## Steps to Sign a PDF

- **1.** Open the PDF document or form that you want to sign.
- 2. Click the icon in the toolbar. Alternatively, choose Tools > Fill & Sign.



## 3. Choose the Place Signature field :

ols	Fill & Sign	Comment
▼ F	ill & Sign Tools	
Т	Add Text	
$\checkmark$	Add Checkmark	
LM	Place Initials	
hr	Place Signature	
► S	end or Collect Sig	gnatures

- Work with Certificates
- 4. Select Draw my Signature. This will allow you to draw your signature using the mouse. Accept when complete.

Place Signature		
How would you like to create your signature? Type my signature Use a webcam (New!)	0	
Oraw my signature		
<ul> <li>Use an image</li> <li>Use a certificate</li> </ul>		
Draw Your Signature:		<u>Clear Signatu</u>
	Acc	cept Cancel

5. Place your signature in the signature box. Save and close.