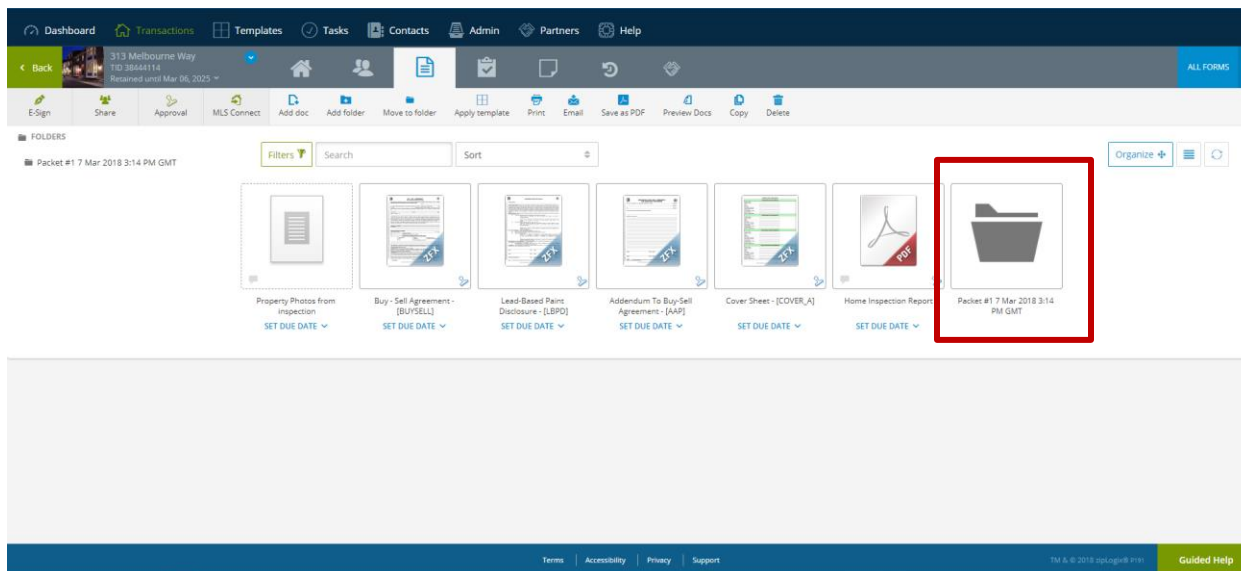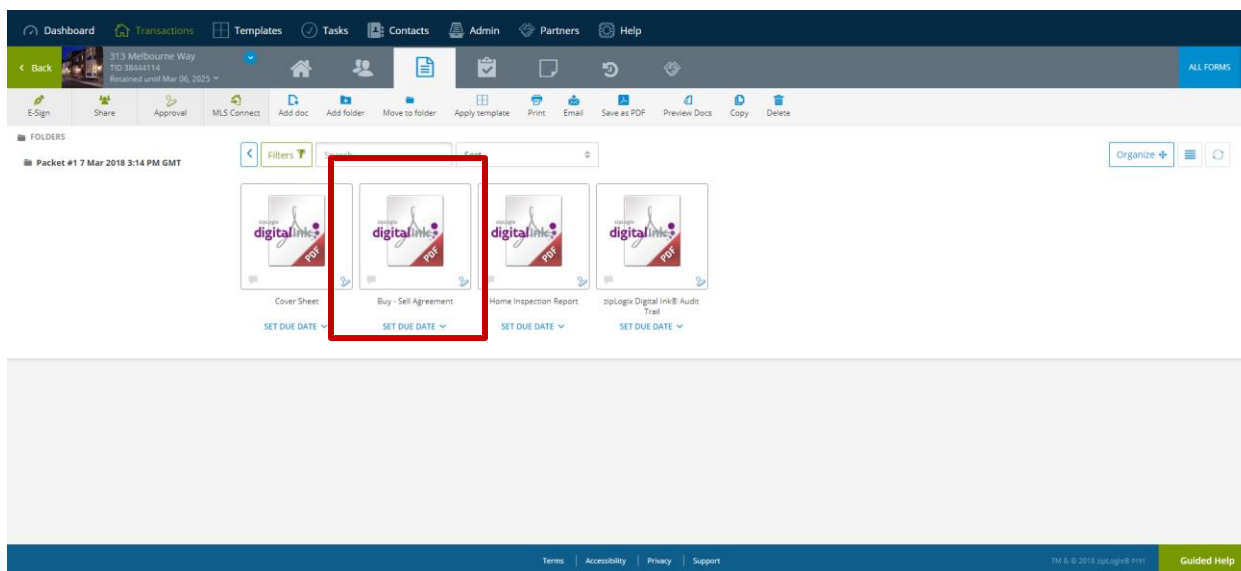## How to Strike Out Text on a Digitally Signed Document

1. Locate your zipVault™ folder containing your signed documents and double click to open.
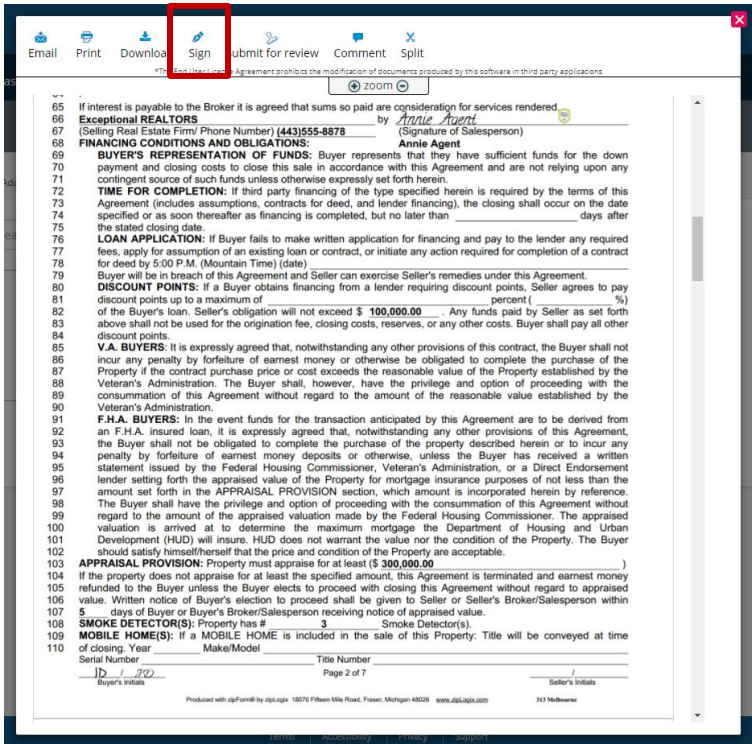


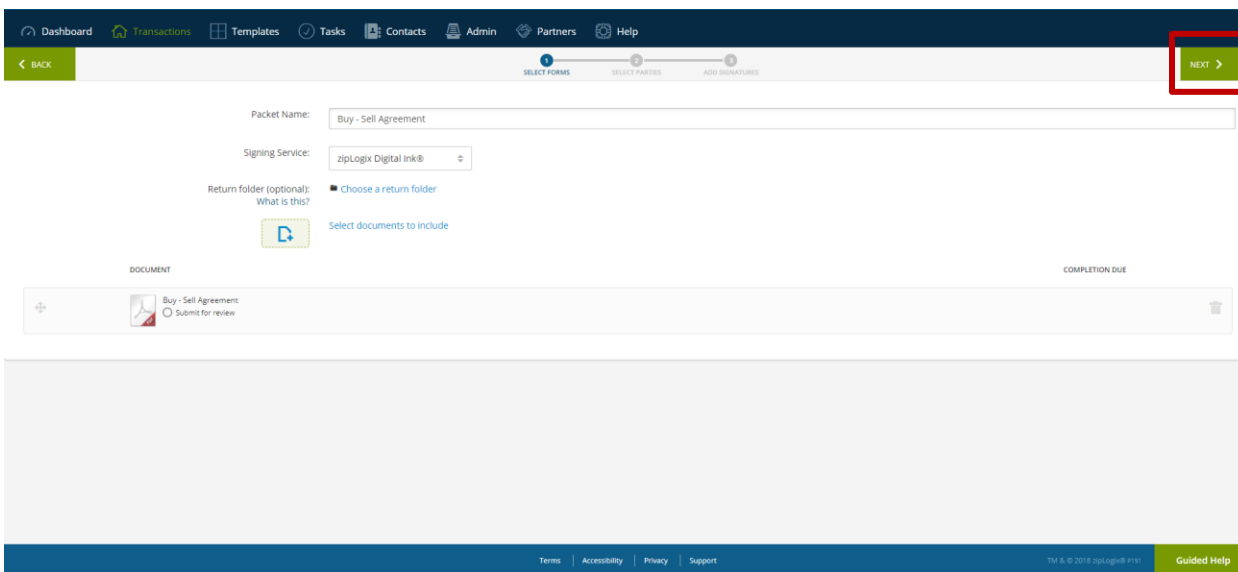2. Locate the signed document on which you wish to perform the strike-out and open.

3. From the toolbar at the top of the document preview, click "Sign."



4. Send the document through the e-Signing process as you normally would.

5.  Once you reach the "Add Signatures" step, drag and drop a "Text" box over the document text you wish to strike through.



6.  Click the advanced settings icon, and key in a set of dashes across the "Value" field. Click "Apply." (Note: Please ensure that you set your preferences to "Read Only" in your advanced settings).

7. Once you successfully strike the text, drag another "Text" box to the same form. In the value field, key in the new counter-price (or other alterate text). Click "Apply."
(Note: Please ensure that you set your preferences here to "Read Only," as well).



8. Your document will show the new text alongside the text you struck out. Click "Send" in the upper, right corner of your screen to send the document for a second round of signing.