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.

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	Signature of Interviewer:	

- 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

	Type Draw Image	
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Save signature	Cancel Apply	

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!

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- 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:

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- 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.

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13. Your window browser will appear. Name the form and select the document's location. Click Save.

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- 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!