

You can do this.

Use Cigned to add stamps and signatures to documents. Follow one small step at a time.

Your document. Your marks. Your finished PDF.

You do not need to be a computer expert. This guide shows you what to tap and what happens next.

On a phone: tap. **On a computer:** click.



1. Upload

Choose your document.



2. Add marks

Add a stamp or signature.



3. Finish

Check and give permission.



4. Download

Get your finished PDF.

Three words you will see

Stamp

A picture or design you place on a document.

Initials

The first letters of your names. Alex Morgan could use AM.

PDF

A file that keeps its page layout when you share it.

Before you begin

Have your document ready. Use your own signature and stamps you have permission to use.

What would you like to do?

Read one task at a time. You can come back to this guide whenever you need it.

- | | | |
|----|--------------------------------|-----------|
| 01 | Start here | 2 minutes |
| 02 | Create an account | 3 minutes |
| 03 | Find your way around | 2 minutes |
| 04 | Make a stamp | 5 minutes |
| 05 | Use a stamp you already have | 5 minutes |
| 06 | Add your signature or initials | 3 minutes |
| 07 | Upload a document | 3 minutes |
| 08 | Move marks and fix mistakes | 3 minutes |
| 09 | Finish and download | 2 minutes |
| 10 | Come back to your work | 2 minutes |
| 11 | Teams and your plan | 2 minutes |
| 12 | When something goes wrong | 2 minutes |

How to use this PDF

Choose a topic above to jump to it in a PDF reader. Zoom in when you want a closer look at a screenshot.

Get your own workspace.

Your account is where you keep your stamps and documents.

1 Open Cigned

Go to app.cigned.com. Choose to create an account.

2 Enter your details

Choose the email option. Enter your name and email, then choose **Send verification link**.

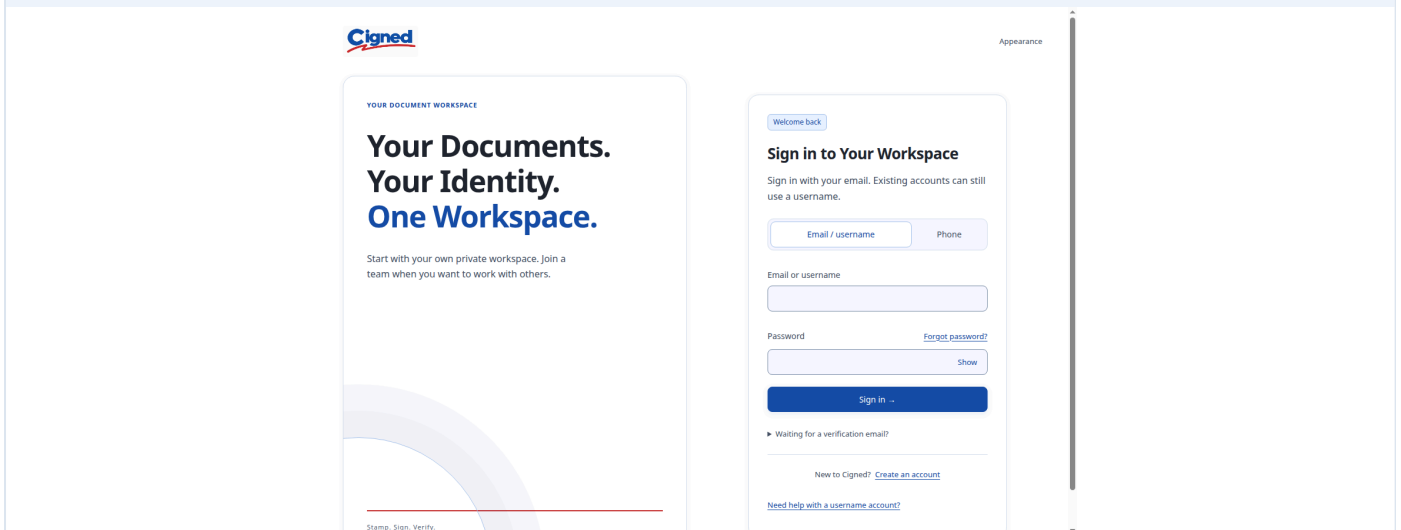
3 Check your email

Open the message from Cigned. Tap the verification link. If you cannot see it, check your spam folder.

4 Choose a password and sign in

Follow the link to set your password and finish creating your account. Later, use your email and password and choose **Sign in**.

1 The sign-in screen



Look for: The email and password boxes.

Using a phone number?

You can also choose the phone option. Follow the SMS steps. Keep your sign-in code private.

Know where to tap.

You only need a few tools to get started.

1 Home

This is your starting page. Choose a task from here.

2 Stamps

Create a stamp, upload one or open a saved stamp.

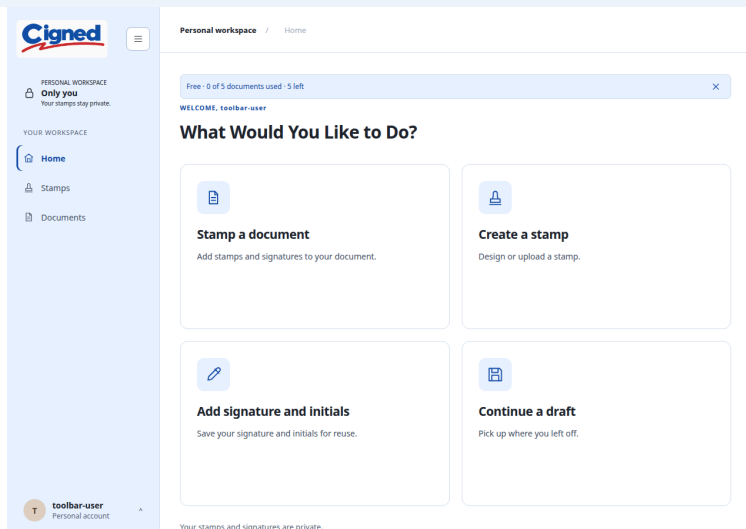
3 Documents

Upload a document or open a saved draft.

4 Your account menu

Tap your profile picture or letter. Here you can open **Signatures & initials**, **Plan & billing** and **Settings**.

1 Your workspace home



Look for: Home, Stamps and Documents in the navigation.

On a phone

Tap the three-line menu (≡) if the navigation is hidden.

Create a stamp you can reuse.

Make the stamp once. Save it. Use it on your documents.

1 Start a new stamp

Open **Stamps** and choose **Design stamp**.

2 Give it a name

The name starts as **Untitled**. Keep that name for now, or type a name such as "School office". Choose **Open editor**.

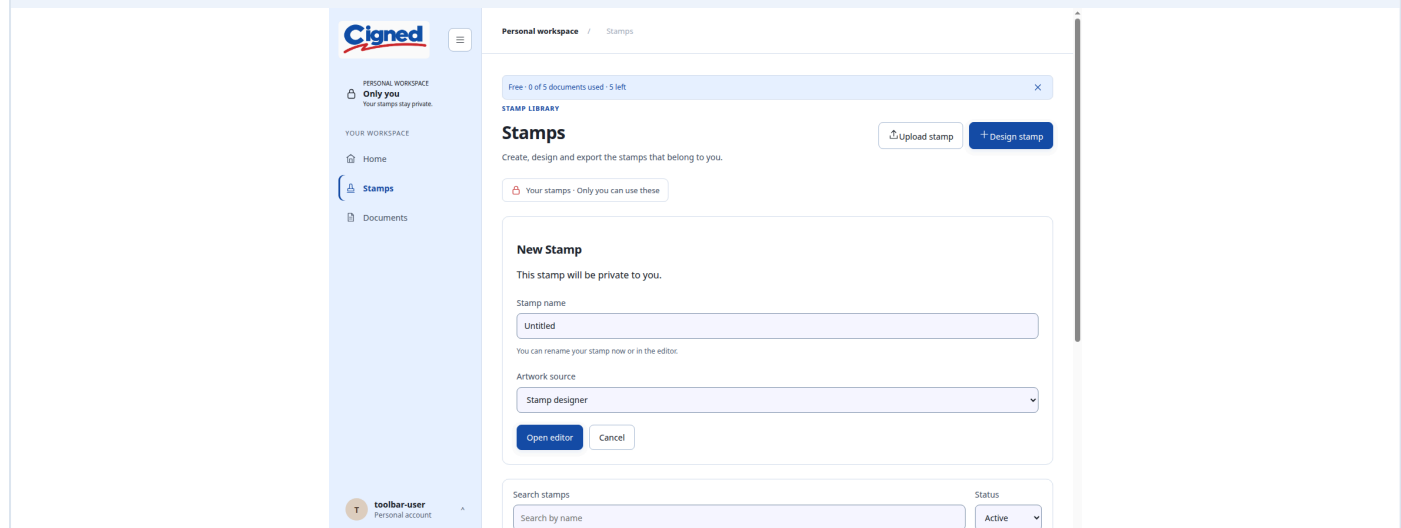
3 Change the design

Choose **Browse templates**. Change the wording and stamp colour. Use **Advanced settings** on a computer, or **Options** on a phone, for more tools.

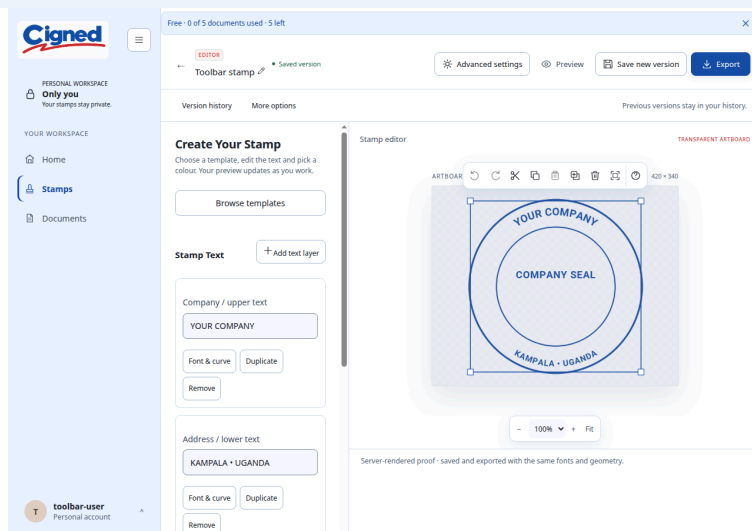
4 Save your stamp

Check that the words are correct. Choose **Save new version** on a computer or **Save** on a phone. This keeps your stamp ready for use.

1 Start with Untitled



Look for: The Stamp name box and Open editor button.



Look for: Your wording, colour and Save button.

Want to rename it later?

Click or tap the stamp name at the top of the editor. Enter the new name, then choose Save name.

What is a version?

A version is a saved copy of your stamp design. Saving a new version keeps earlier ones in the history.

Turn your stamp picture into artwork.

Use a clear photo or scan of your existing stamp.



1. Picture

Stamp on plain paper.



2. Upload

Choose a PNG or JPEG.



3. Clean

Keep the words readable.



4. Save

Use it on documents.

1 Take a clear picture

Put the stamp on plain white paper. Take a straight, bright photo. Avoid shadows.

2 Choose Upload stamp

Open **Stamps** → **Upload stamp**. Pick your PNG or JPEG picture. Give it a name, then open the editor or cleanup screen.

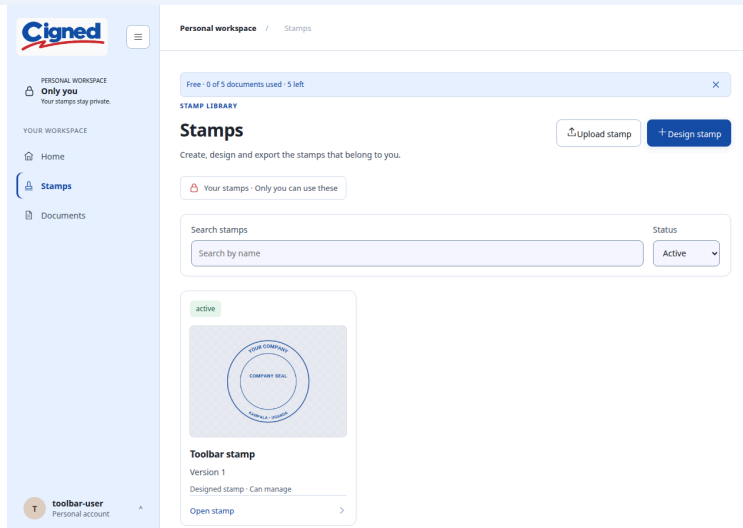
3 Clean it carefully

Use the cleanup controls to reduce the paper background. Compare the original and cleaned pictures. Keep thin letters and borders visible.

4 Check and save

Choose **Review cleaned stamp**. Tick **I checked the cleaned image**, then choose **Use cleaned image**. Save the stamp in the editor.

1 Your stamp library



Look for: Upload stamp, next to Design stamp.

The small squares behind an image

The checkerboard shows a clear background. It will not print as part of your stamp.

Keep your personal marks ready.

Use a saved picture, or type your name when you add a mark.

1 Open your account menu

Tap your profile picture or letter. Choose **Signatures & initials**.

2 Upload your picture

Choose **Upload signature** or **Upload initials**. Pick a PNG or JPEG picture.

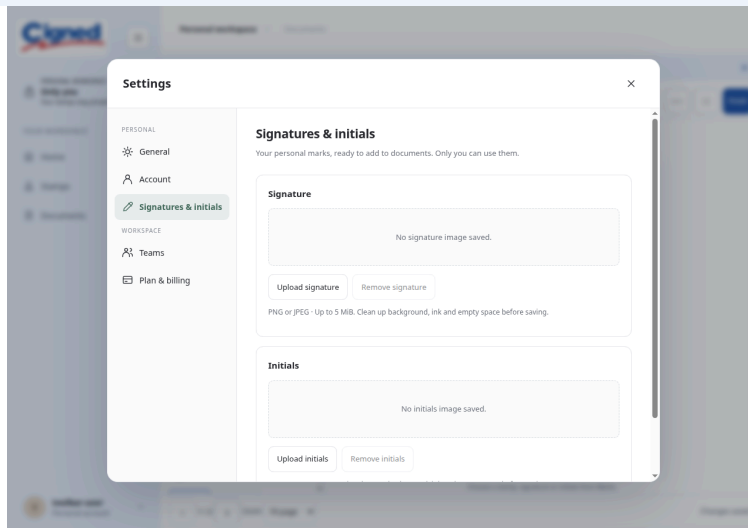
3 Check the picture

Follow the cleanup and save steps shown on screen. Make sure your mark is clear.

4 Or type it instead

In the document editor, open **Signature options** or **Initials options**. Choose **Type instead** and enter your name or initials.

1 Signatures & initials settings



Look for: Separate upload buttons for your signature and initials.

Your personal marks stay private

Another team member cannot use your saved personal signature or initials.

Bring in the file you want to finish.

Start with a PDF or a Word file ending in .docx.

1 Open Documents

Choose **Documents**. Use the upload box to pick your file.

2 Check the pages

Wait for the page preview. If your file is Word, Cigned makes a PDF copy. Check the words, pictures and page breaks.

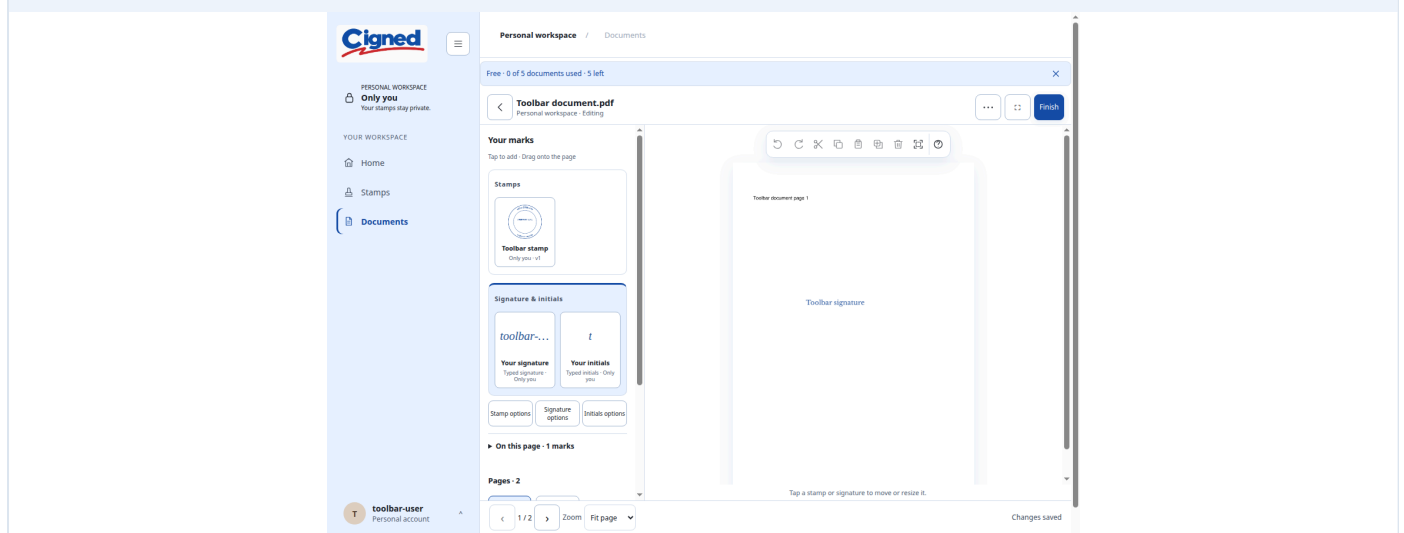
3 Choose a mark

In **Marks**, use the **Stamps** group for company artwork. Use **Signature & initials** for personal marks.

4 Place it on the page

Tap a mark card to add it. On a computer, you can also drag the card onto the document.

1 The document editor



Look for: The separate mark groups on the left and Finish at the top.

Your original stays safe

Adding marks creates a new completed PDF. Your original file stays available.

Put each mark in the right place.

If you make a mistake, use Undo. You do not have to start again.

1 Select a mark

Tap the stamp or signature on the page.
Its controls will open.

2 Move and resize it

Drag the mark to move it. Use **Size** to make it bigger or smaller. Keep the document words visible.

3 Use the floating toolbar

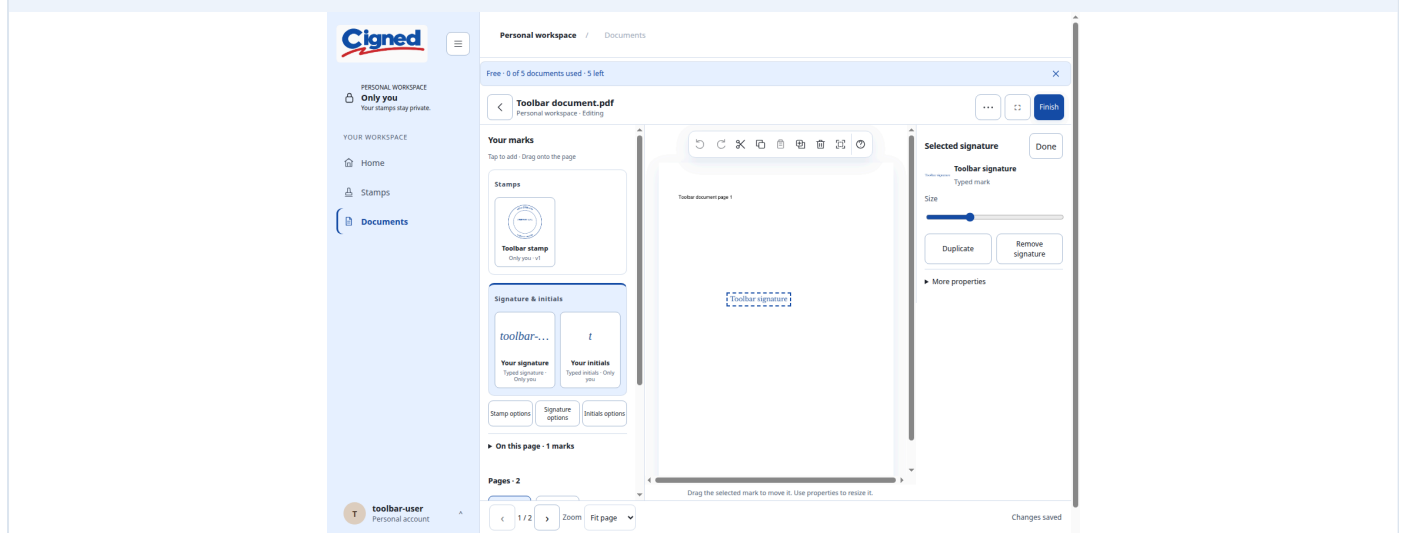
The small icon bar above the page has Undo, Redo, Cut, Copy, Paste, Duplicate and Delete. Hover over an icon on a computer to see its name.

4 Check the other pages

Use the page arrows or thumbnails.

More properties lets you rotate a mark or repeat it on other pages. Check each page after repeating.

1 Select a mark to edit it



Look for: The Size control and floating icon toolbar.

The main editing icons

Tool	What it does	Keyboard
 Undo	Go back one change.	Ctrl + Z
 Redo	Put the change back.	Ctrl + Shift + Z
 Copy	Keep a copy of the selected mark.	Ctrl + C
 Paste	Place the copied mark here.	Ctrl + V
 Cut	Remove the mark so you can paste it.	Ctrl + X
 Duplicate	Make another copy right away.	Ctrl + D
 Delete	Remove the selected mark.	Delete

On a Mac or phone

On a Mac, use ⌘ instead of Ctrl. On a phone, tap the icon buttons. Copy and paste marks within the current editor. In a text box, shortcuts work on your text.

Check it. Authorise it. Download it.

Finish is the button at the top of the document editor.



1. Upload

Choose your document.



2. Add marks

Add a stamp or signature.



3. Finish

Check and give permission.



4. Download

Get your finished PDF.

1 Choose Finish

Tap **Finish** in the top bar. On a computer, the steps open on the right. On a phone, they open below the page.

2 Check your document

Inspect every page. Tick

I checked every page and mark position

. Choose **Back to editing** if you need to fix something.

3 Give permission for your signature

If you added a signature, tap

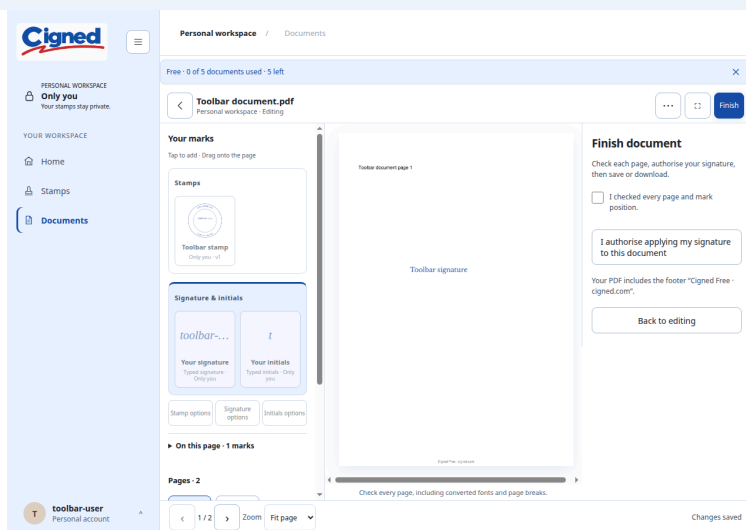
I authorise applying my signature to this document

. "Authorise" means "I give permission". This reveals the save and download buttons.

4 Download your PDF

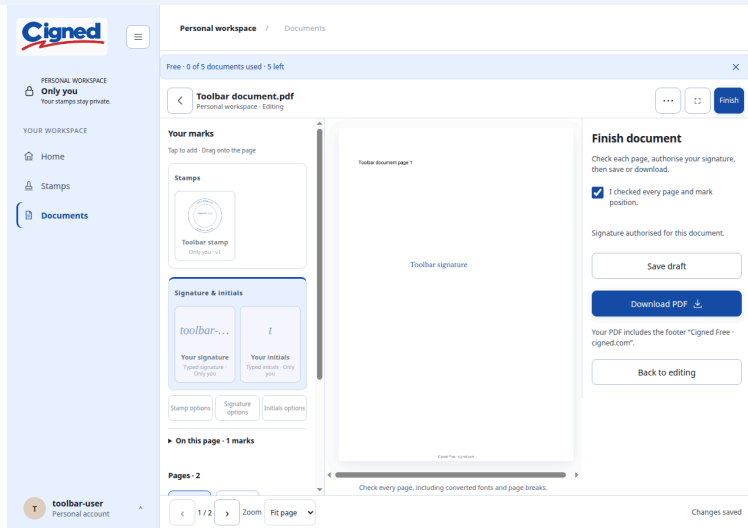
Choose **Download PDF**. When the app says **Your document is ready**, check your device's Downloads folder. Choose Download again if you need another copy.

1 Finish: check and authorise



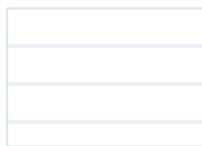
Look for: The page-check box and signature authorisation button.

2 Then save or download



Look for: Save draft and Download PDF appear after authorisation.

1. Tap Finish

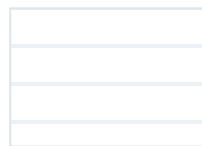


Check your pages.

**Authorise
signature**

Phone layout · diagram

2. Get your PDF



Signature authorised.

Download PDF

Phone layout · diagram

Save draft is different from Download PDF

Save draft keeps work you can change later. Download PDF makes your finished copy. If you did not add a signature, you can skip signature authorisation.

Before you send it

Open the downloaded PDF. Make sure the marks are clear and no words are covered. Ask the recipient if they need a special kind of digital signature.

You can finish later.

A draft is work you have saved but may still want to change.

1 Watch the save message

The document editor shows **Saving...** and **Changes saved**. Wait for it to finish saving.

2 Save a draft when you want

Use **Save draft** in the document actions menu or Finish panel. You do not need to download yet.

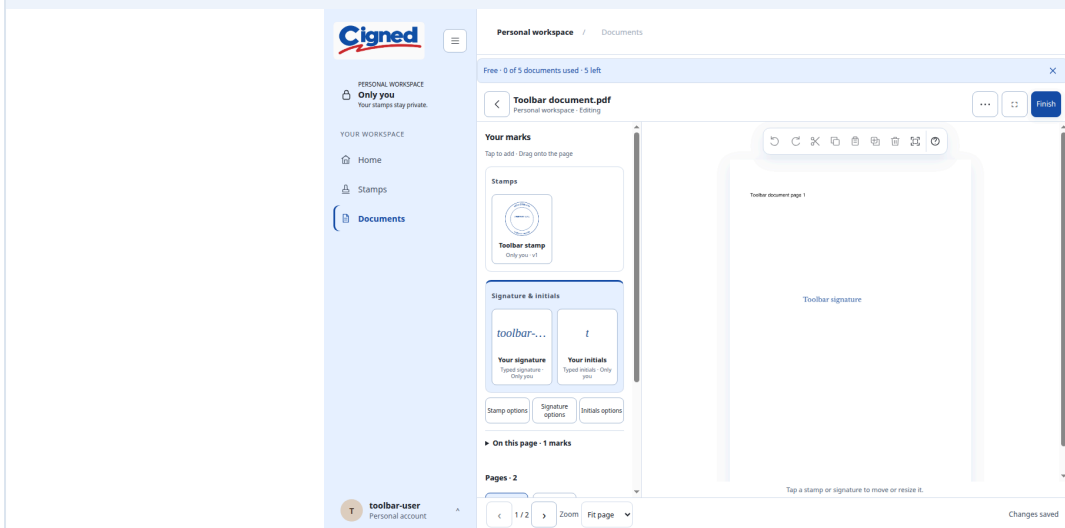
3 Open it again

Return to **Documents**. Find your document in the saved list and open it.

4 Find older files

Open **Details** → **Document details**. Source files has the original. Output history has completed PDFs. You can download an earlier copy.

1 Saved document workspace



Look for: Document details below the page thumbnails.

If saving fails

Use Retry saving. Keep the document open until the save message confirms it worked. Recover saved draft lets you compare your current work with the saved copy.

Know what your account can do.

You can work alone. You only need a team when you want shared stamp access.

1 Check your allowance

Open your account menu → **Plan & billing**. Check how many completed documents you have left.

2 Choose a plan if you need more

Use the plan options to compare what is included. Check the price and payment instructions before paying.

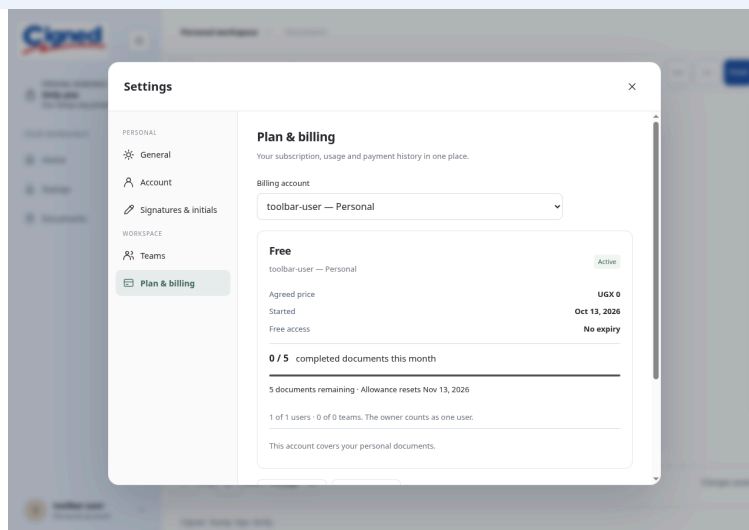
3 Join a team if needed

With an eligible plan, open **Settings** → **Team**. Choose **Join with a code** and enter the code from your team administrator.

4 Ask for stamp access

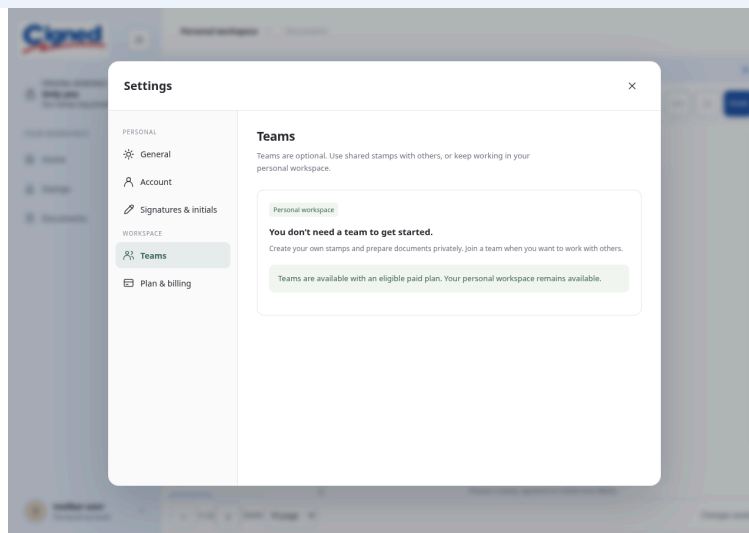
Joining a team does not give you every shared stamp. Ask the administrator to allow access to the stamps you need.

1 Plan & billing



Look for: Your plan name and document allowance.

2 Team settings



Look for: Team choices depend on your plan and permissions.

Working by yourself?

Stay in your personal workspace. You can still create stamps and prepare your own documents.

Try these simple fixes.

▼ I cannot sign in.

Check your email and password. If you forgot your password, use the reset-password option on the sign-in screen.

▼ The verification email is missing.

Check the spam folder. Make sure you used the correct email. Request a new verification link if needed.

▼ My file will not upload.

Use a PDF or a Word .docx file. Read the error message. If the file is too large, make a smaller copy and try again.

▼ The page preview will not load.

Check your internet connection. Use Retry page preview when it appears.

▼ My stamp or signature covers the words.

Select the mark. Drag it to a clear space or make it smaller with Size. Check every page.

▼ Download PDF is not available.

Place a mark first. In Finish, tick the page-check box. If you used a signature, authorise it. Wait for the page preview to load.

▼ I cannot find my downloaded file.

Check Downloads in your browser or the Files app on your phone. In Signed, use Download again.

▼ I cannot see a team stamp.

Make sure you are in the correct team workspace. Ask the administrator to check your stamp access.

Still stuck?

Open your account menu → [Help & support](#) . Tell support which step you were on and what the error said. Do not share your password or sign-in code.