

This document explains step by step method on how to sign a pdf document/form using an Adobe acrobat reader.


If you do not have Adobe Acrobat Reader please use below link to download on you computer.

Download link - <https://get.adobe.com/reader/>

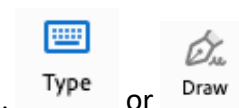
You can sign a document to attest to its contents or approve the document. This document explains how to sign a document or agreement using **Acrobat or Reader desktop application**.


To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or date. When you save the document, the signature and text become part of the PDF.

Please follow below instructions:

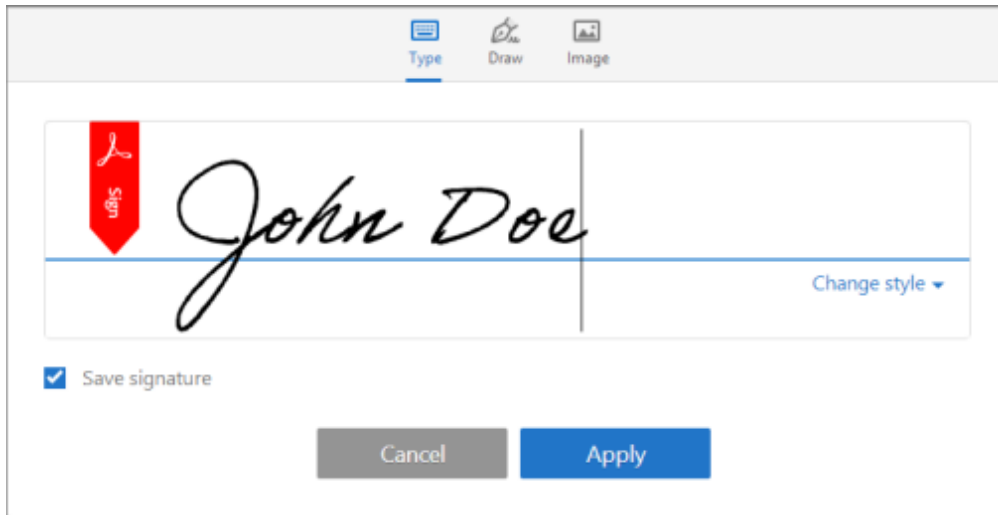
1. Open the PDF document and select **Sign** from the top tools bar. Alternatively, from the **All tools** menu, select **Fill & Sign**.
2. Create your signature and initials if not already done. To do so:
3. From the Quick actions toolbar, select 

4. To add a signature, select Add signature. In the dialog that appears,

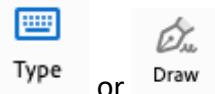


your signature and then select Apply. You can also select  to upload your signature in picture format.

You can save your signature by selecting the check box. Below is an example of the Signature panel.



5. To add your initials, select > Add initials. In the dialog that appears,

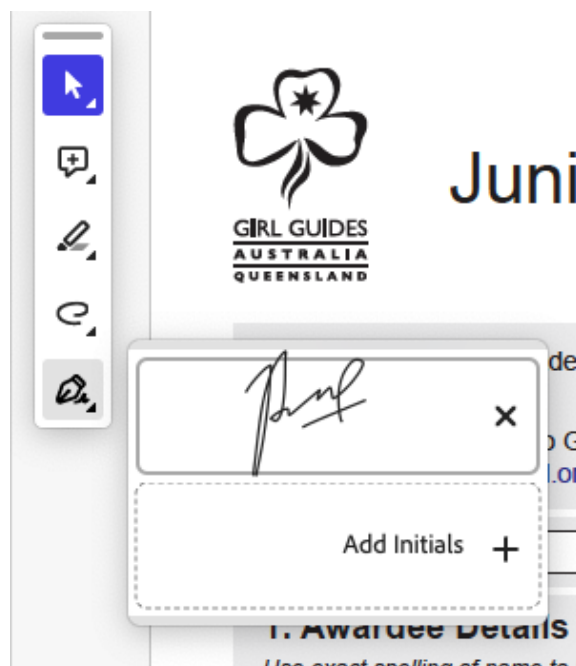


your signature and then select Apply. You can also select Image to upload your initial in picture format.

You can save your signature by selecting the check box.

6. Select **Apply**, and then click on the place in the PDF where you want to place the signature or initial.

Once you save the signature or initials, it will appear as one of the options when you want to sign a document next time. See below image for more description.

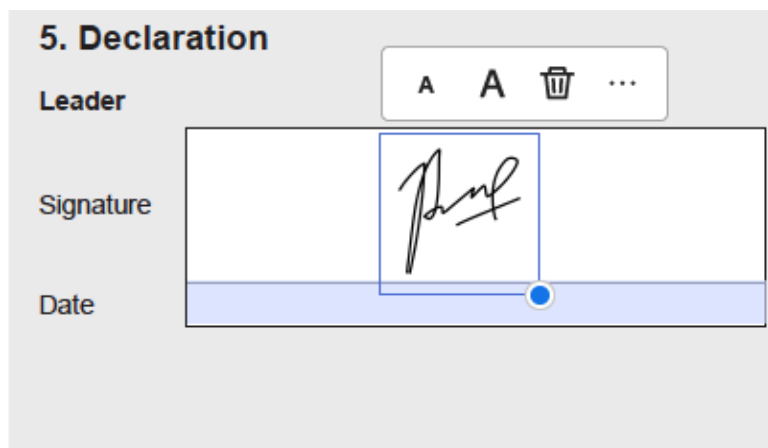


7. From the Sign panel, select your signature (if already saved), move over to the field where you want to add it, and then click to place the signature.

Or, from the Quick actions toolbar, select  and then select your signature.

8. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

9. To move the placed signature or initial, select the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in the field toolbar.



 **Note:**

If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.