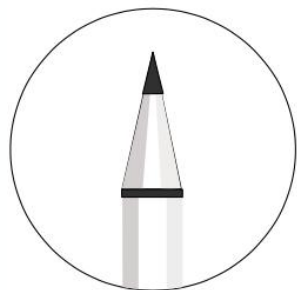


# iPaddlers

## Digitally Sign Documents



iPad and iPhone

January 26 2023

**GUARDRAIL**  
Tutorials

# Signing - PDF Document

## Received by Email

You may receive a document to sign as a PDF file, which makes things easy. In this case we are looking at the situation where the document (in this case an Application Form) has been received within the Apple Mail app as a file attachment (or embedded within the body of the email).

This is not an exact step by step guide, rather an approximation, mainly for the purpose of identifying the icons and general processes involved.

NOTE: On other devices the process may be similar, or very different.

SCCC-Application.pdf

SCCC Inc - Membership Application/Renewal Form

Application may be posted to: SCCC Inc Post Office Box 384 Caloundra 45

Emailed to [sccc@internode.on.net](mailto:sccc@internode.on.net) or presented at a meeting

I wish to apply for membership

I wish to renew my membership

(s)

s:

Post Code

Phone Mobile

Click the Markup Tools icon to access the pen tool

Markup Tools icon will change appearance to indicate it is selected

# Using the Markup Tools To Sign (or draw)

These days the Markup Tools panel is like a floating dock which can be dragged around the screen to re-position it out of the way. It can also be partially hidden.

orate	\$75.00
or (under 18 years)	\$35.00

Total herewith \$

Sign Here

Sign the document (on screen) preferably using an Apple Pencil or a micro-fibre tipped stylus

ment by - Cash, Cheque or Direct Deposit to:  
Bank - BSB: Account No:  
ise Note - Payments at meetings by Cash or Cheque only)

cordance with Club Rules members are advised that the  
has Public Liability Insurance to the Value of \$20,000,000

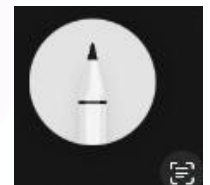
SCCC Office Use

The Markup Tools icon may appear like this at first. Tap it and the full tools panel will expand

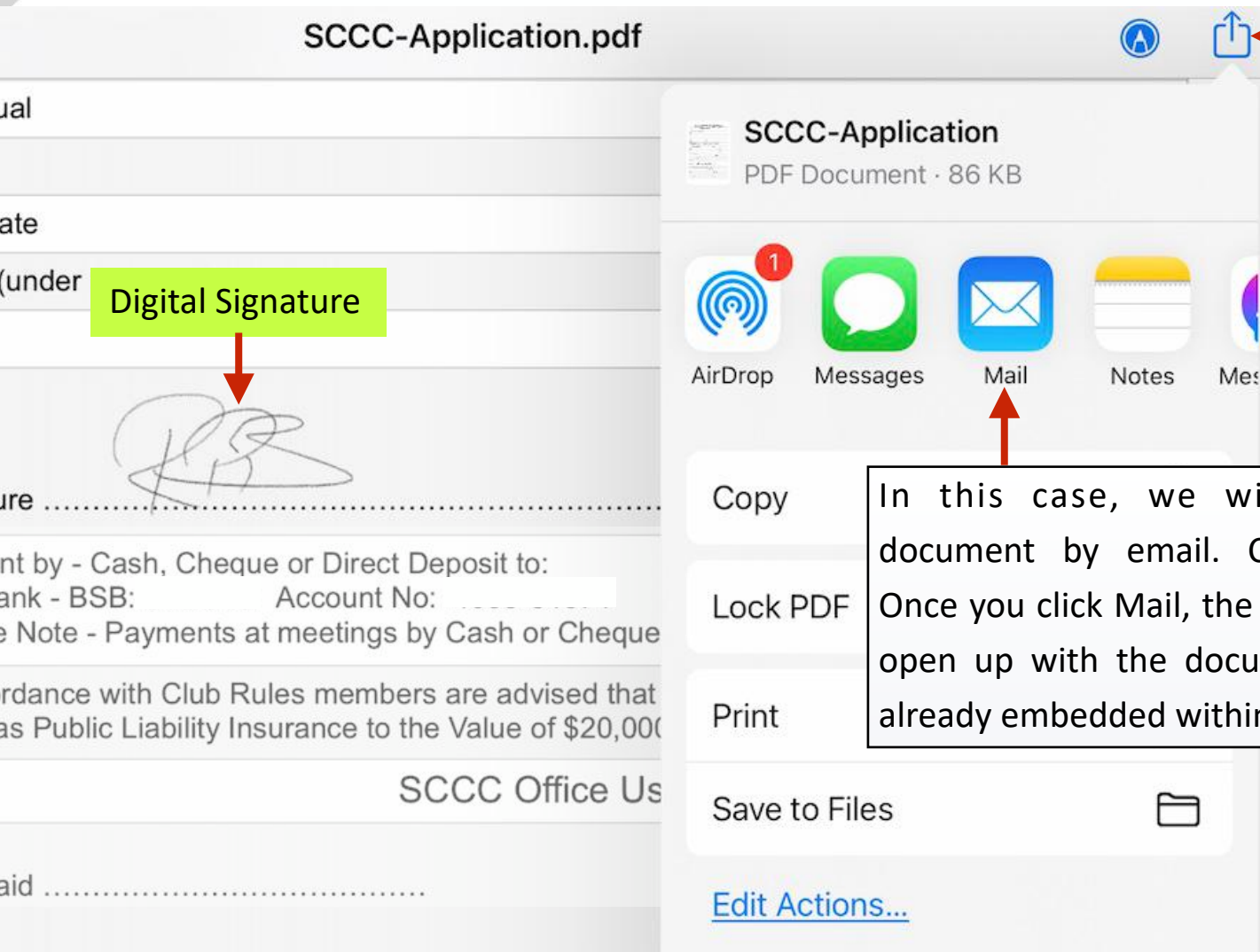
Choose the appropriate tool and the tip colour



Full Markup Tools panel (expanded)



# Sharing/Sending the Document by email



Once signed, tap the Share icon to access the options for sending the signed PDF

In this case, we will send the document by email. Choose 'Mail'. Once you click Mail, the email app will open up with the document to send already embedded within the email

# In Mail - New Message

## Getting Ready to Send

Once in the Mail app, a New Message only requires input into the recipient address field and the Subject field. You can also add more content to the body of the email, such as an explanatory note or whatever is required. The document will appear in the body of the email (visible under the onscreen keyboard in this case

Thu 26 Jan

Cancel

### New Message

To: |

Recipient's email address

Cc/Bcc, From: webjewel3@gmail.com

Subject:

Subject field

Tip: If the onscreen keyboard is not showing, tap on any text input field to make it visible

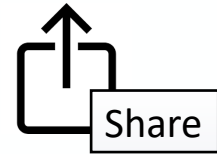
Send icon is greyed out until at least one email recipient is typed in, or selected from a list

The icon changes to blue once the email is 'ready' to be sent. Click this to send the email, once you are sure it is ready



# Signing a Copy in Photos

screen shot image



Use this method if the document is not a PDF (it may be an HTML email). Take a screen shot of the document to sign. It will be saved to Photos. From within the Photos app you can export the digital image to a PDF file by sharing it to the Books app (the conversion to PDF will be automatic). As usual, this is done by using the Share icon. Alternatively you can sign the screen shot within the Photos app and it will be saved as an image file (probably HEIC). When you send it by email (using the Share icon) it will be automatically converted to a JPEG file. Depending upon your requirements, and that of the recipient, you can send the digitally signed document as either a PDF or JPEG file (using Share to export the file)

The screenshot shows an email composition interface. At the top, there is a "Today" header with a three-dot menu. Below it, the email content area contains the text "Membership Renewal". To the right of this text is a "Send" button with a blue arrow icon. A red arrow points from the "Send" button to a blue circular icon with a white upward arrow. A callout box labeled "Recipient" has a red arrow pointing to the "To: Rodney Border" field. Another callout box labeled "Subject field" has a red arrow pointing to the "Subject: Membership Renewal" field. In the top right corner, there is an "Edit" button circled in red, with a white arrow pointing up to it from a callout box that says "Tap Edit to access the Markup Tools within the Photos app". At the bottom right, there is a green callout box that says "Tip: The basic icons you will need to use look similar across different apps." The "Cancel" link is visible in the top left corner.

# Summary



- **Documents** can be **digitally signed** on the **iPad** - using an **Apple Pencil**, or suitable stylus
- Normally done within **Mail**, **Photos** or the **Books** app - using both the **Markup Tools** & **Share**



Markup Tools



Pen Tool



Share

