



We created this hands-on resource to familiarize you with our easy-to-use doc editor. In the following exercises, you'll walk through adding and assigning commonly used fields.

## ADD ESIGNATURES AND INITIALS

- 1 To add a signature field, click on **"ADD"** from the menu above and select **"ADD SIGNATURE."** To add Initials, follow the same process but select **"ADD INITIALS."**
- 2 Move your cursor to the placeholder that says **"PLACE SIGNATURE HERE"** and click your mouse to place it. Repeat this step to place the initials in the placeholder that says **"PLACE INITIALS HERE."**

## ASSIGN SIGNATURES AND INITIALS

After placing the signature or initial fields, make sure to assign them to a person in the transaction, to a role (buyer, seller, listing agent etc.), or if people have not yet been invited to collaborate, add them from this section and assign the fields. Here's how:

- 1 Hover over the field (signature or initials). Two options will appear: **"ASSIGN FIELD"** or **"SIGN NOW."**
- 2 Click **"ASSIGN FIELD."**
- 3 From the dropdown menu, select the person or role that should complete the field.

## ADD TEXT BOX

- 1 To add a text box field, click on **"ADD"** from the menu above and select **"ADD TEXT."**
- 2 Move your cursor to the placeholder that says **"PLACE HERE"** and click your mouse to place it.

My name is  and I love selling real estate in the great state of .

## STRIKETHROUGH TEXT

- 1 To place a strikethrough field on top of text, click on **"ADD"** from the menu above and select **"ADD STRIKETHROUGH."**
- 2 Place the field on top of the sample text below. You can resize the field using the arrow on the bottom-right corner.

Place the strikethrough on this sample text. Expand it using the arrow in the bottom-right corner.