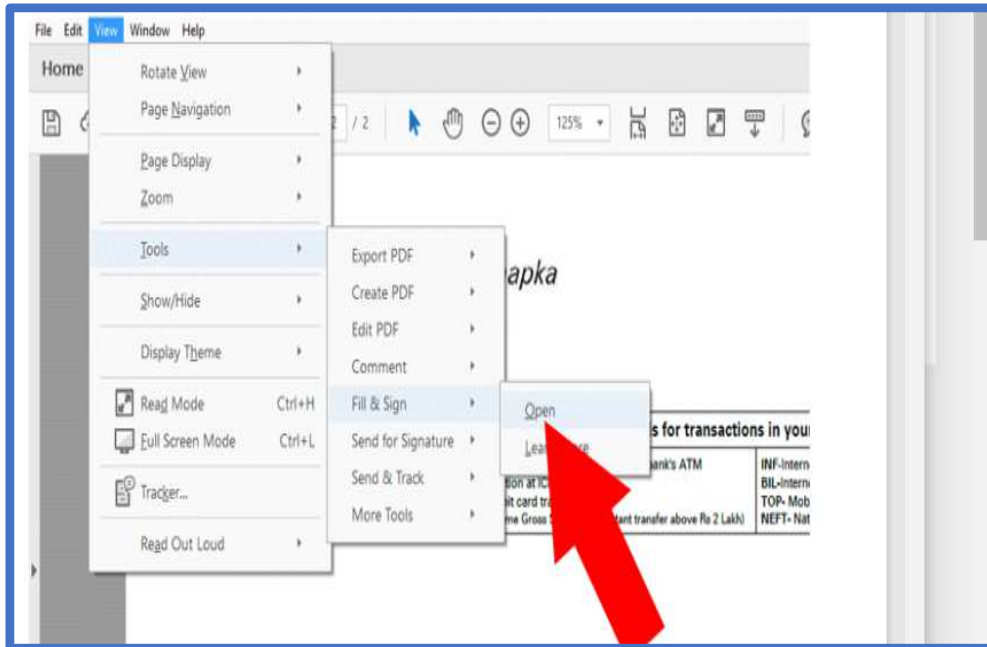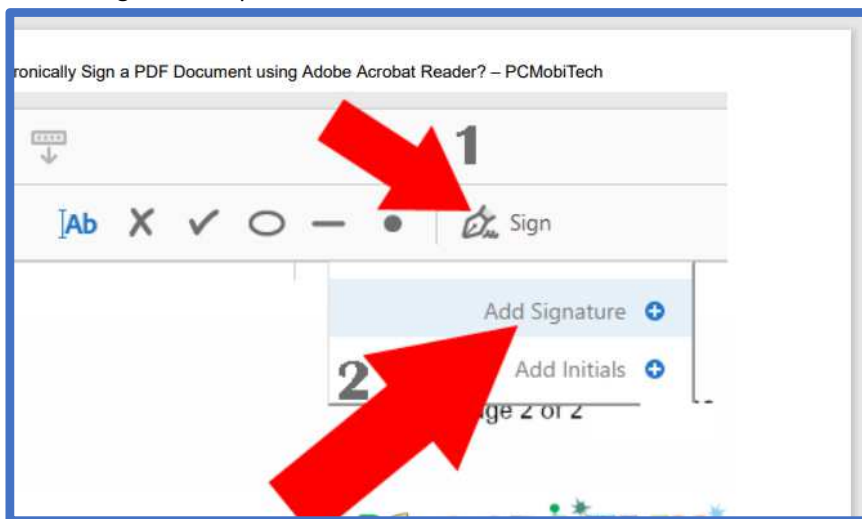# How to ADD electronic signature on Adobe Reader
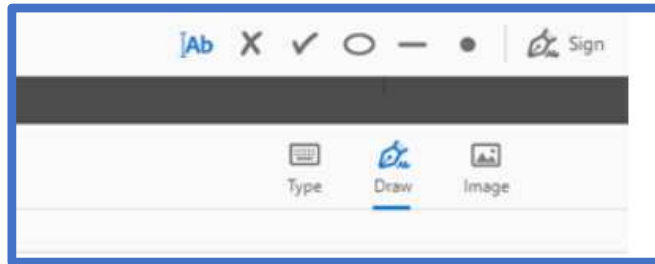
- Open the PDF file with Adobe Acrobat Reader and click on the "View" Menu.
- In the View Menu Go to Tools>Fill & Sign> and click on "Open".

- Now "Fill & Sign" option will open
- To Create a new Electronic Signature, Click on Sign icon and you will see a menu and choose the Add Signature+ option from it.

- Now the Signature creation dialog box will appear.
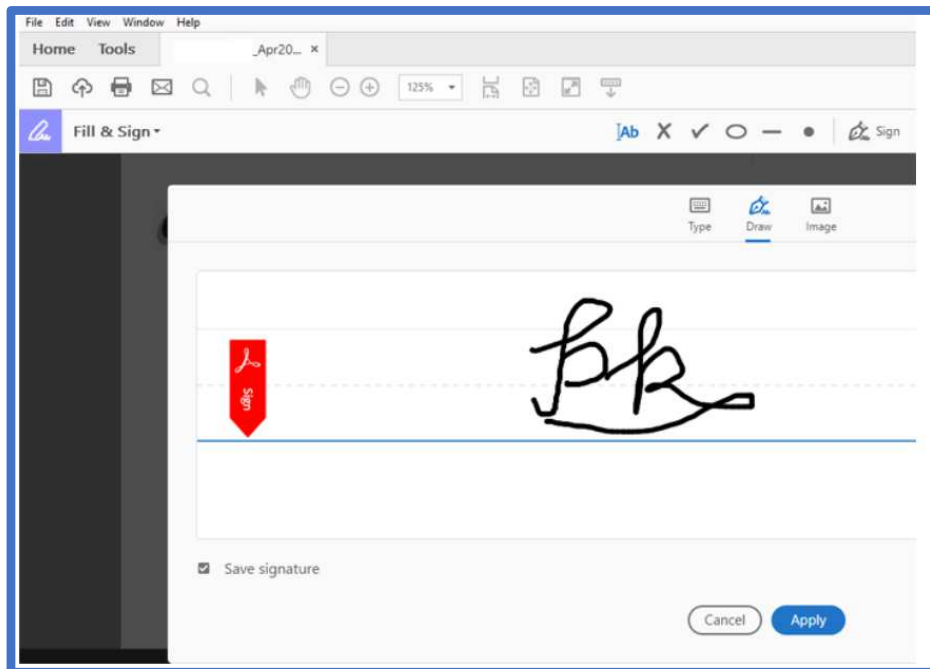- Here you'll see three tabs: Type, Draw, and Image

>Type: With this option, you can simply type your name using any installed font.

>Draw: This is the main option, which allows you to draw an Electronic signature like you're using a Pen.

>Image: You can insert an image file which consists your Signature. Means you have created Signature on paper and later then scanned and stored it into your PC Drive. So you have the option to attach that Signature into the PDF file.

Option 1 Draw

- Here, we will create an Electronic Signature using Draw option because this option will help you to draw the exact sign that you are regularly done with a normal pen. To create click on Draw button and drag the mouse same as you're writing with a PEN. And also don't uncheck the Save Signature check box if you want to use this Signature in the future. After drawing your Signature click on Apply button.
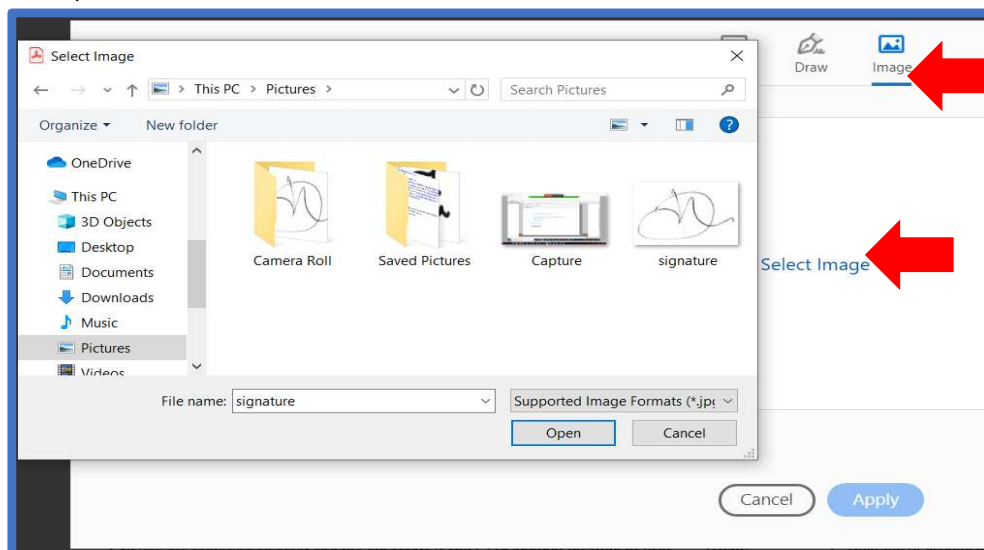
- if you have not unchecked the Save Signature option in the Draw dialog box, then your signature will be saved in the place of Add Signature + option.
- Now you have successfully created Electronic Sign, that you can place anytime in the PDF documents by holding and dragging the mouse.
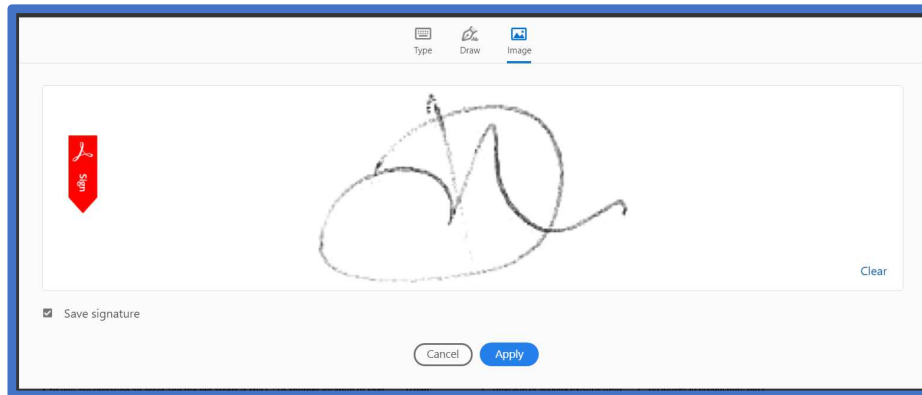

Option 2 Image

- Here, we will create an Electronic Signature using Image option because this option will help you to insert the exact image of your signature that you have signed on a piece of blank paper. Save this image under Pictures folder on your computer. To create click on image button and select Image.
- Browse to the location on your computer where the image of your signature is saved and click open

- Make sure **Save signature** is checked, click Apply button to save the signature

- Your signature will be saved in the place of Add Signature + option.
- Now you have successfully created Electronic Sign that you can place anytime in the PDF documents by holding and dragging the mouse.