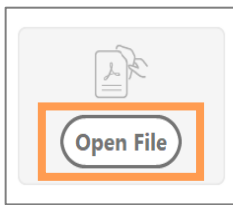


A Portable Document Format (PDF) may require a signature. Signatures can be added to a PDF using Adobe Acrobat Reader or using Adobe Acrobat Document Cloud (DC). You can download [Adobe Acrobat Reader](#) for free from the UNCCH Software Distribution page.

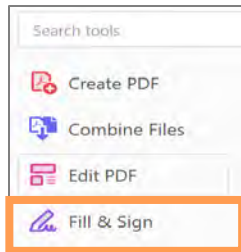
Adding Your Signature to a PDF

Follow these steps to add a signature to a document in using Adobe Acrobat Reader or Adobe Acrobat DC:

1. Open your Adobe Acrobat Reader or Adobe Acrobat DC application.
2. Click **Open File** from the list of options.

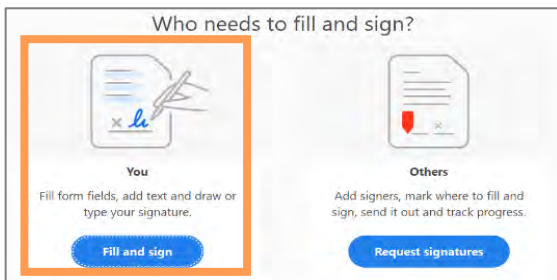


3. Find and select the file you wish to open.
Result: The selected file opens in Adobe Acrobat.
4. Click **Fill & Sign** from the tools listed on the right side of the screen.



Note: If using Adobe Acrobat Reader, the *Who needs to fill and sign?* pop-up window will appear.

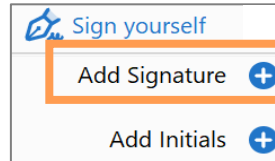
5. Click the **Fill and sign** button.



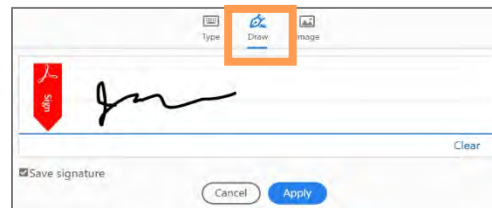
6. Click **Sign yourself** or **Sign** (depending on the app) from the toolbar at the top of the document.



7. Select **Add Signature**.



8. Click **Draw**.



Result: You will be able to draw your signature.

9. Draw your signature on the line using your mouse, touchpad, or stylus.

Note: Click Clear link to redraw your signature, if necessary.

10. Click the **Apply** button.

11. Drag your signature to where you want to place it on the document.

12. Click **Save** under the file tab to save the document with the signature.

Adding Your Signature in Multiple Places on a PDF

Follow these steps to add your signature to an additional area of the same document:

1. Select **Sign** or **Sign Yourself** in the toolbar at the top of the document again.

2. Select your saved signature.



3. Drag your signature to where you want to place it on the document.