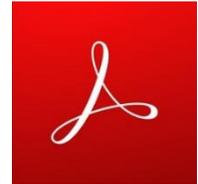


PC and Mac - Electronically Signing a PDF

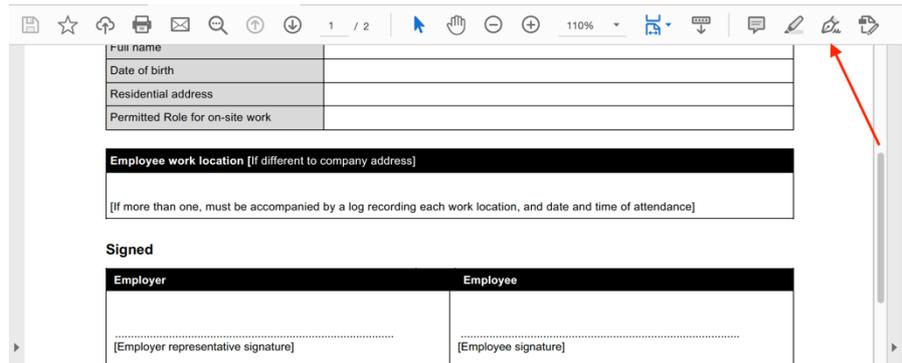
Use **Adobe Acrobat Reader DC** to view and sign PDFs. It is a free program that can be installed on both PC and Mac.

If you don't already have it installed on your computer - download it at <https://get.adobe.com/reader/>

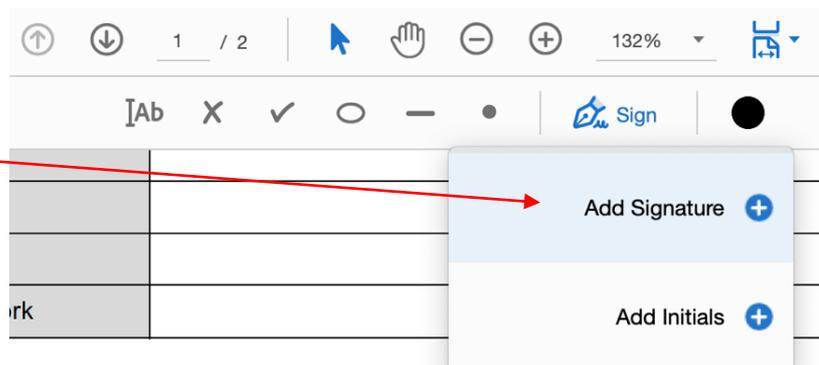


1. **Open** the document you wish to sign in Adobe Acrobat Reader DC.

2. Click on the **Sign** button



3. Click on **Add Signature**

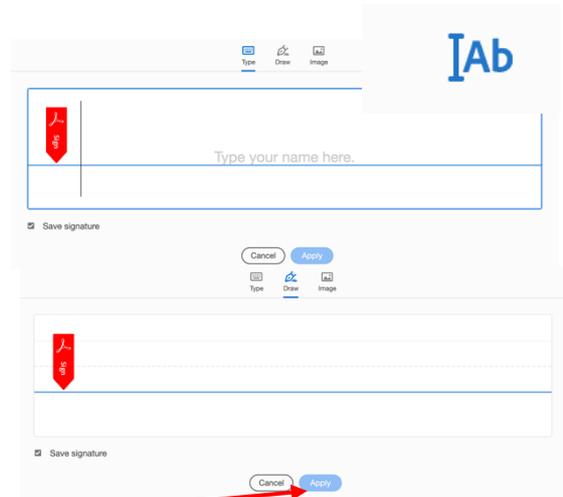


4. Choose to either **Type** your signature (it will appear in cursive)

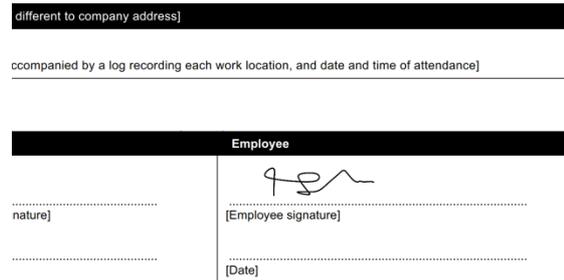
or

Draw your signature (using your mouse)

Click **Apply** when done



5. **Move** the signature to where it needs to go and press down on your mouse once.



6. Use the two **A** icons to change the size of the signature.



7. If you need to add more text, use the **Ab** icon to create a textbox

8. Once you are finished, click on **Close** to hide the **Fill & Sign** toolbar.
9. Click on **Save** once your document is signed and completed. This will overwrite the original file.

