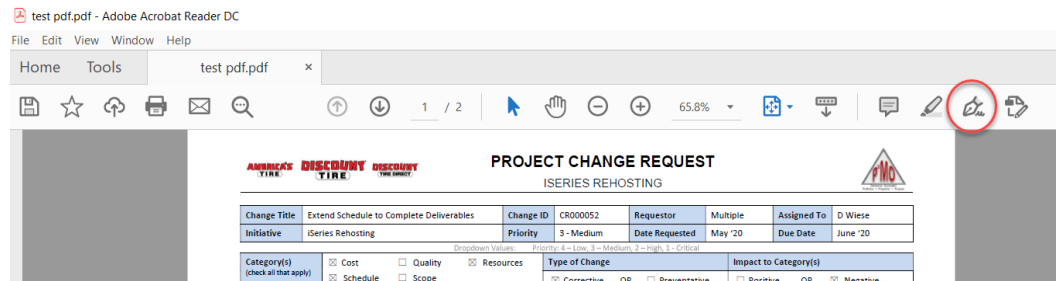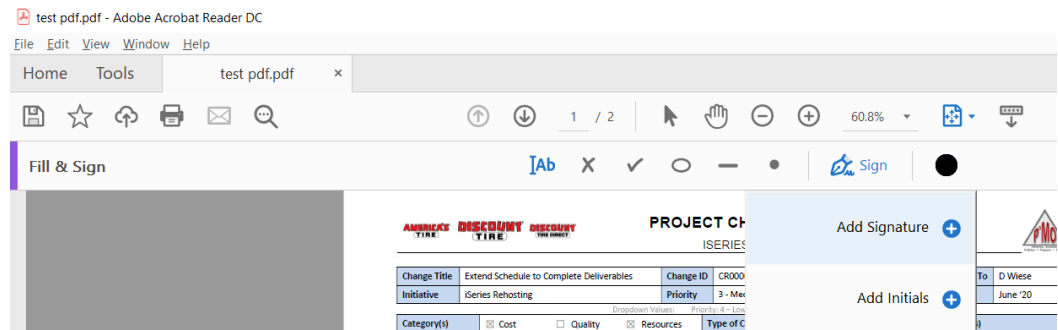# Creating & Applying a Digital Signature in Acrobat Reader DC

With the pdf opened with Acrobat Reader DC, click on the pen icon

IF YOU HAVE NOT ALREADY SET UP A SIGNATURE…

Click Add Signature (If Option box disappeared, click on Sign to get it back.)

NOTE: As you can see, you also have the option to set up / use initials.
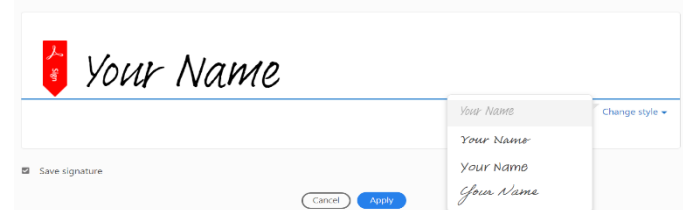
A signature pop-up is displayed with Type as the default selection and Save Signature pre-selected. You can choose to Draw your name or upload a signature Image instead. The instructions are for Type.
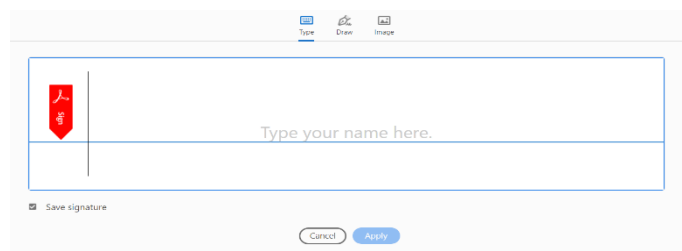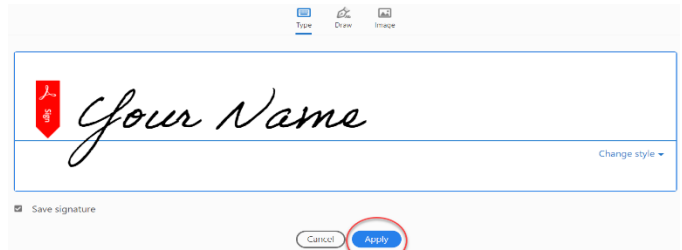
Type in your name.

Clicking the dropdown arrow next to Change Style allows you to pick one of four fonts.

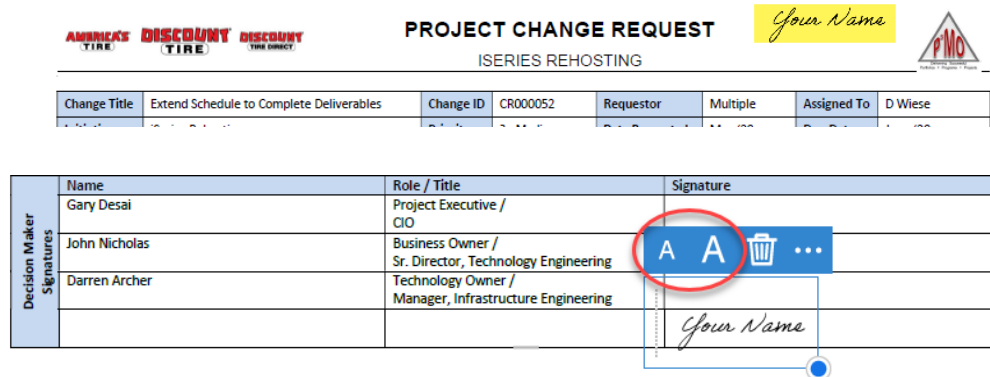# Creating & Applying a Digital Signature in Acrobat Reader DC

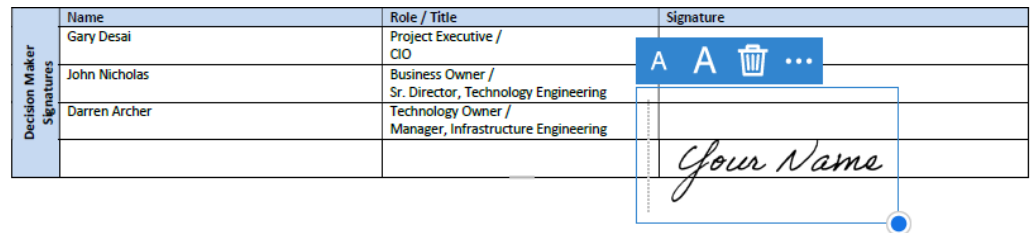Once you've settled on a font, click Apply.

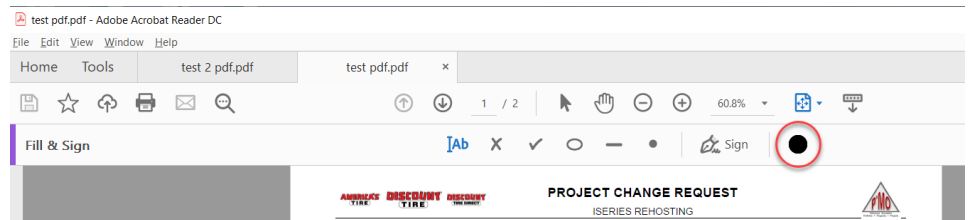The signature will be "attached" to your mouse pointer.

Move the signature to the desired location and click to drop it.
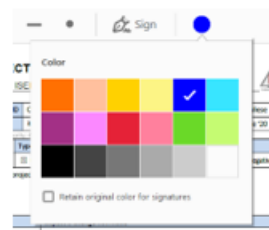
Clicking on the larger A will increase the font size. Clicking on the smaller A will decrease font size.
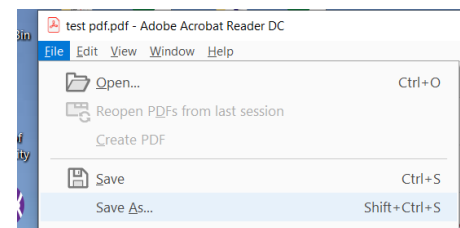
You can change the font color by clicking on the black dot.

Select the deisired color. The signature color will change. Once satisfied with the color, click anywhere outside of the color selection dropdown.
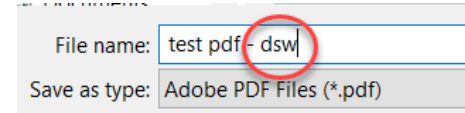
Click on File > Save As or press the shortcut to save and rename the file.

Creating & Applying a Digital Signature in Acrobat Reader DC

Add your initials to the end of the file name as a way to track who has signed.

Follow whatever instructions were provided regarding passing the document along or returning it.

IF YOU ALREADY HAVE A SIGNATURE SET UP…

1. Click the pen icon
2. Click Sign to display your signature options
3. Click on the desired signature
   If you would like to change the signature, click the "minus" icon to its right and repeat the steps above.
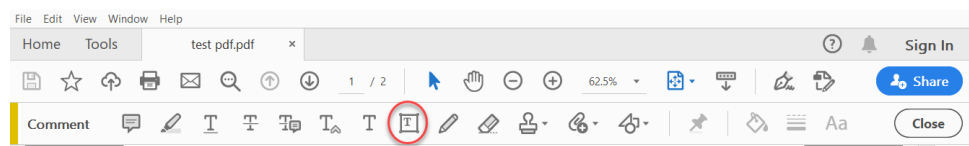4. Move and drop it into place
5. Change the size and/or color as desired with the same process as above.
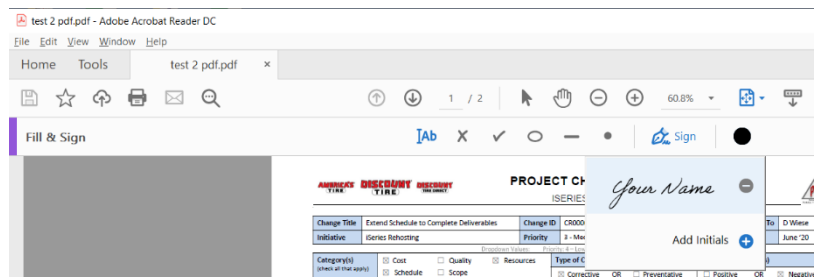
IF YOU NEED TO ADD A SIGNATURE DATE…

Either click Comment in the right-hand panel OR Select View > Tools > Comment > Open to display the Comment tool bar

Click the Add Text Box icon

Your mouse pointer will become a vertical bar with a dotted square around it.

Position the pointer where you want to add the date, right click to start drawing the text box, release once box is the approximate size needed.

The text box will immediately be editable and the font formatting options displayed.

Type the desired date and click out of the text box.
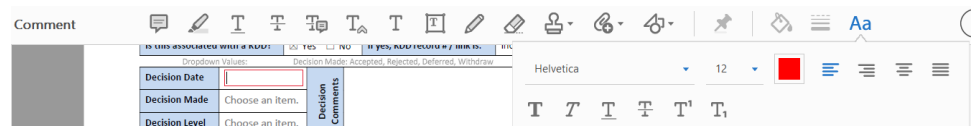
If you need to adjust the position of the text box, click anywhere on the text box to select it and then drag to the appropriate position.

If you want to remove the box, right-click on the text box and select Properties. On the Appearance tab, dropdown on Style, select No Border and click OK.