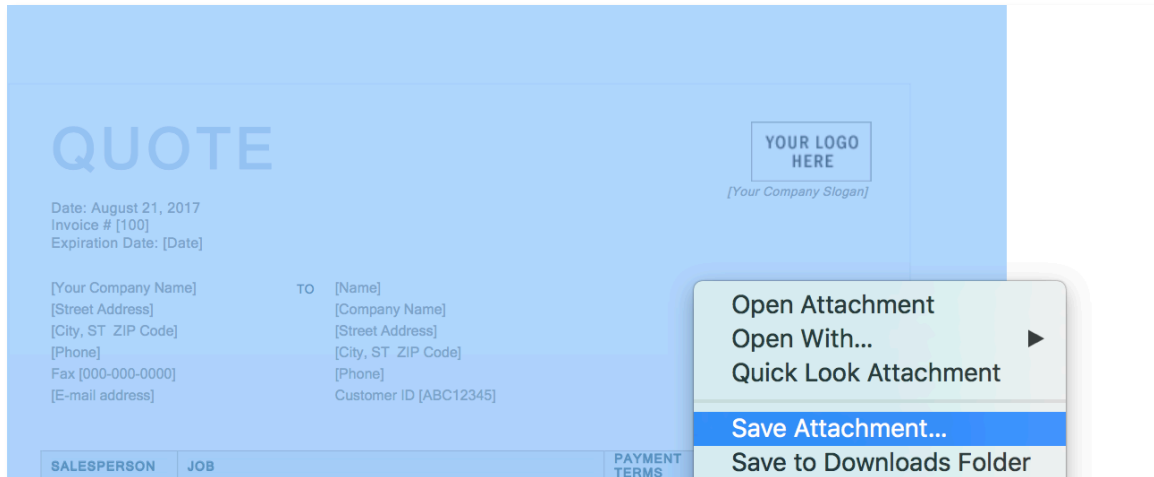


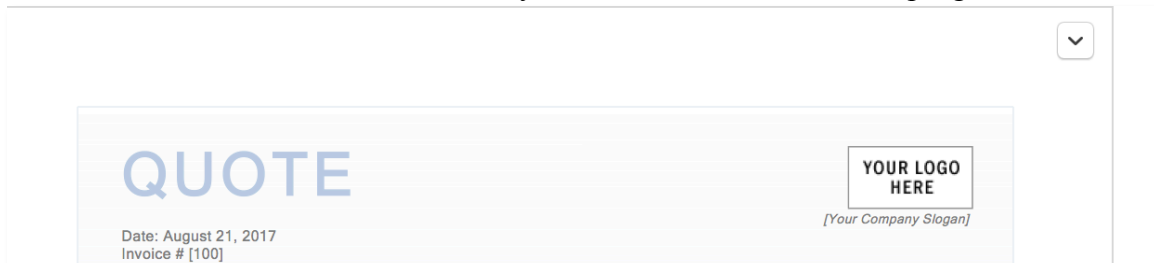
SIGN DOCUMENTS WITHIN EMAIL APP

No one likes to print out, sign, and then scan a document back into the computer when something needs to be signed, am I right? Guess what, you don't have to do that long process anymore when it comes to PDFs and images. Apple has made it nice and easy for you to get that signature on the document.

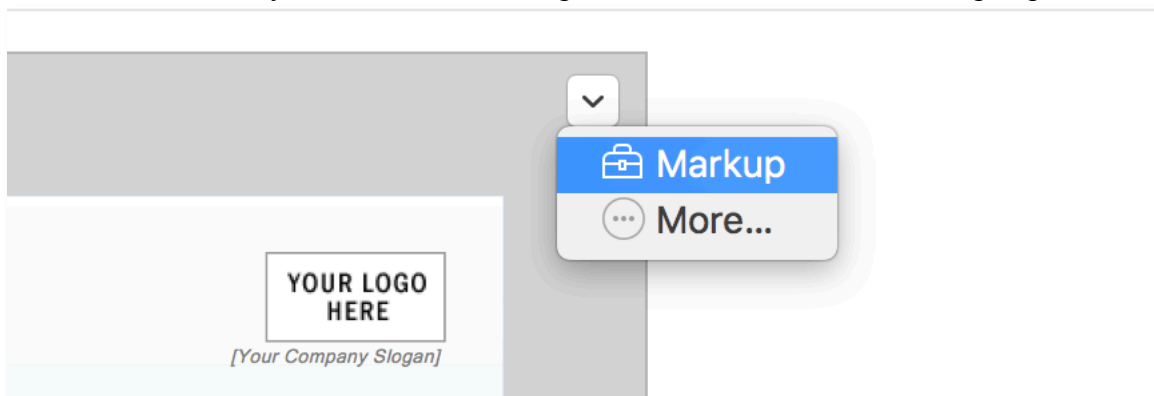
First, you will want to save the file that was sent to you for your signature.



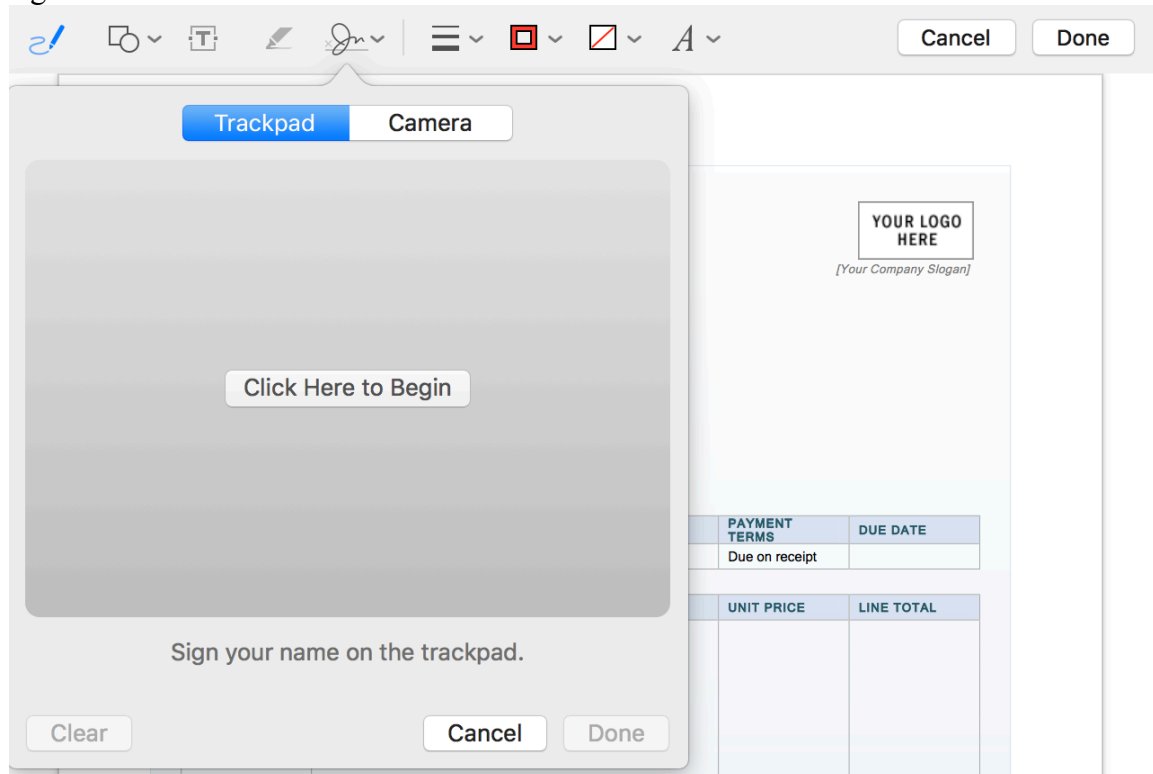
Next, you need to compose a new email and attach the file that you want to sign. Once attached, hover over the attachment and you will see an arrow in the top right corner.



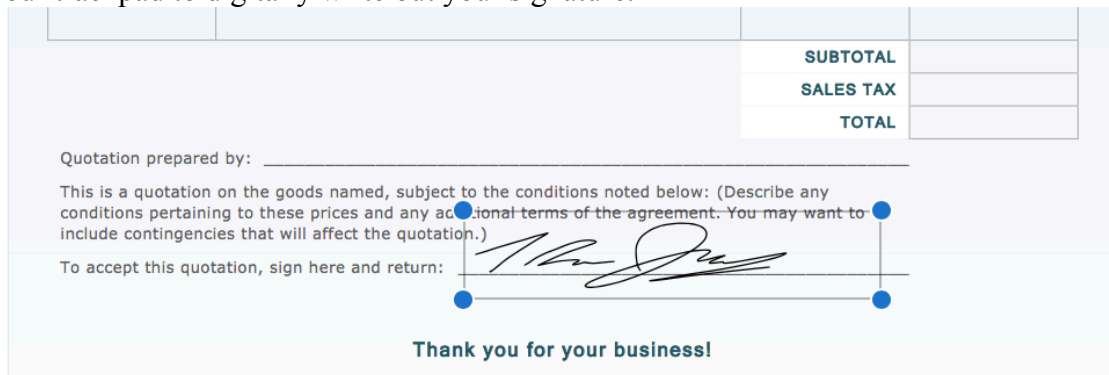
Press that arrow and you will then see a drop down menu. Click the "Markup" option.



You will then be directed to a dashboard where you can make several different types of edits. In this article we are covering signatures so select the option that looks like a signature.



From here you will write your signature on a piece of paper and hold it up to the computer's camera and the camera will scan and upload your signature. You can also use your trackpad to digitally write out your signature.



Once you are satisfied with your signature you will then press done and then proceed to placing and sizing your signature.

Finally, press done to save your changes and then you are ready to send the signed document.