

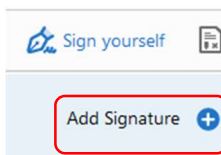
How to put a digital signature on a PDF document

It is a simple process to put a signature onto a PDF document and you can choose to type, draw or insert an image.

1. Open the PDF file in Adobe Acrobat Reader.
2. Click on Fill & Sign in the Tools pane on the right.



3. Click 'Sign Yourself' along the top, and then select 'Add Signature' from the dropdown



4. A popup will open, giving you three options—Type, Draw and Image.
- 5.



- **Type** will input your name in a signature-style font which you can change to one of four by using the 'change style' dropdown box.
 - **Draw** allows you to use your touchscreen or mouse to sign.
 - **Image** lets you find an image of your own signature and drop it in.
6. Drag, resize and position the signature inside your PDF signature space, if needed.
 7. Click 'Apply'.