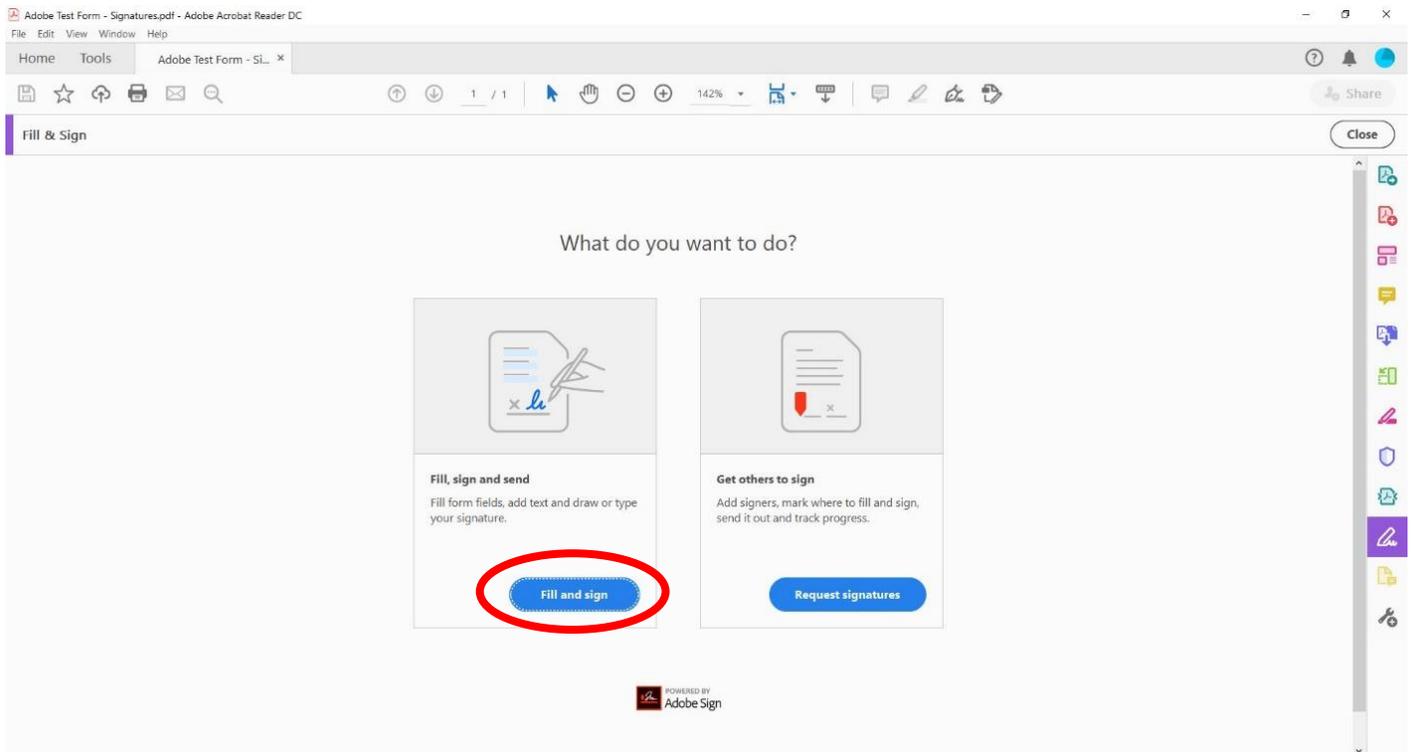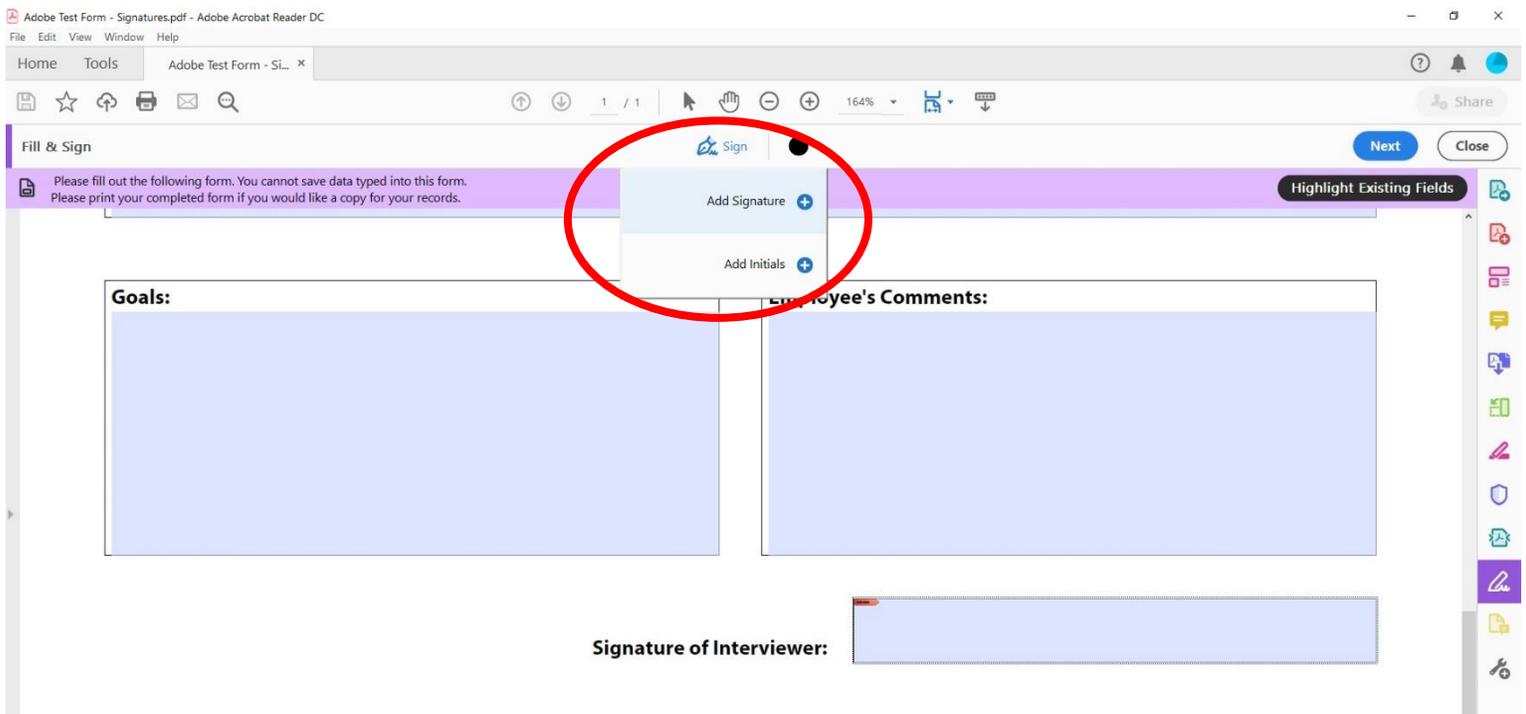# Adobe Acrobat Reader DC: Signatures

1. Open the PDF form you wish to sign.
2. If the form contains a signature field, Adobe Acrobat Reader will prompt you to Fill & Sign or to Request Signatures. Select **Fill and sign.**

3. Once your form is open, click on the **Sign** tool toward the top of your document.
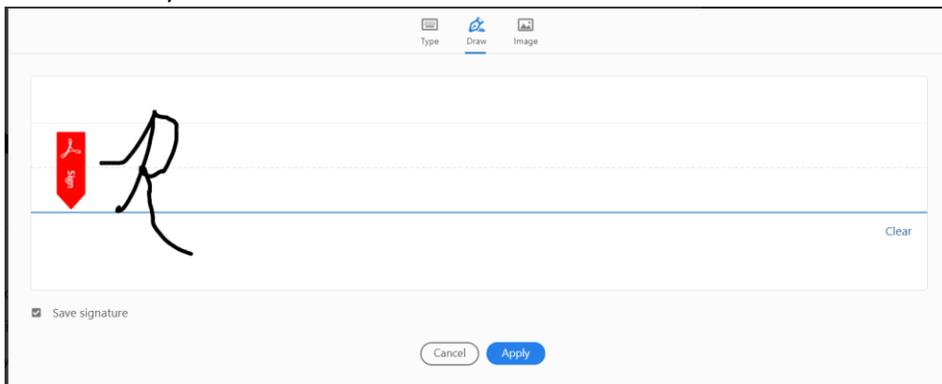4. Click **Add Signature**.

5. There are 3 ways to add a signature in Adobe Acrobat Reader DC. Select one and follow the prompts:
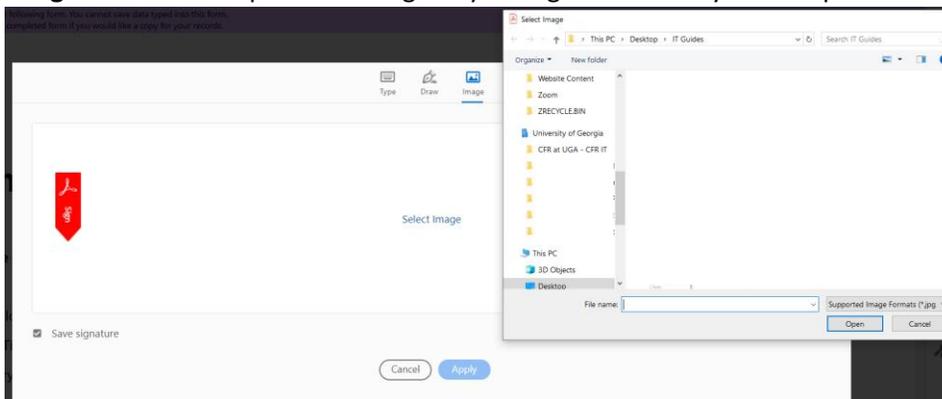
    a. **Type** – type your name using the keyboard

    b. **Draw** – draw your name on screen

    c. **Image** – select and upload an image of your signature from your computer


6. Once you've chosen your Signature type and have it set up, click **Apply.**

7. Select your Signature from the **Sign** tool and place it over the signature field in the document. Click on the field just once to place your signature:
   Note: You should have to set up your Signature and Initials only once. These options should be here for you when you're ready to sign a different form in the future!
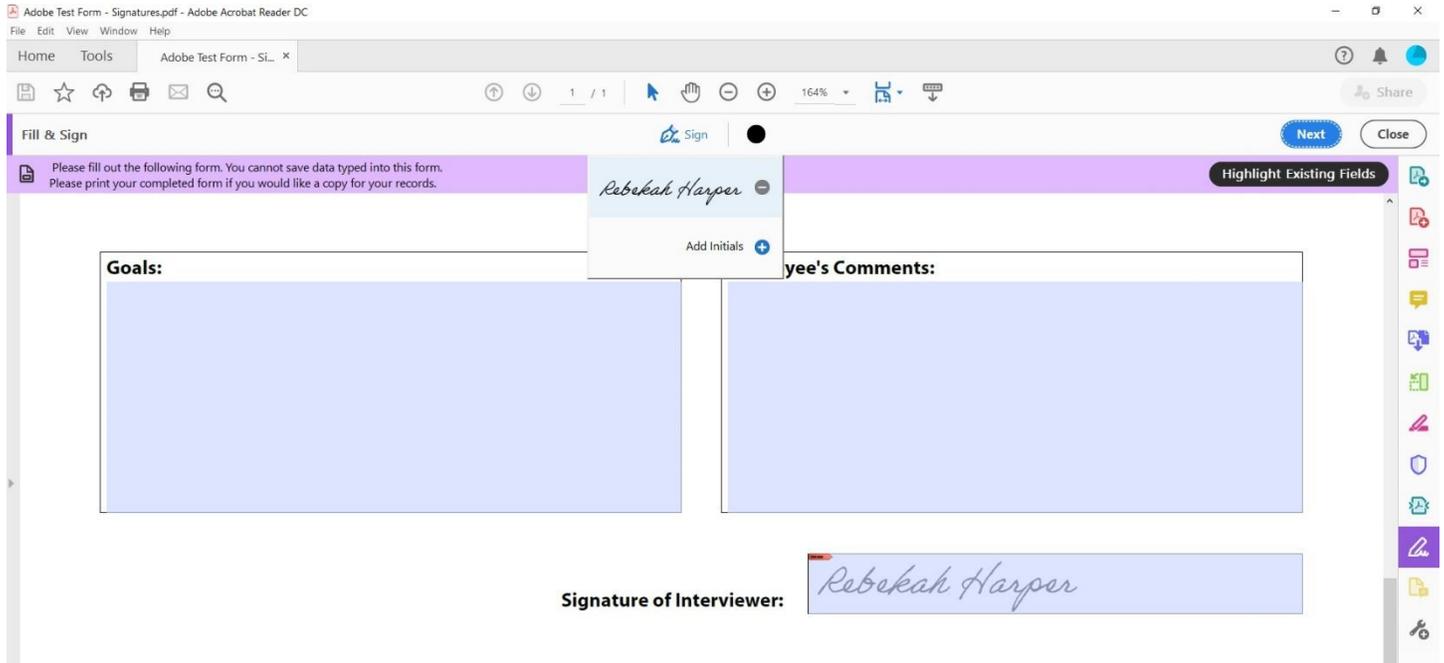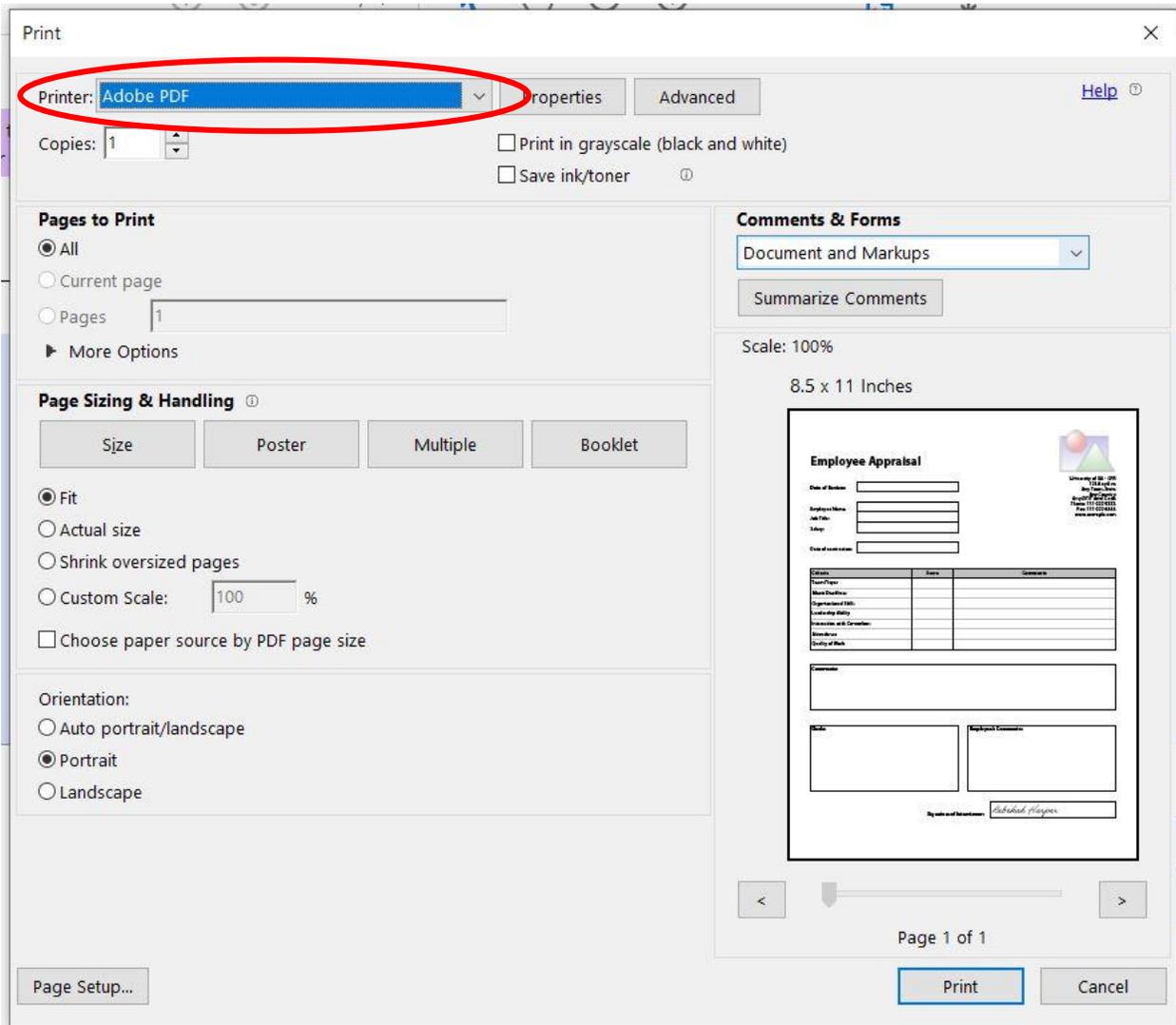

8. Click the blue **Next** button in the upper-right hand corner.

9. Adobe Acrobat Reader DC may prompt you to save your signed form. Exit the dialogue box that appears:
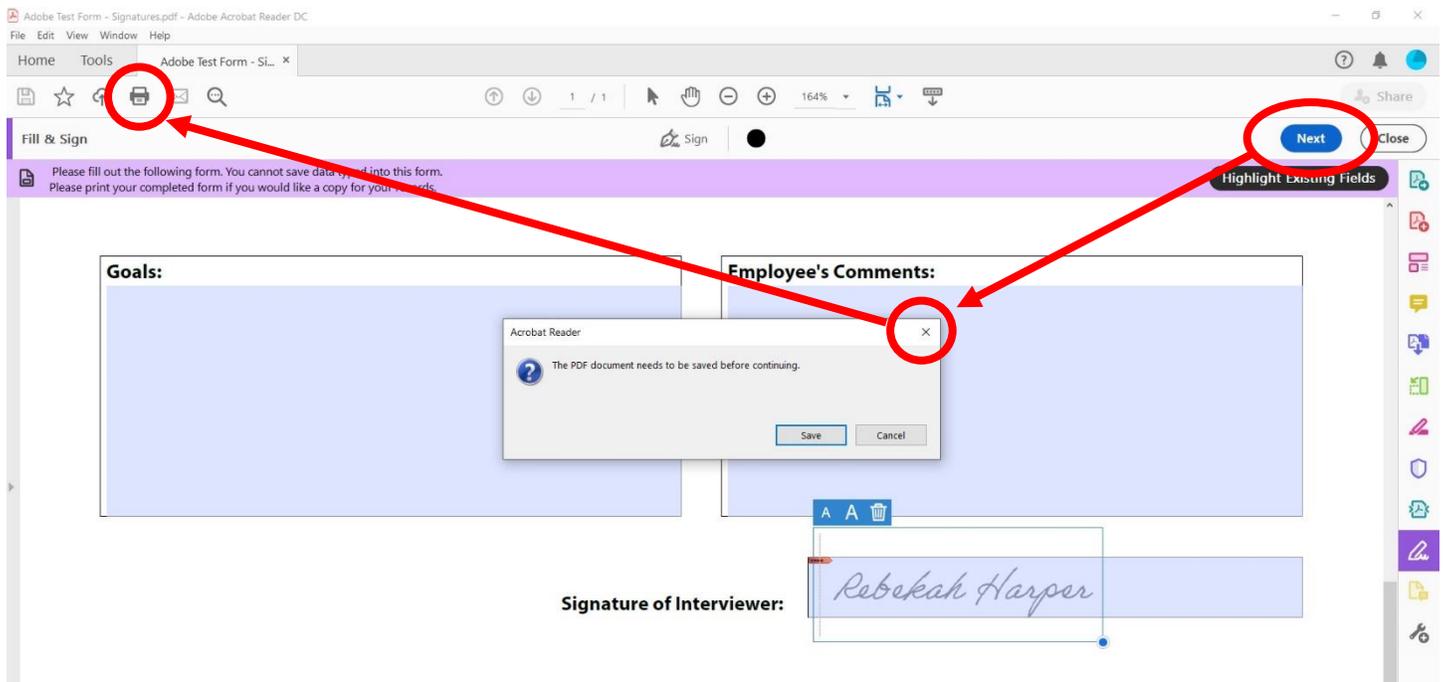
10. In the upper left-hand corner, click the **Print** button.

11. By **Printer:** , click on the dropdown menu arrow and select **Adobe PDF**.

12. Click **Print**.

13. Your window browser will appear. Name the form and select the document's location. Click **Save**.
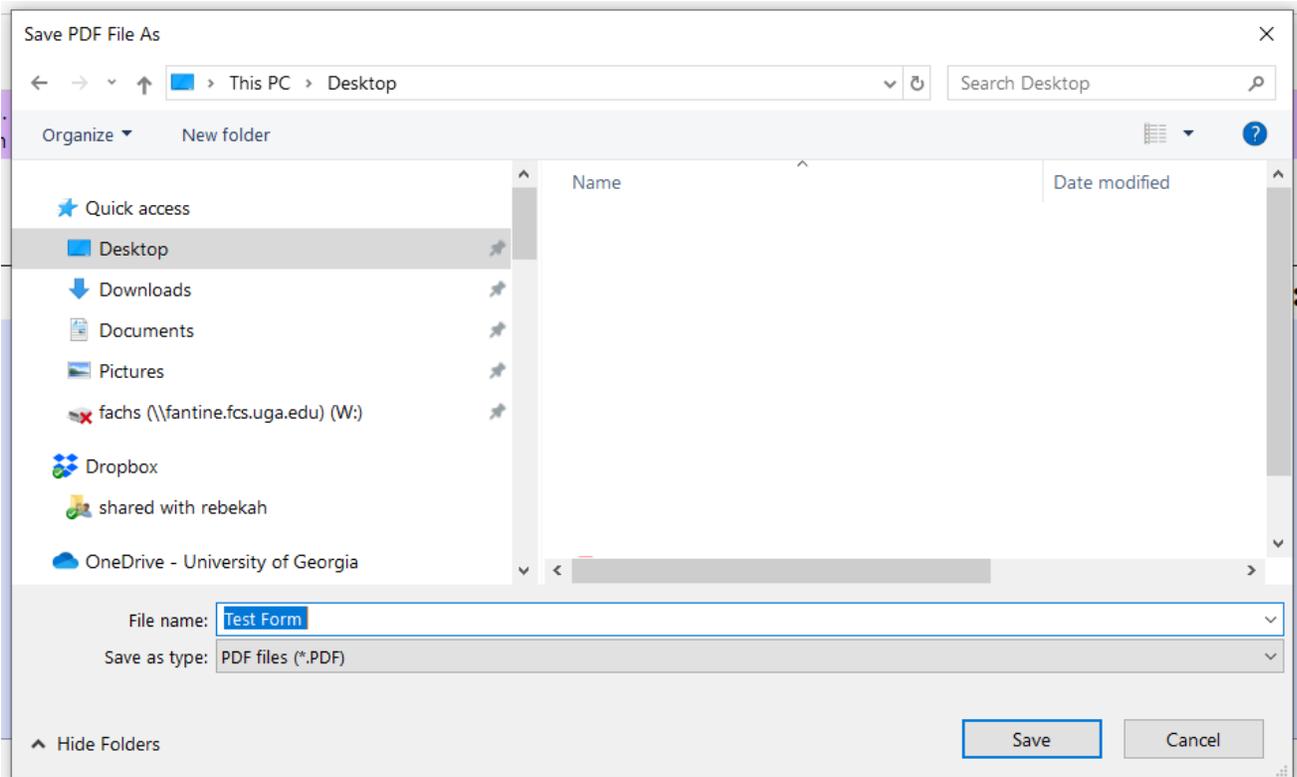
14. Your signed PDF form will appear in a new Adobe Acrobat Reader tab. You can exit Adobe Acrobat.

15. Your signed PDF form is now available to attach to an email or in other applications!