# Adobe Acrobat Reader – Signing a Document

Instructions

If you need a more traditional/physical signature on a document and you have it in PDF format, Adobe Acrobat has the capability.

1. In Adobe Reader, open the PDF that requires a signature.

2. Once the PDF is open, click the button at the top of the screen that resembles a fountain pen tip. The fountain pen tip icon opens the *"fill & sign"* options. If a button with 3-dot appears in its place, click the 3-dot button and it will show you the remaining options.
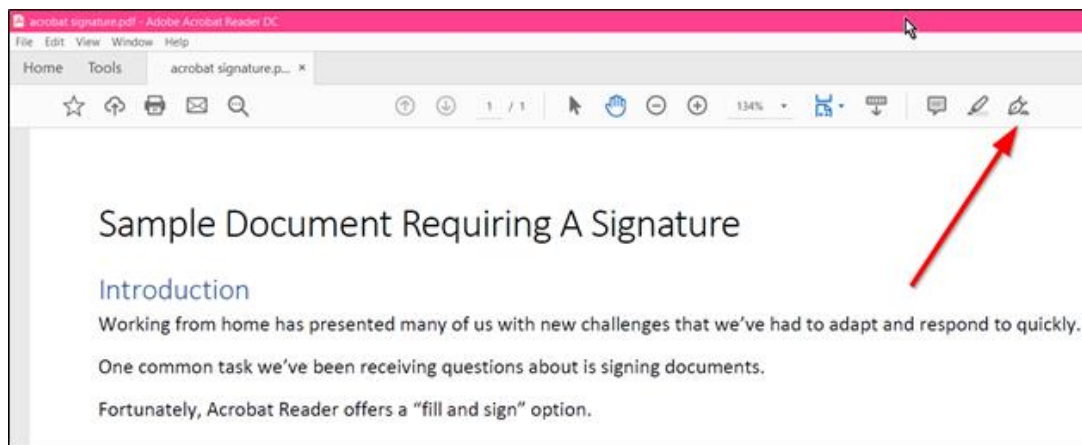
3. Select the "*sign*" button. You can choose to add a signature or initials. To add your initials or signature, type in your signature/initials, select the style you like, and hit "*apply*". There are also options on this screen to draw your signature with your mouse, or import an image of your signature.

4.
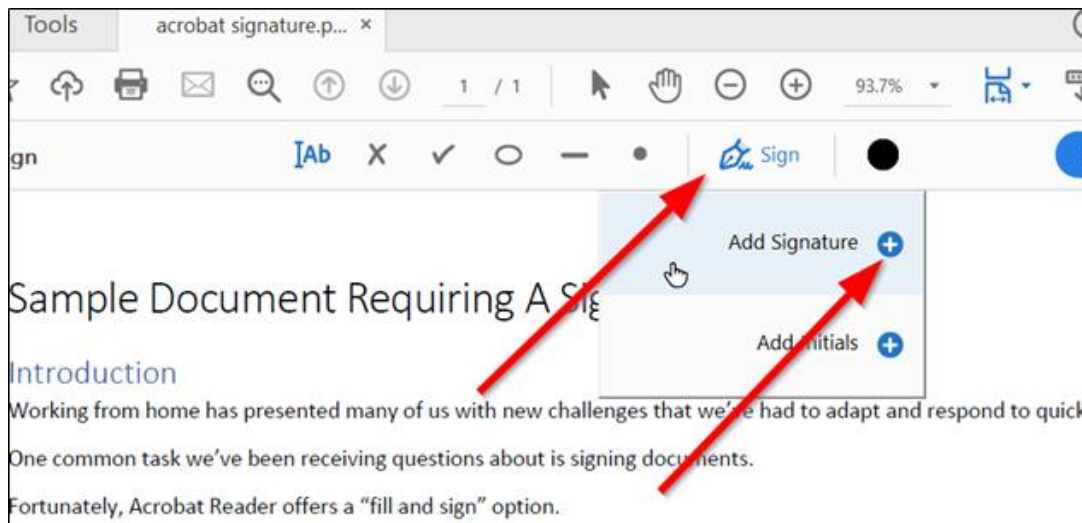
5. Once you complete the previous step, your signature will be free-floating on your screen. As you move your mouse, the signature will move with it. Drag the signature to the designated location and click your mouse to set it in place. If your signature was misplaced, you can always move it later.

6. Once you have placed your signature, your PDF is now ready to be saved. Save your PDF to the designated location of your choice.