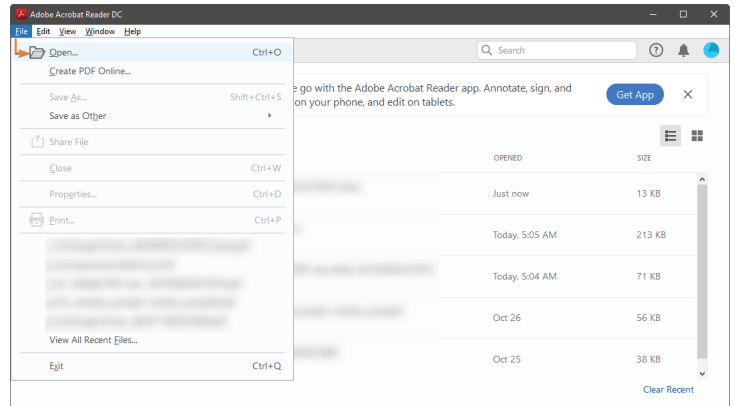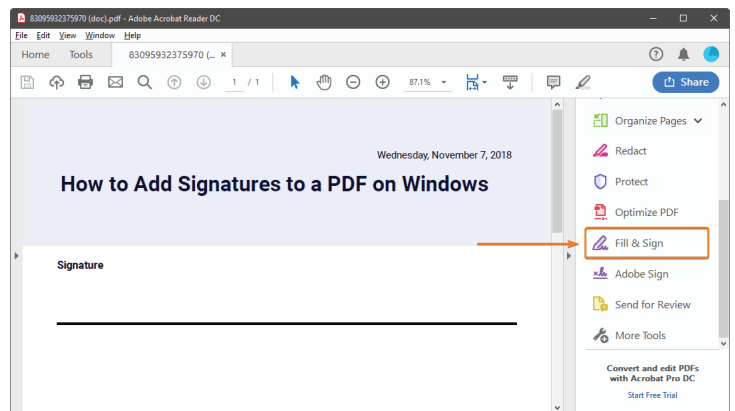# HOW TO ADD A *SIGNATURE* TO A PDF

1. **Open the PDF file in Adobe Acrobat Reader.**

   Click the **File** menu > **Open...** then, select the PDF file you want to sign.
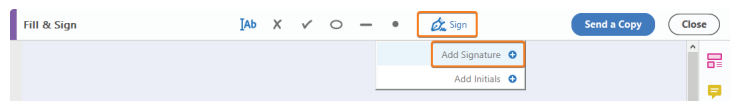

2. **Click on Fill & Sign in the Tools pane on the right**

   If you're not seeing the **Tools** pane, press **SHIFT+F4** on your keyboard.

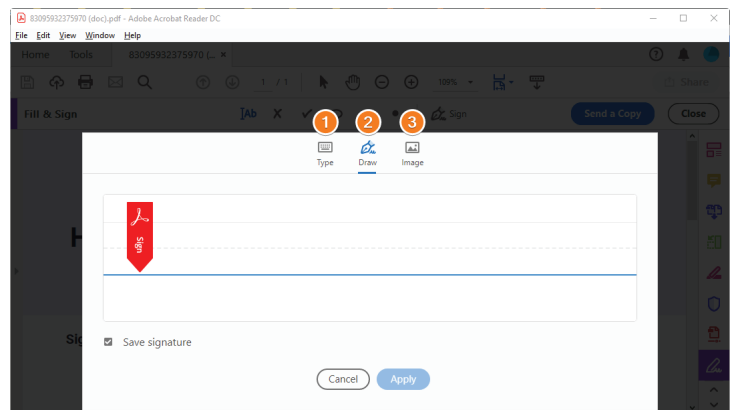3. **Click Sign, and then select Add Signature**

4. **A popup will open, giving you three options–Type, Draw, and Image.**

   Type allows you to type your name in cursive format. You're free to change the style of the signature.

   Draw allows you to draw the signature using your mouse, touchpad, or a pen if you're using a touchscreen device.

   Image allows you to select an image file of you're signature.

5. **Drag, resize and position the signature inside your PDF file.**