

Adobe Acrobat Reader: Digital Signatures

WHAT IS ADOBE ACROBAT READER

Adobe Acrobat Reader allows you to perform a variety of editing functions on PDF files. To perform the functions in this document you must have this software downloaded on your computer. Visit www.get.adobe.com/reader/. Tap download > Next > Follow screen prompts for installation.

THREE TABS AT THE TOP

- Home Tab: Access a list of recent PDF files or browse *My Computer* to select files.
- Tools Tab: Access tools here.
- Documents: Each document will open in a separate tab across the top. Tap the arrow ◀ on the side to access the side menu of tools while working with your document.

DIGITAL SIGNATURE

- To add your Digital Signature, open your document in Adobe Acrobat Reader.
- Tap *Fill & Sign*  from the side tool menu.
- A new tool bar will appear at the top that allows you to add several elements plus sign your document. Tap *Sign*.



- To set up for the first time: Choose *Add Signature* from the drop-down menu > Tap draw > Using your cursor of finger on a touch screen, sign your name > Tap apply. Your signature will be saved for future use.
- Scroll to where you would like to add signature and tap with cursor. To remove, tap on the signature again > tap the trash can.
- To save your document with your signature tap File > Save As > choose your file location and name.
- Tap *Next* to email a copy. You will be prompted to create or sign into your Adobe account. Adobe will generate a link that can be shared.

GET OTHERS TO SIGN

- Open your document in Adobe Acrobat Reader.
- From the Tools tab or side menu, tap *Adobe Sign*. 
- Enter Recipient email. Tap *More Options*.
- There are additional options of adding a password and setting reminders that you can choose at this time.
- Tap Next to Preview and Add Signature Fields.
- Acrobat Reader will generate a preview where you can click wherever you would like a signature. A text box will appear > choose the pen tip for a signature. 
- Tap *Send*.
- A copy of the request for signature will be sent to your email. Once it is signed, you will get an additional email with the signed document.
- To view and manage all the documents that you have sent for signature, tap on the *Home* tab > *All Agreements*.