

Signing Documents using Adobe Reader

Adobe Reader is a free software that can be used to view and interact with PDF files.

Step 1: Create your electronic signature graphic

To use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper
- Scan your signature.
- Transfer the scan to your computer. Use a temporary location (like your desktop).
- Open the PDF file in Adobe Reader, draw a box around your signature, right-click in the box, and select **Copy Image**. Open Microsoft Word and paste the signature into a blank document. Right click on the signature and select **Save as Picture**. Use a temporary location like your desktop, or a permanent location, such as a shared drive.

Step 2: Setting up your Signature in Adobe Reader

Open any PDF file and click on the **Tools** tab. Click on **Fill & Sign**, then click **Add Signature**. There are 3 options for setting up a signature: Type, Draw, and Image. Select **Image**. Browse and select the image of your signature created in Step 1.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

Step 3: Using your electronic signature

Open the PDF file that requires your signature. Click on the **Tools** tab. Click on **Fill & Sign**, then click on the **Sign** icon. Your saved signature will appear as an option. Click on the signature, then click at the place in the PDF where you want to place the signature.

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

Save the file with signature.

For more information, see:

<https://helpx.adobe.com/reader/using/sign-pdfs.html>

Signing Documents using Adobe Acrobat

Adobe Acrobat is a licensed product that you can purchase to create and edit PDF files.

Step 1: Create your electronic signature graphic

To use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper
- Scan your signature.
- Transfer the scan to your computer. Use a temporary location (like your desktop) or a permanent location (such as a network folder called Signatures).
- Open the file in Adobe Acrobat, draw a box around your signature, right-click in the box, and select **Save Image As**. Use a temporary location like your desktop, or a permanent location, such as a shared drive.

Step 2: Setting up your Signature in Adobe Acrobat

Open any PDF file and click on **Fill & Sign**. Click the triangle next to **Fill & Sign** tools to expand the menu options. Click **Place Signature**. There are multiple options for creating your signature; the options are: Type my signature, Draw my signature, and Use an image. Click **Use an image**. Browse and select the image of your signature created in Step 1.

Click **Accept**, and then click at the place in the PDF where you want to place the signature or initial.

Step 3: Using your electronic signature

Open the PDF file that requires your signature. Click the triangle next to **Fill & Sign** tools to expand the menu options. Click **Place Signature**, then click at the place in the PDF where you want to place the signature.

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

Save the file with signature.

For more information, see:

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