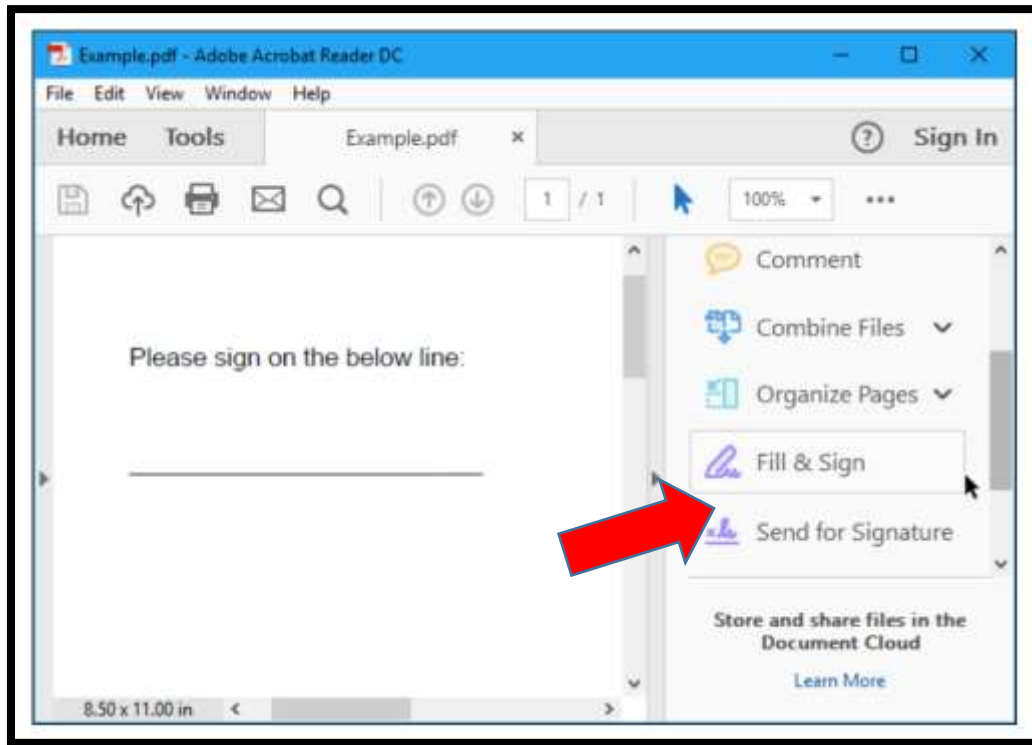


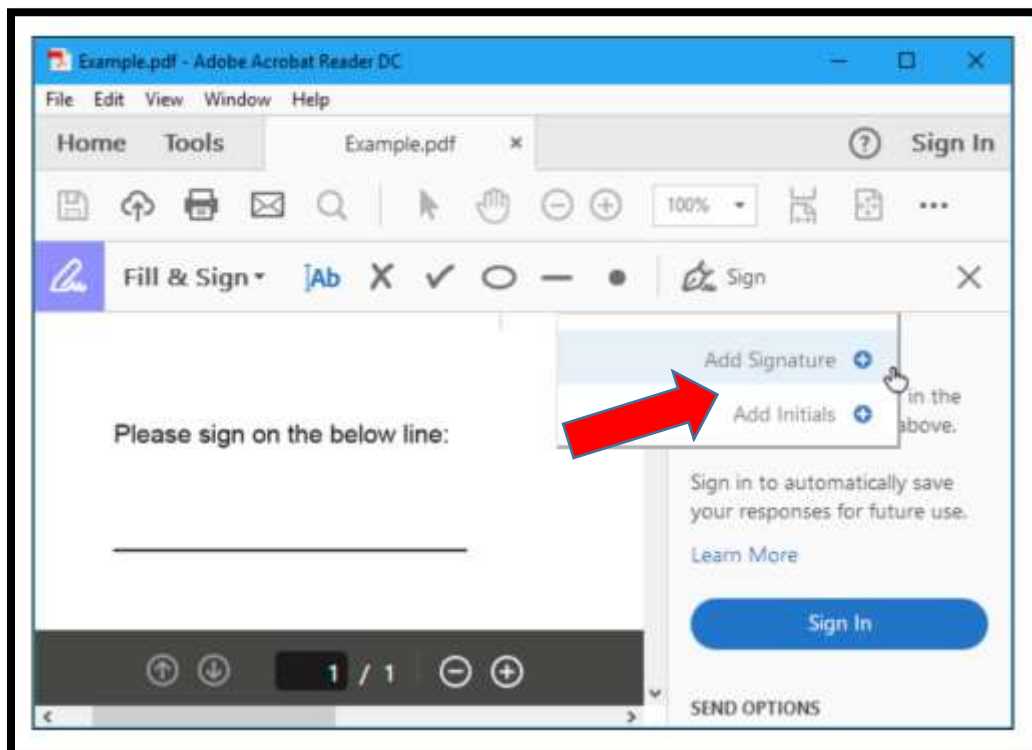
How to sign a PDF document using Adobe Reader

To sign a document using Adobe Reader, first open the PDF document in the [Adobe Acrobat Reader DC](#) application.

Click the “Fill & Sign” button in the right pane.



Click the “Sign” button on the toolbar and select “Add Signature” to add your signature to Adobe Acrobat Reader DC.

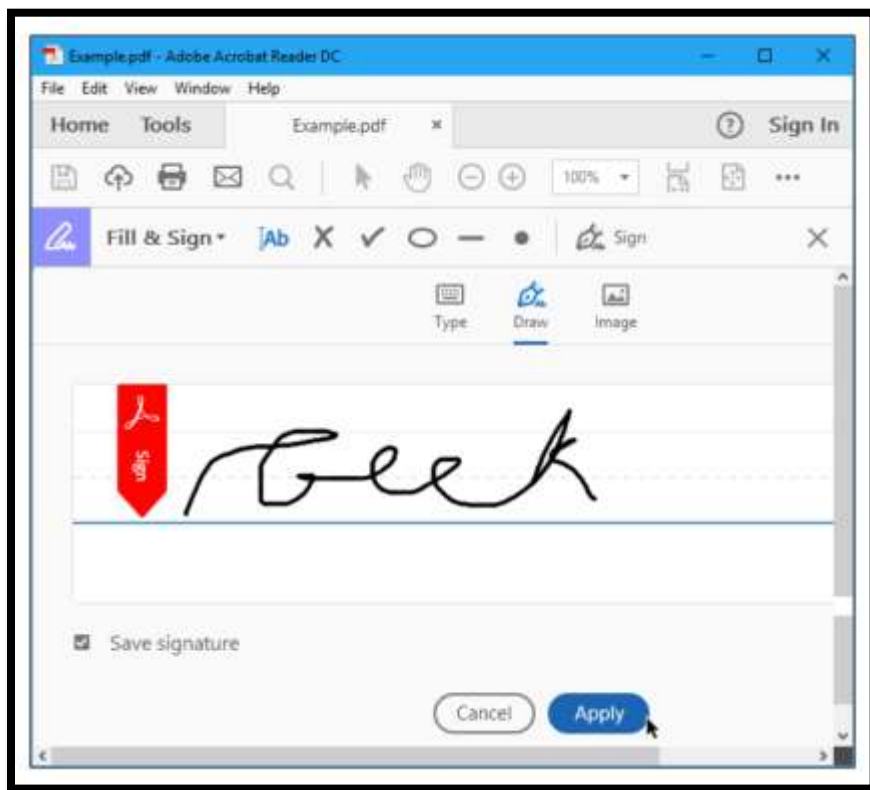


You can create a signature in one of three ways. By default, Adobe Reader selects “Type” so you can type your name and have it converted to a signature. You can pick a style from 4 different options.

Another way to sign is to select “Draw” and then draw your signature using your mouse or a touch screen.

You can also select “Image” if you’d like to sign a piece of paper, scan it with a scanner, and then add your written signature to Adobe Reader. (Yes, this requires scanning, but you only have to do this once, after which you can use that signature on any documents you electronically sign in the future.)

After creating a signature, click “Apply” to apply it to the document. Leave “Save Signature” checked and you can quickly add this signature in the future to other documents.



Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you’ll find it easily accessible in the “Sign” menu in the future.

To save your signed PDF document, click File > Save and select a location for the file.