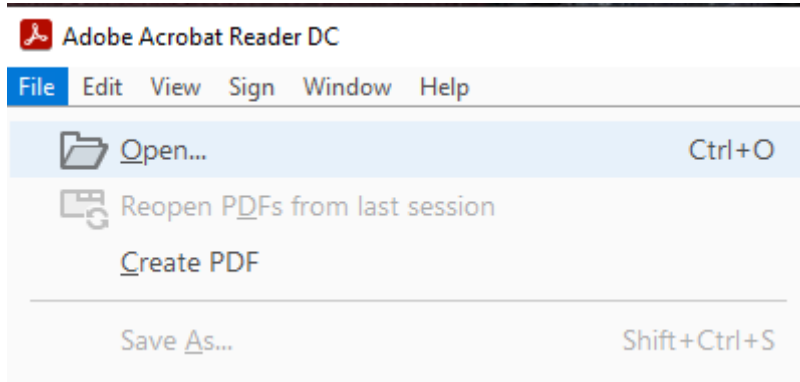
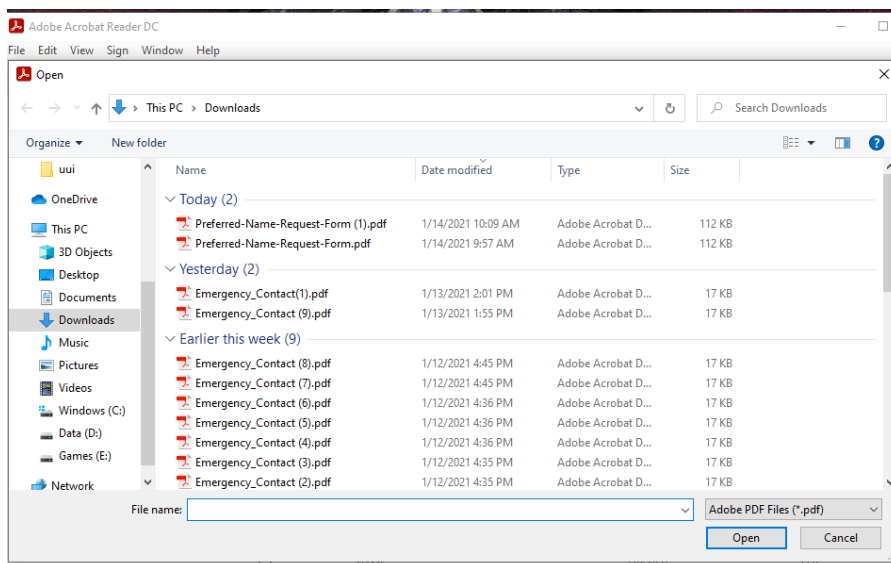


To sign a PDF document using a simple signature in Adobe Acrobat Reader start by opening the PDF document you wish to sign.

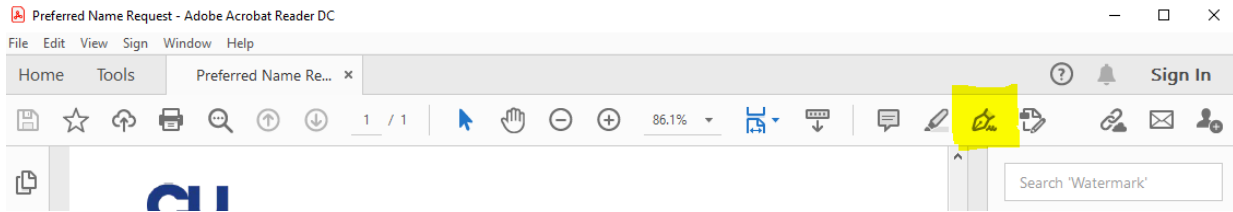
Go to File > Open



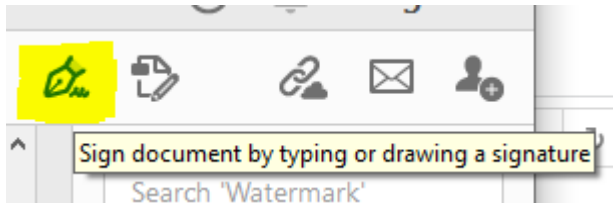
Then browse to the file you would like to work with and double click it or click on the Open button



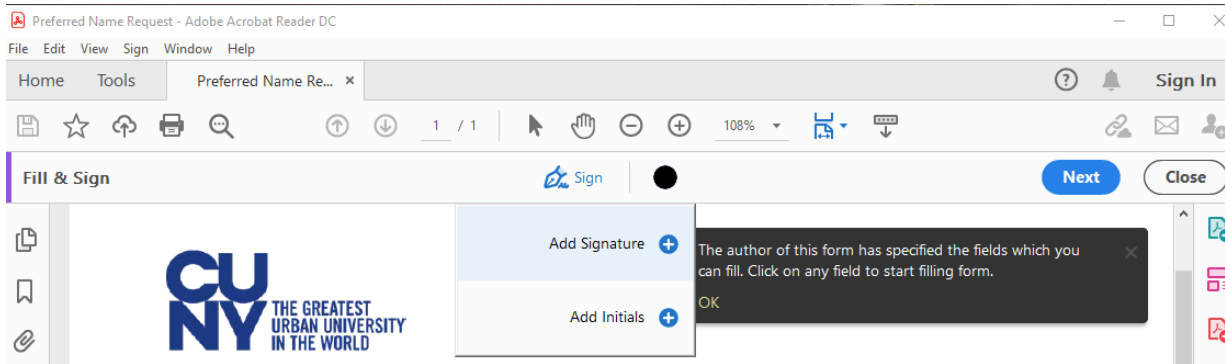
Once the file opens there will be a Fill & Sign icon on the top tool bar (It is highlighted here in yellow for reference).



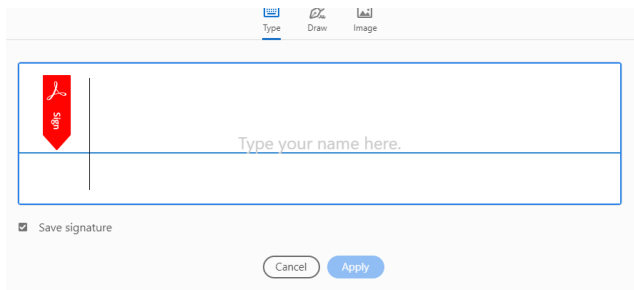
Click on the icon to open the Fill & Sign menu



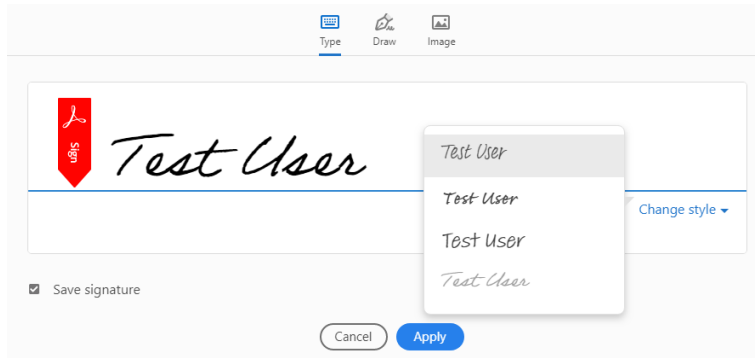
The Fill & Sign menu will open and below it options to Add Signature and Add Initials will appear. Select the Signature option to add your signature. If the options do not appear or go away simply click the sign icon to bring them back.




After clicking Add Signature a box will pop up for you to type your name



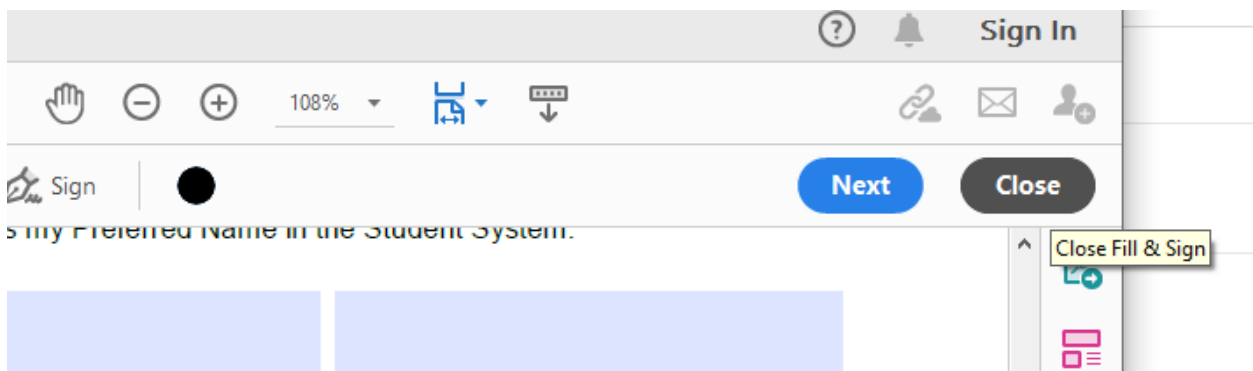
After your name is entered you may change the appearance of your signature using the style change option on the right. When you have completed typing your name and setting your style click Apply on the bottom of the box. You only need enter and style your name one time, as once your signature is saved it will be displayed in place of the words "Add Signature".



You can now Drag and Drop your signature to where you would like to place it. Clicking on the small or large A will change the size of the signature. You can also drag the dot on the lower right of the box to resize freely. If your documents require multiple signatures you can simply click  Sign again and place another.



When you have completed positioning and resizing your signature you can click Close on the Fill & Sign tool bar.



Your Signature is now in place and you may save the document or continue to work on it.