderSharing capabilitiesAverageGoodGoodExcellentGoodAdobe Sign Mobile There are multiple ways to sign your PDFs on all devices, but theres hardly a better way to get them signed than Signaturely. Sign up for Signaturely for free today. Signing documents has become a digital process in our modern world. PDF documents and electronic signatures have replaced pen and paper. This technological shift has increased document turnaround times and improved employee productivity and operational efficiency.There are several ways to sign a document online; one easy way is to use Google Docs. The web-based platform allows you to insert signatures. This article will cover how to insert a signature in Google Docs if youre unfamiliar with it. Well also detail the following: How to insert a signature in Google Docs with Signaturely How to insert a signature in Google Docs from your phone How to edit your signature in Google Docs Frequently asked questions Lets get started. Google Docs has a base feature that allows you to insert signatures into your documents. Its a multi-step process that well outline below. Start by opening the document that you want to sign in Google Docs. Scroll down and find the area where you need to add your signature. Once youve found it, click Insert on the top left-hand bar. Then, select Drawing and New from the drop-down menu. The image below will help you understand the process described. A pop-up interface should appear where you can manually draw or upload your digital signature. You can upload files from your device/computer or your Google Drive if you have one. Well draw a signature for the sake of this step-by-step guide. To draw your signature, click the drop-down menu of the Line symbol/icon. Seven options should appear: Line, Arrow, Elbow Connector, Curved Connector, Curve, Polyline, and Scribble. The one that you want to select is Scribble. Heres an image to help you understand the process explained. Use your mouse or touchscreen to draw your digital signature. Dont rush the drawing; make it as accurate and clean as possible. Press Save and Close in the top right-hand corner when youre done. Your drawn digital signature will now be added to your Google Docs. It wont be in the right place, so you must move it. We recommend changing the image settings of your drawn signature by left-clicking your image and selecting In front of text. This image will provide you with some guidance. Now all you have to do is simply drag and drop your digital signature in the right place. Heres how it looks in the image examples: As mentioned earlier, you can also upload an image of your digital signature from your hardware or Google Drive. Follow the same steps above until you get to the pop-up interface. Instead of drawing, press the Image symbol/icon. Heres an image to give you an idea of what it looks like. An upload file interface should appear. You can upload a file from your devices hardware or your Google Drive. Press Save and Close when youve attached the image file of your digital signature. Now the image of your digital signature is in your Google document. If its transparent, change the text wrapping to In front of the text like the drawn signature method. Use the Behind text option if your signature has a white background. These manual methods of inserting your signature in Google Docs arent tricky, but there are far easier ways. Continue reading below to learn more about these methods. The easiest way to insert a signature in Google Docs is to use Signaturely, a digital signature software. Its a web-based tool that enables you to sign and process contracts and agreements quickly. There are several benefits to using Signaturely to sign something in Google Docs electronically. For starters, its simple and more convenient than other, more complicated processes. You can upload, sign, process, and send secure documents with only an internet connection. This streamlined approach speeds up document preparation and turnaround time. What once took hours and even days takes only minutes. Your sensitive documents are sent directly to your contract parties email inboxes. Security is one of the most significant concerns for digital documents. Cyber terrorists can hack into your system and steal your sensitive data. Signaturely has several security measures that protect your information, such as encryption and two-factor authentication. Signaturely is also affordable and offers a free plan. You can upload and sign any Google Doc that you want. The free plan is limited by the number of signature requests. Signature requests are when you need other people to sign, and youre allowed three per month. Using Signaturely to sign a Google document is short and sweet. Begin by visiting the Signaturely website and logging in to your Signaturely account. You can create an account for free if you dont have one. Once logged in, youll first want to link your Google Drive account with Signaturely. Press Integrationson the left side menu. Thisll take you to a page where you can integrate various cloud storage platforms with Signaturely. Youll see four options on this page: Google Drive, Dropbox, One Drive, and Box. Youll want to press the Activate button for Google Drive. Heres an image to help you understand how this process is done. An activation widget will be sent where you can select your Google account. You should get a little pop-up interface in the top right corner of the page to confirm that youve successfully integrated Google Drive and Signaturely. Now that youve integrated your Signaturely account with Google Drive, its time to upload, sign, and process your document. Start by selecting Sign on the sidebar to the left. Then, youll be presented with three. Who needs to sign? Options: Only Me, Me & Others, and Only Others. Only Me: If your document only needs your signature. Me & Others: If your document needs your signature and others. Only Others: If your document only needs others signatures. Select the option that best fits your document needs. Heres an image to help you understand the process. Youll be sent to a document preparation page after youve selected the right signing option. Fill out the form fields and then scroll down to the Upload File section. This section is where you can import your document file from Google Drive. Press the Fill Out & Sign button once youve attached your document file. This will send you to a document editor page where you can add your digital signature. You can also add dates and text boxes. Press Send in the top right corner after editing the document. The image examples were for a document that only you need to sign. The process for other contract parties differs slightly. You can assign signer locations where your signatories can add their digital signatures. Youll also be able to email them a link to the document. In many instances, you need to use your phone to sign a document. You might be outside the office, and time is of the essence. Signing a document digitally from your iPhone or Android device ensures a quick turnaround time. Many individuals dont have a laptop or desktop computer and must use their phones to sign contracts,forms, and agreements electronically. Although this slightly complicates the process, inserting a signature in Google Docs using a phone is still possible. Youll need to download the Google Docs app to insert your digital signature into your Google document. Start by finding your document in your Google Drive. You can do this through a web browser like Google Chrome or the Google Drive app. You should now have your Google document open. Now, attempt to edit it by pressing the icon in the bottom right corner. Doing this will activate the Google Doc app. Heres an image to help you understand how to do this. Now, youll have Google Docs activated and be able to edit your Google document. Scroll down to the section of your document that requires your digital signature. Once there, press the Insert symbol/icon, select Image, and then From Photos. Look for the image of your digital signature and take a photo of it if you havent already. Your digital signature should now be inserted into your Google document. This is a rather messy and complicated process. You can save time and effort by using Signaturely instead. All you have to do is visit the Signaturely website, log in, and upload and sign your document. You can alter your signature with the image settings on Google Docs if necessary. To do so, click on your signature and press Edit, located beneath it. This will open the editing page you initially used to create your digital signature. Using the scribble tool, you can attempt to redraw it for a cleaner image. You can also replace it with an uploaded image, and you can do that by selecting the Image symbol/icon. You can tweak several other image options to customize your digital signature. These advanced editing tools allow you to change the following parameters: size and rotation, text wrapping, and position. Here are a few signature ideas if you still dont have a digital signature. Size & Rotation: This allows you to manipulate the width and height of your digital signature. Text Wrapping: You can place your digital signature around the text of your document in five different ways. These include the following: Inline with text, Wrap text, Break text, Behind text, and In front of text. Position: Changes the position of your digital signature on the page. Click on your digital signature and select All image options to access and edit these elements. This image will help you to understand how to do it. A sidebar with the three parameters should appear on the right. Thats all of the built-in customizations that Google Docs offers. An easier way to edit your digital signature is to use Signaturely, and the web-based digital signature tool makes it simple to sign. Go to the Signaturely website and log in to your account. Then, select Settings on the left-hand menu bar. Youll want to then select Edit Signature in the submenu that appears. Press the three vertical dot symbols/icons above your image and then choose Edit. This is where you can modify your existing digital signature or signatures to your hearts content. Use this image to help guide you through the process. Youll then be taken to a signature editor, where you can edit your digital signature by typing, drawing, or uploading a new image file. Hit the Update signature button when youve completed editing your digital signature. Thats all there is to it. Editing your digital signature with Signaturely is easy. Its the recommended method; itll save you time and effort. Where is the electronic signature in Google Docs? You can add your electronic signature to your Google Docs document in several ways. The first method involves using the Google Doc built-in drawing feature, which allows you to hand draw a signature and insert it into your document. You can also upload an image of your signature. The easier method involves using Signaturely, a web-based digital signature software. To get started, simply log in to your free Signaturely account and sync it with your Google Drive. Then you can upload your document file and use the Signaturely editor to sign it digitally. What is the difference between an electronic signature and a digital signature? Electronic signatures and digital signatures are often used interchangeably to mean the same thing. However, theyre technically different from one another. A digital signature is a type of electronic signature that utilizes a specialized technical process to meet specific standards. How do I insert a digital signature? You can insert a digital signature into a document in several ways. However, the easiest and best way is to use a digital signature tool like Signaturely. Its a cloud-based application that allows you to create a digital signature and insert it into documents. The digitization of the document signing process has shortened turnaround times and boosted operational efficiency. There are several ways to sign a document online. Many will use the Google Docs platform. This article covered everything you need to know about how to insert a signature in Google Docs. We have detailed several methods you can use, including the use of the web-based digital signature tool Signaturely. Not everyone knows there are multiple ways to insert a signature in Excel. You can do it directly on the platform and keep your signature visible or invisible. Multiple ways make it easier for anyone to insert a digital signature in Excel. By the end of this article, youll know multiple ways to sign, request, and add electronic signatures in Excel and have a couple of alternatives lined up. Lets get started. Here are 4 easy ways to insert a digital signature in Microsoft Excel: The easiest and safest way to insert a signature in Excel (and everywhere else) is by using an electronic signature app like Signaturely. Signaturely is a simple and effective digital signature software that allows you to create and upload Excel documents, Word documents, PDFs, and more to easily and legally sign documents online. Heres how to get started: Open your Signaturely account. Click on Sign, and select the person or people who need to sign the document. Fill in the document title and information, scroll down, and click on Upload File. Select your Excel file and upload it. Add your signers. Send your document. Its that easy. You can use Signaturely for free with its forever-free account. With Signaturely, you can send up to three digital signature requests per month and easily import all your Excel, PDF, and Word documents to be signed online. This will transform your document into a powerful digital certificate. The platform allows you to insert a signing date, create an e-Signature, and save your signed document online. You also get access to the audit log and history to manage your signature requests and send notifications and reminders to your signees. Need more than three monthly signatures? For just $10 per month, youll get unlimited signature requests. Need free, unlimited templates? Increase your monthly payment from $10 to $15 for a business account, and youll also receive unlimited templates, team management tools, and custom branding. No one else offers as much for the same price as Signaturely. Sign up for free to start using Signaturely today to insert a digital signature in Excel and everywhere else. Simple Convenient Generous free plan More advanced features than Excel Safer than Excel Guides your signees step by step Allows you to handle and supervise multiple documents Forever-free plan and very affordable paid plans It makes electronic signatures easyNo mobile app available (currently in development) HelloSign is an electronic signature platform thats easy enough for most users. The platform also offers bank-level security, protecting your documents through SSL encryption and secure server infrastructure hosted at a state-of-the-art Tier III, SSAE-16, and ISO 27001-certified data center. Thats much higher security than Excel can offer you. Users can also integrate HelloSign with multiple cloud-based servers and Zapier. Although its pricing plans for professionals can be high, HelloSign doesnt offer unlimited templates in any price tier, making your process documentation more difficult if you must sign multiple documents. Easy to use Good security Limited free accountExpensive paid tiers Limited capabilities for the price Signaturely is one of the best HelloSign alternatives in the market today. Formerly known as EchoSign, Adobe Sign is part of the Adobe family. You can insert a signature line with Adobe Sign and collect digital signatures in multiple documents, including Excel. Adobe Sign integrates with multiple business-related apps and provides a streamlined user experience. Backed by Adobe, Adobe Sign has a multi-million dollar company backing it, and its security features, UI, and integrations are above average. However, individual users can begin using the platform only by paying $9.99 per month, which is more than most casual users may want to pay. You can also consider other Adobe Sign alternatives. Well-designed UI Streamlined experience High compatibility with other toolsFairly expensive when compared to similar tools Lacks advanced features You can only add comments on a PDF Check out our AdobeSign vs. DocuSign comparison. You can also insert a digital signature in Excel through the program itself. Heres how: Select the cell where you wish to insert a signature and click on the Insert tab. Then, go to Text, click on Signature Line, and select Microsoft Office Signature Line. Here, you can enter the info related to your online signatures, such as the signers name and suggested signers title, their email address. You can provide instructions for them if necessary. All of these selections are optional, but the more information you provide, the easier itll be for your signers to understand the process. Now that youve set up your digital signature, click OK to add your visible signature box. Once you do that, you can save the document and send it to your signer(s). Due to online signature capabilities, you dont always need to leave a signature visible on your document. Word docs, Excel spreadsheets, and PowerPoint presentations allow you to use an invisible digital signature and insert it into your Excel workbooks. To do this, open your Excel document. Then, under the File tab, look for Info, Protect Workbook, and click on Add a Digital Signature. Then, complete the fields and click on Sign. Once the document has been signed, you can see any signatures under a new tab called Signatures at the bottom of your page. You can also use a signature as an image. You have two options: create a signature, or upload a scanned signature. If you want to create your signature from scratch, you can use Signaturelys online signature generator for free. You can easily draw or type your signature with your mouse, stylus, or trackpad. You can also create a text signature if you only want to type it. Modify the details, color, and angle to make it unique. Once youre done, download it, and it will be ready to use. You can also use your ink signature as an online signature. Just draw your handwritten signature on a blank piece of paper, scan it, and save it as an image file. If you want to optimize your image further, you can use software like Photoshop to eliminate the background and make it transparent using Quick Selection or Magic Wand options. You can also increase the contrast to make it look more solid. When youre done, save it as a PNG file to have a solid digital signature with a transparent background ready to use in any Excel document. When you have your signature image file ready, open your Excel document. Then, under the Insert tab, look for Pictures, and select Pictures From File. Here, you can look up your signature image file and upload it, cropping the extra blank areas if needed. Here are a couple of ways to request an electronic signature in an Excel document: Once youve added the signature box to your Excel document, you can attach it to an email. However, youll need to pay close attention to your wording to ensure the recipient gets the right message. Use the best subheading to capture your recipients attention. Youll want to ensure the subheading uses the right context to make it relevant to your recipient. In the message, briefly outline what recipients will find in your Excel file and the effect that signing it will have. Its always a good idea to remind the signer of what theyre signing and what that signature commits them to. Finally, explain step-by-step instructions for signing the document. Tell them what to do when they open the spreadsheet, where they need to click, and how to know when its complete. You can also explain how to create an online signature if they dont have one yet. When sending an email and writing a message, always add your recipients email address last to prevent sending it prematurely by mistake. The easiest way to request electronic signatures in an Excel file is by using an online signature tool like Signaturely. All you need to do is upload the Excel file to your Signaturely account and fill in your recipients information. You can also add a message to be sent with the signature request. When youre done, simply save it and send your signature request. Your signers will receive a signature request looking like this: Once they click on Review & Sign, Signaturely will guide your signers through the process of creating their signature and signing the contract. Since youre leaving the signing process to Signaturely, you dont need to worry about guiding your signers through the process, wondering if they have the same version of Microsoft Office you have or if theyve opened the document or not. Signaturely guides your signers step by step, telling them how to create their online signature and fully sign your Excel file. You can even automate the order in which the file must be signed using a signature line list. Choose the order in which youd like the document to be signed, and Signaturely will forward it to you. Signaturely makes it easier and faster for you and your signees to insert a signature in any Excel document, regardless of where they are or what software they use. Have a signature line that needs to be removed? Heres how to remove a digital signature in Excel: Start by opening your Excel document. Then, under the File tab, look for Info, and click on View Signatures. This will show you all the visible and invisible digital signatures on your document. From there, locate the signature you want to remove, double-click on the arrow next to the signature, and click on Remove Signature. A warning dialog box will ask you for confirmation, so click Yes. Youve successfully removed the signature from your Excel file. Here are the answers to commonly asked questions about adding digital signatures to your files. Can you electronically sign an Excel document? Yes, you can. Excel allows you to add digital signature lines in-app so you and your signers can digitally sign your Excel document and add invisible digital signatures to Excel files. How do I insert a signature in Excel? You can easily add a digital signature by uploading it to an e-Signature platform like Signaturely. Create a free account and upload your Excel spreadsheet. Then, add your signature fields with the editor and send your file. How do I create a signature in Excel for Mac? The easiest way to create a digital signature in Excel for Mac is by going to the Comment menu, clicking on Signature, and clicking the plus sign to add a signature line to your document. Inserting a digital signature in Excel doesnt have to be hard. If you want only to use Excel, you can easily do it with a Microsoft Office signature line. However, if you want more control over your signing process and better attention to your signees, a signature solution can help. It will allow you to add a digital signature to virtually any document from your computer or your cloud service. Sign up for Signaturely, and start uploading your Excel files to be signed for free. Technology simplifies many administrative tasks, including record keeping and document signing processes.The emergence of online signature creators makes signing documents even easier and provides the security and protection needed for sensitive information. Filling and signing digital files is easier than ever; you only need a digital signature. Digital signatures are online versions of wet signatures. They serve as proof of identity and an intention to sign. Digital signatures are also cryptographically secure and entirely legal (via the ESIGN Act). Specific measures are in place to ensure the validity and authenticity of these signatures. When a digital signature is affixed to a document, the recipient can be assured that it is unaltered and the same as originally published or printed. Creating a secure digital signature to sign PDF documents and files is an essential task. In the digital age, one should maximize available resources and minimize response times for signing office reports, contracts, and other important documents. Digital signatures ensure smooth transactions for all parties involved. You can create a digital signature for PDFs on any device through Signaturely. Just follow these simple steps: Signaturely is a web app (free PDF signer) that you can use to add your digital signature to any device or gadget, such as Android, iPhone, PC, or Mac. First, navigate to signaturely.com and create a free signaturely account. On the right panel side menu, click Sign and select the number of signatories. Upload the PDF. Click Fill Out and Sign at the bottom of the page. Choose Sign on the menu on the left side and click the area marked for signing. A pop-up box will appear for crafting your signature. Within the popup window, click Create It Now.. At this point, you can choose between Upload Image (for a scanned image of your signature) or Draw It In to design a digital signature. Following the Electronic Signature Disclosure Act, any signature you create within this app carries the same legal weight and value as your handwritten signature. If you choose to use Upload Image, click the Upload file button and select the image file stored on your computer. Afterward, click the Create Signature button. Once you have finished creating your signature, Signaturely will route you back to the document so that you can select and insert your signature. Click the signature field, then select Sign to insert your signature. You can sign digital documents and forms using other methods based on your devices. There is no need to use scanners or expensive equipment. The following methods can be used across all operating systems and platforms. Use a stylus, digital pen, mouse, or trackpad to draw your signature. Download the image as a PNG file. Then, you can add your digital signature to any document via Signaturely. 2. Use a touch screen to create or draw your signature. You use any drawing app or software. Save the signature file as PNG for future use. 3. Open an app like Signaturely and select Type Your Signature. You can personalize the style and font. 4. Use Apple Preview to create a virtual signature. Use Trackpad to open the PDF file, click Markup, then go to the Signature icon. Select Create Signature and Click Here to Begin. Use Trackpad to sign the document. 5. Use Apple Mail. Go to Preferences in Mail and select Signatures. Choose the email account you want to connect to your digital signature. Through the right column, you can create your signature. The middle column tracks your existing electronic signatures. You can access the stored signatures to sign your documents. Use Google Chrome to create a digital signature. Open your PDF via Chrome and affix your signature using the fill and sign tool. Use Microsoft Office to sign a PDF document. Follow these steps:Download the file. Open the file in Protected View and click Edit Anyway. Go to the menu and select Sign. Add a typed version of your signature by typing your name into the box. Or select an image of your handwritten signature. Click Select Image, and choose your digital signature in the Select Signature Image dialog box. 4. For PC tablets, use the touch screen to add a handwritten signature through the inking feature. Click Sign. Follow these steps to add a digital signature using your iPhone or iPad. Log in to your Signaturely account and choose the number of people who will sign the document. Upload the document to the app and click Fill Out & Sign. Place your signature fields to indicate who and where others need to sign. Send your signed document and wait for all signers to complete the process. Use Apple Preview to create a digital signature. Open Preview and click the Markup icon, then the Signature icon. Click Create Signature. Select which device to save it on for future use For Android, you can use apps like Adobe Reader, Adobe Acrobat, Adobe Sign, and Signaturely to sign documents. On all of these apps, the process is simple: Install the app on your Android device. Upload the PDF to the app. Open the document and click the fill and sign tool within the apps toolbar. Save the PDF and send it back to the recipient. How do I create a digital signature in PDF? There are many ways to sign a PDF with a digital signature. You can use software or apps like Adobe Reader, Acrobat, or Signaturely to create a digital signature in a PDF file. When using Adobe, ensure your signature is authenticated with a certificate authority (CA). How can I add an electronic signature to a PDF for free? You can use an app like Signaturely to add an electronic signature to your PDFs for free. There are many ways to create a digital signature in PDF on your personal devices. Signaturely is one of the easiest ways to use your computer, tablet, or phone. When you want to sign a PDF file or any document, it is vital to ensure that it remains authentic and consistent for all signatories. Post navigation

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