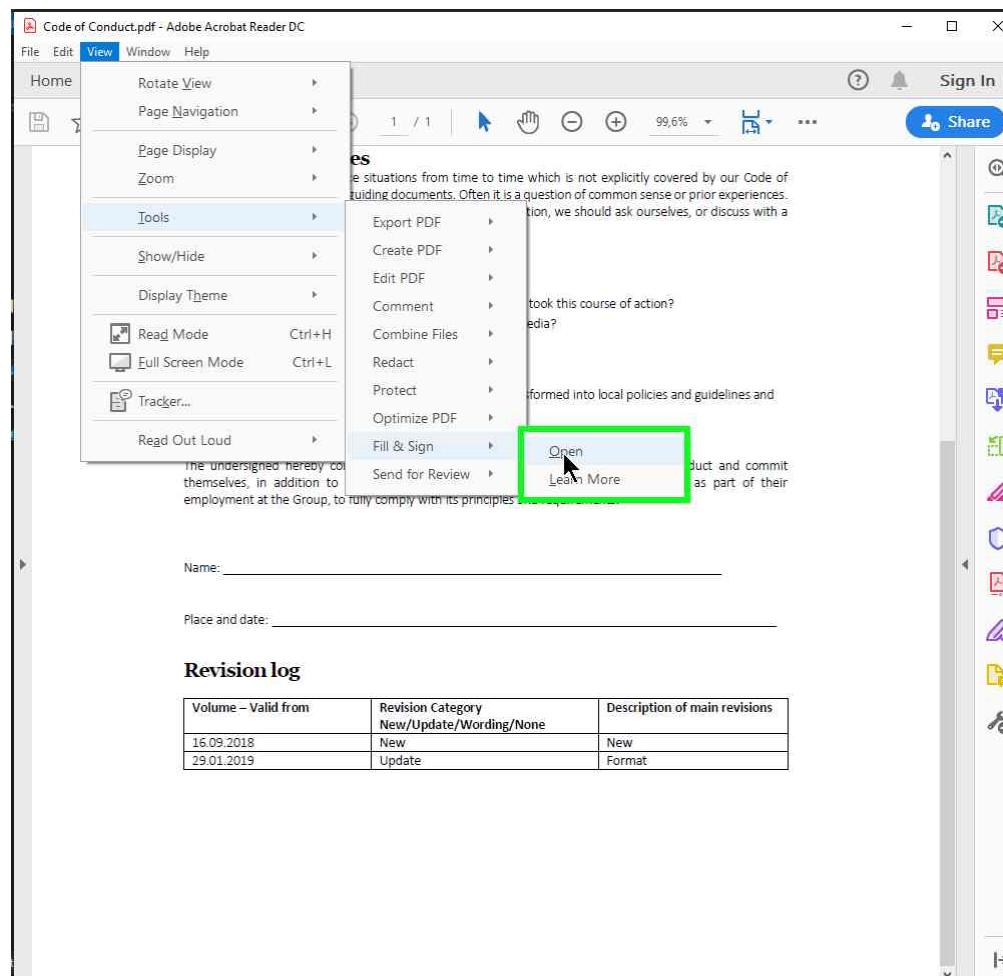
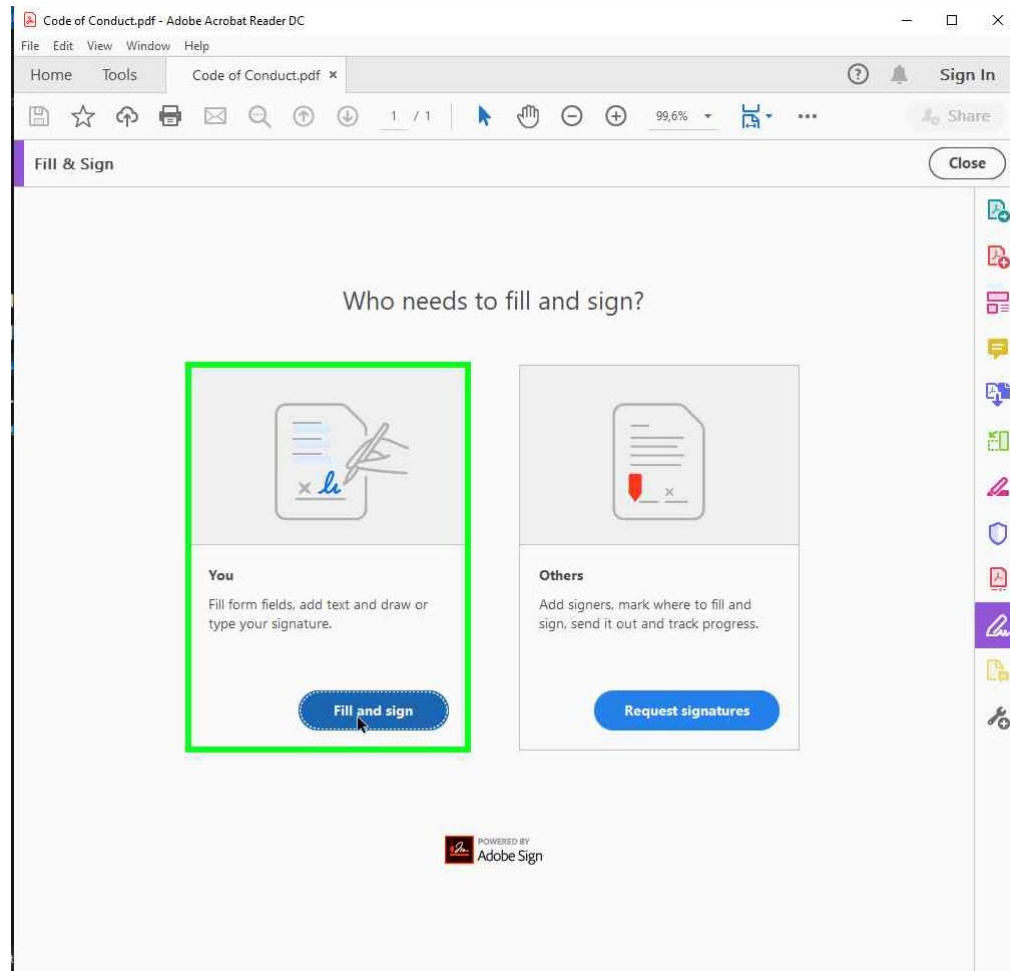


How to add a digital signature in Adobe Acrobat Reader DC

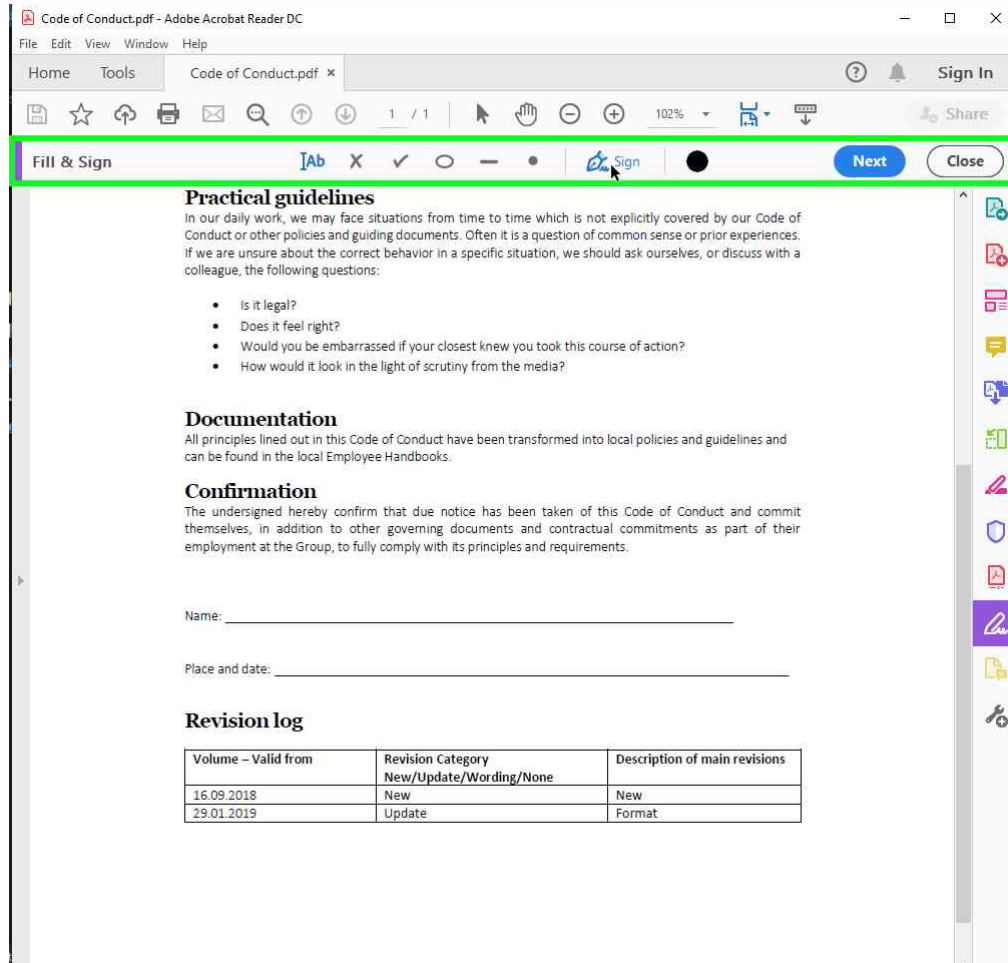
Step 1: click on *View > Tools > Fill & Sign > Open*



Step 2: click on *Fill and sign*



Step 3: click on Sign



The screenshot shows the Adobe Acrobat Reader DC interface. The title bar reads "Code of Conduct.pdf - Adobe Acrobat Reader DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows "Home" and "Tools" tabs. The "Tools" tab is active, and the "Fill & Sign" panel is open. The "Sign" button is highlighted with a green box. The document content is visible below the toolbar.

Code of Conduct.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Code of Conduct.pdf x

1 / 1 102% Share

Fill & Sign [Ab] X ✓ ○ — • Sign Next Close

Practical guidelines

In our daily work, we may face situations from time to time which is not explicitly covered by our Code of Conduct or other policies and guiding documents. Often it is a question of common sense or prior experiences. If we are unsure about the correct behavior in a specific situation, we should ask ourselves, or discuss with a colleague, the following questions:

- Is it legal?
- Does it feel right?
- Would you be embarrassed if your closest knew you took this course of action?
- How would it look in the light of scrutiny from the media?

Documentation

All principles lined out in this Code of Conduct have been transformed into local policies and guidelines and can be found in the local Employee Handbooks.

Confirmation

The undersigned hereby confirm that due notice has been taken of this Code of Conduct and commit themselves, in addition to other governing documents and contractual commitments as part of their employment at the Group, to fully comply with its principles and requirements.

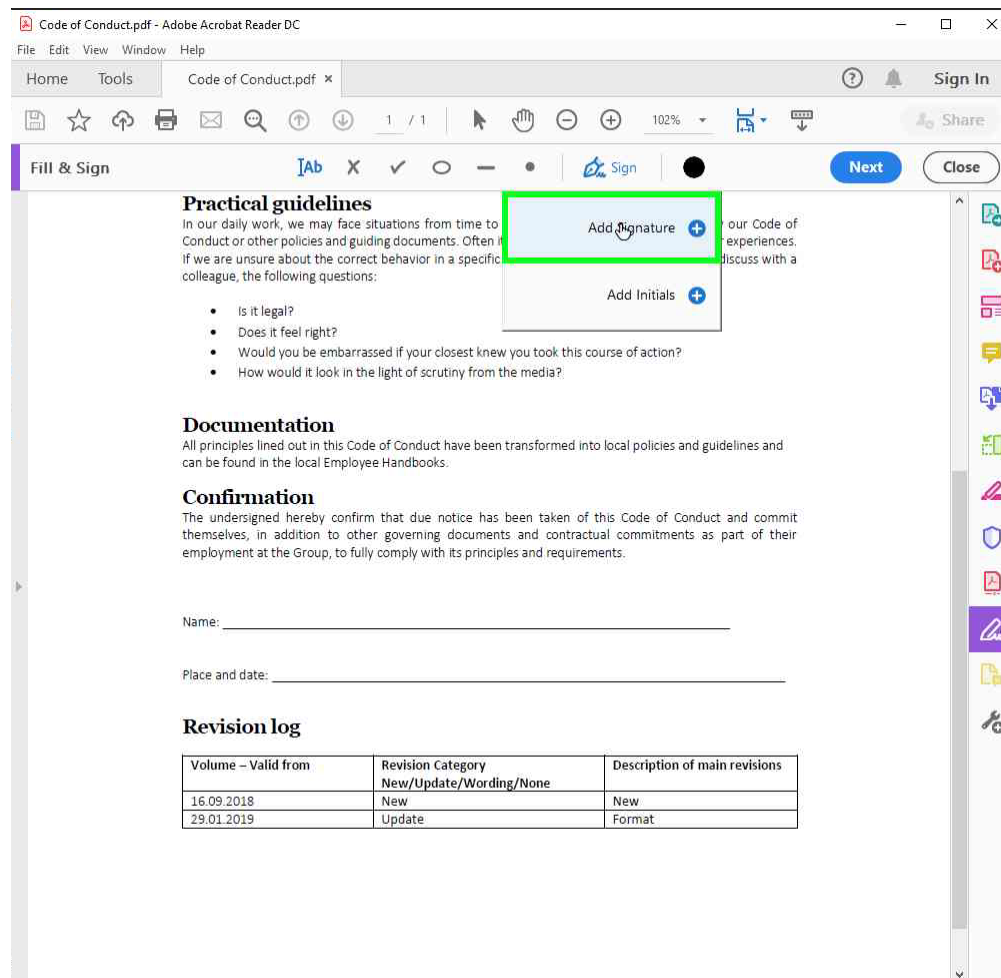
Name: _____

Place and date: _____

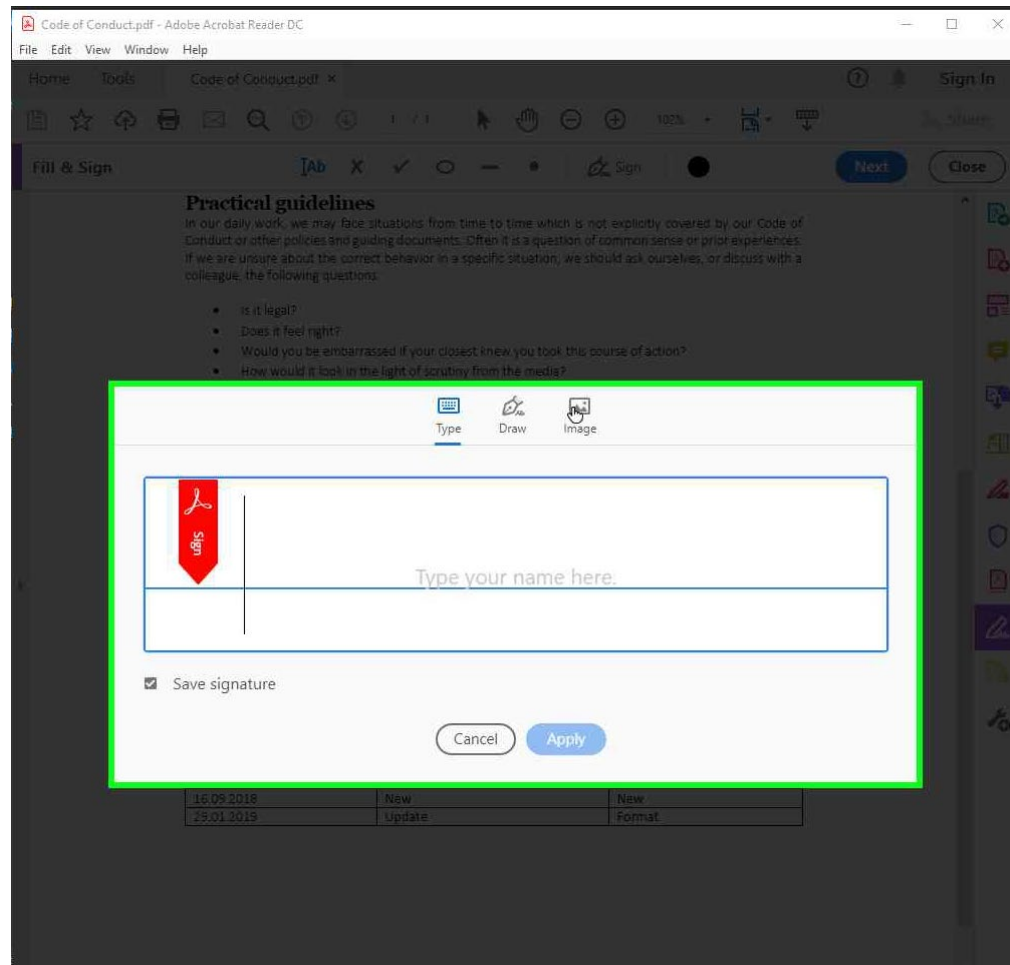
Revision log

Volume – Valid from	Revision Category New/Update/Wording/None	Description of main revisions
16.09.2018	New	New
29.01.2019	Update	Format

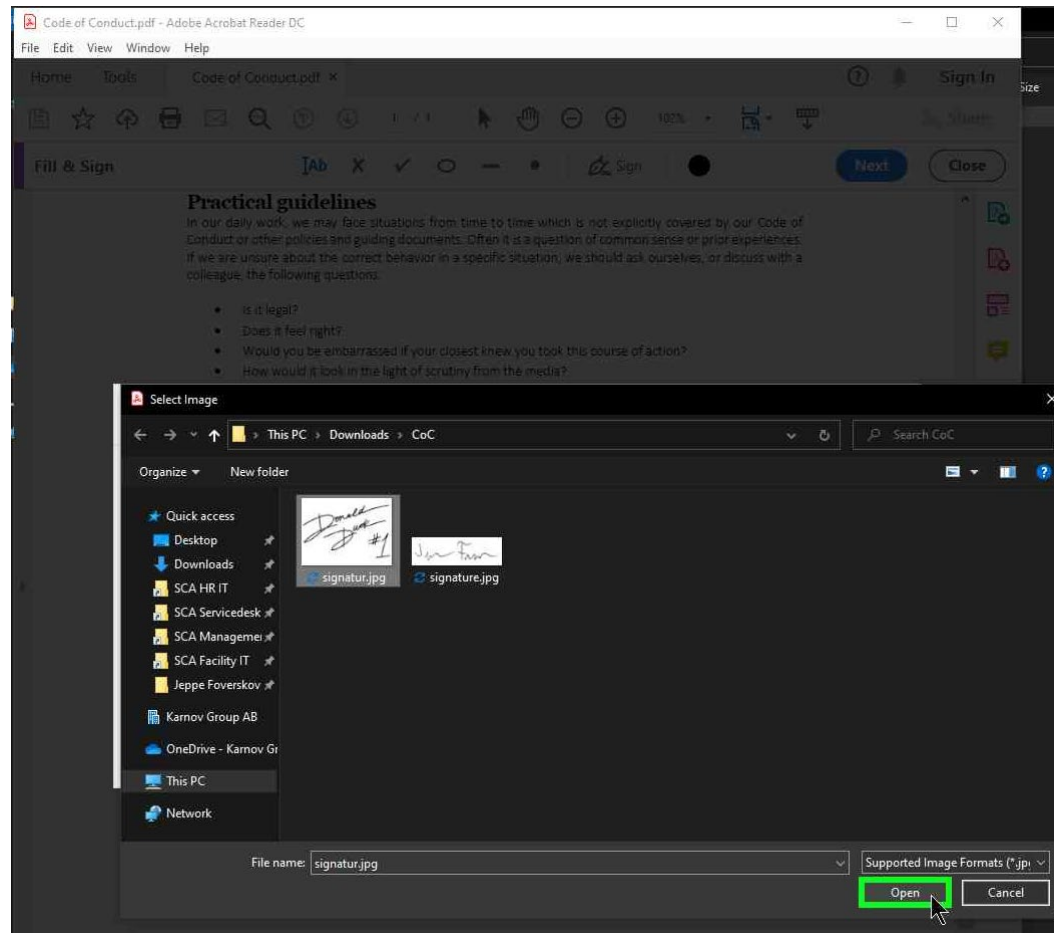
Step 4: click on *Add Signature*



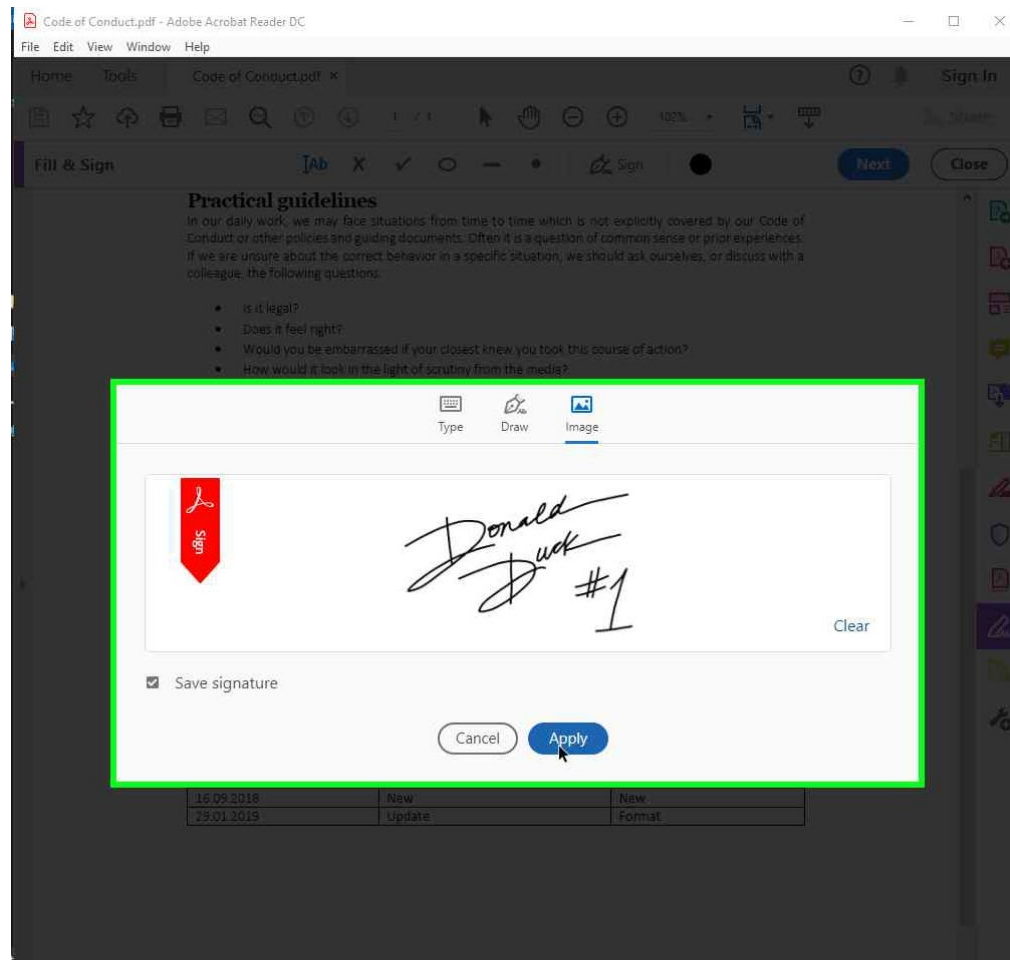
Step 5: click on *Image*



Step 6: Browse and select the jpeg picture of your signature



Step 7: click *Apply*



Step 8: click and drag your signature

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File Edit View Window Help

Home Tools Code of Conduct.pdf x

102%

Share

Fill & Sign

Sign

Next Close

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Confirmation

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Name:  IAb

Place a

When you save a form with a signature or initials you will no longer be able to edit the existing form fields.

Rev.

Volume – Valid from	Revision Category	Description of main revisions
16.09.2018	New/Update/Wording/None	New
29.01.2019	Update	Format

Step 9: Click and type your name

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File Edit View Window Help

Home Tools Code of Conduct.pdf x Sign In

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Fill & Sign IAb X ✓ ○ — • Sign Next Close

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Name: 

Place and date: _____

Revision log

Volume – Valid from	Revision Category New/Update/Wording/None	Description of main revisions
16.09.2018	New	New
29.01.2019	Update	Format

Step 10: Click and type place and date

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File Edit View Window Help

Home Tools Code of Conduct.pdf x Sign In

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Fill & Sign X ✓ O - • Sign Next Close

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Name:  Donald Duck

Place and date: Copenhagen 17-04-2020

Revision log

Volume – Valid from	Revision Category	Description of main revisions
16.09.2018	New/Update/Wording/None	New
29.01.2019	Update	Format