How To sign documents with Acrobat Reader

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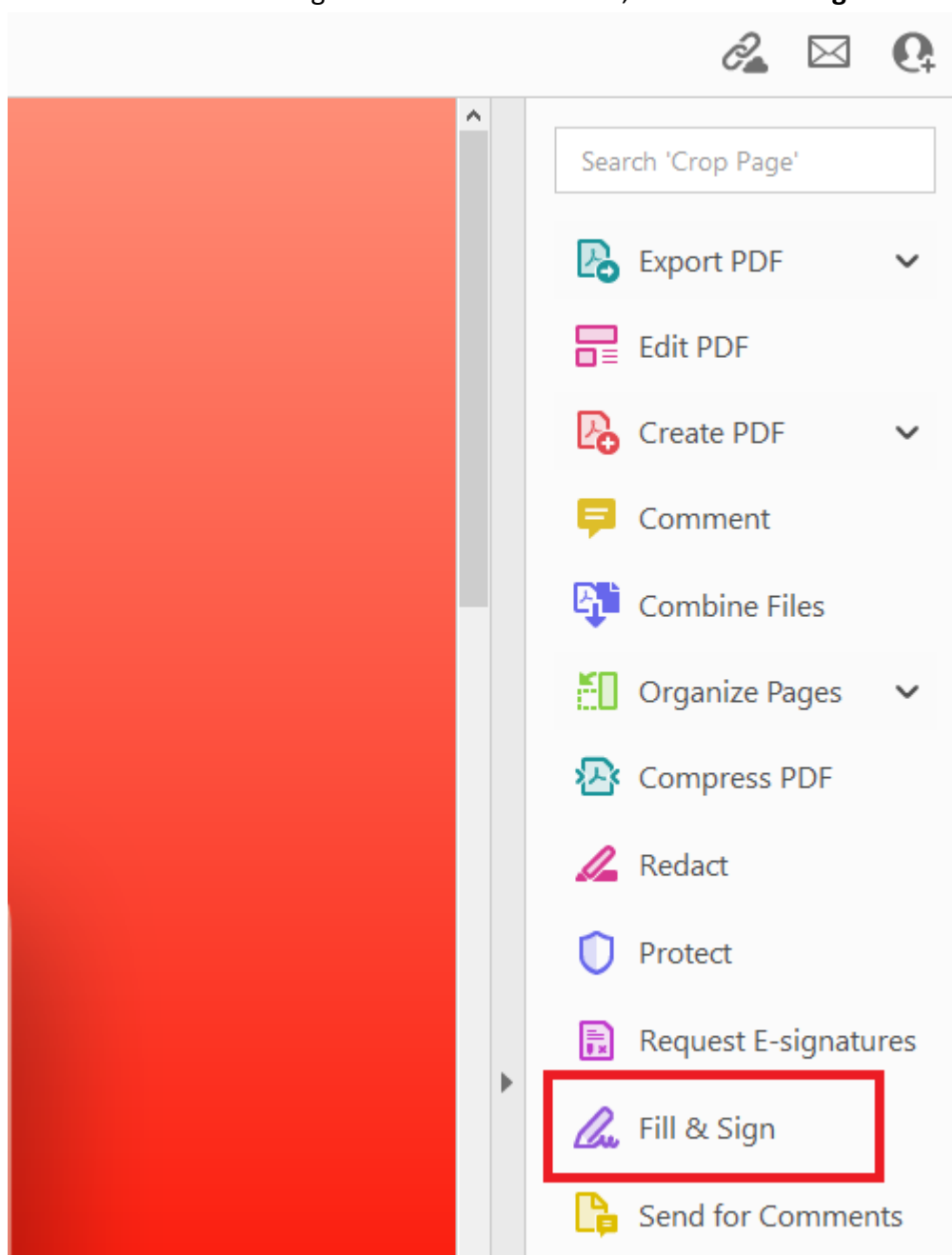
Introduction

This document describes how to put your signature (hand written or typed, **not with a digital signature certificate**) on a document using the Adobe Acrobat Reader, the PRO version (paying) it is not required.

The instructions below apply to the latest version of Acrobat Reader (version 2023.03 at the time of writing).

Instructions

1. Open with Adobe Acrobat Reader the file you want to sign.

2. From the menu on the right side of the document, select: "**Fill & Sign**"

3. Select the option: "**Sign Yourself**" at the top. Then: "**Add signature**".

4. At this point you'll be asked to choose the signature method: for those who have a .jpg or .png (image/photo) of their signature can select "Image" and add the previous mentioned photo. Otherwise you can draw directly the signature (the "Draw" option) or just type the signature with the keyboard (the "Type" option).

5. If you check "**Save signature**" on the bottom right and then click on "**Apply**", the signature is recorded so you don't need to add again in future and now it's possible to move your signature to the right spot on the document.
6. It's possible to shrink or enlarge the signature, in order to adapt it to the document structure.