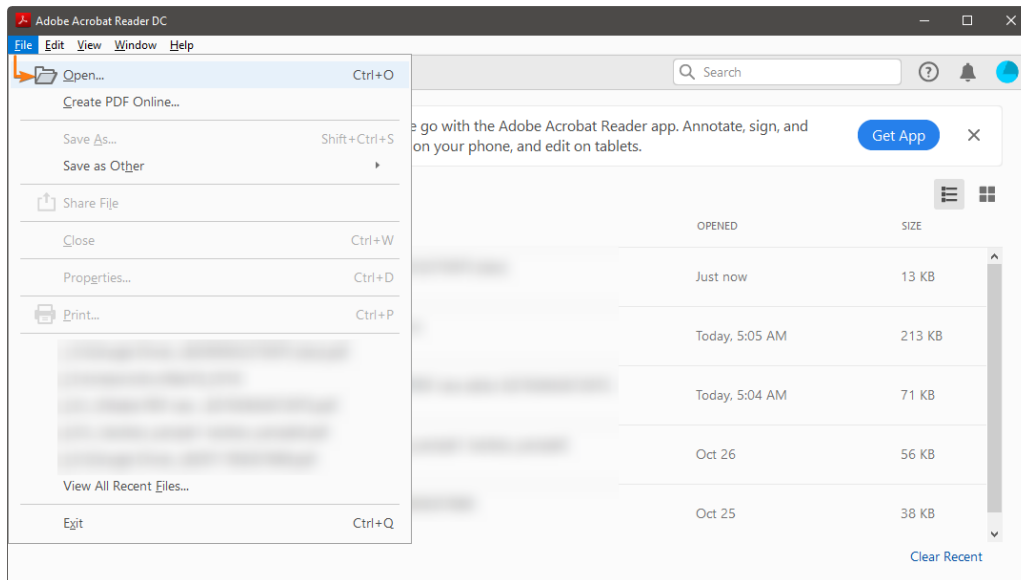


How to add a signature to a PDF

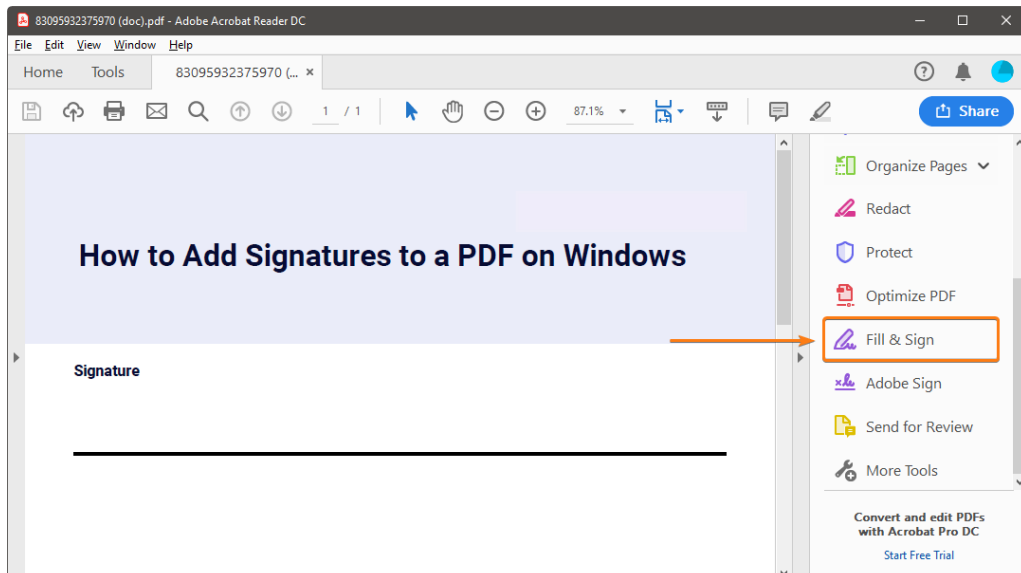
1. Open the PDF file in [Adobe Acrobat Reader](#).
 2. Click on **Fill & Sign** in the **Tools** pane on the right.
 3. Click **Sign**, and then select **Add Signature**.
 4. A popup will open, giving you three options—**Type**, **Draw**, and **Image**. Once you're done, click the **Apply** button.
 5. Drag, resize and position the signature inside your PDF file.
1. Open the PDF file in **Adobe Acrobat Reader**.

Click the **File** menu > **Open...** then, select the PDF file you want to sign.



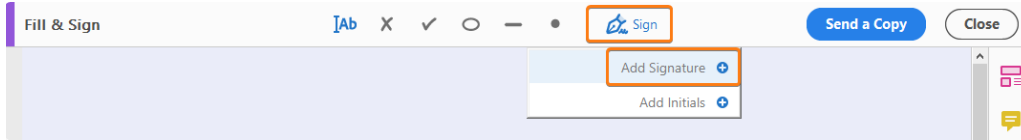
2. Click on **Fill & Sign** in the **Tools** pane on the right.

If you're not seeing the **Tools** pane, press **SHIFT+F4** on your keyboard.



A toolbar will appear at the top of your document.

3. Click Sign, and then select Add Signature.

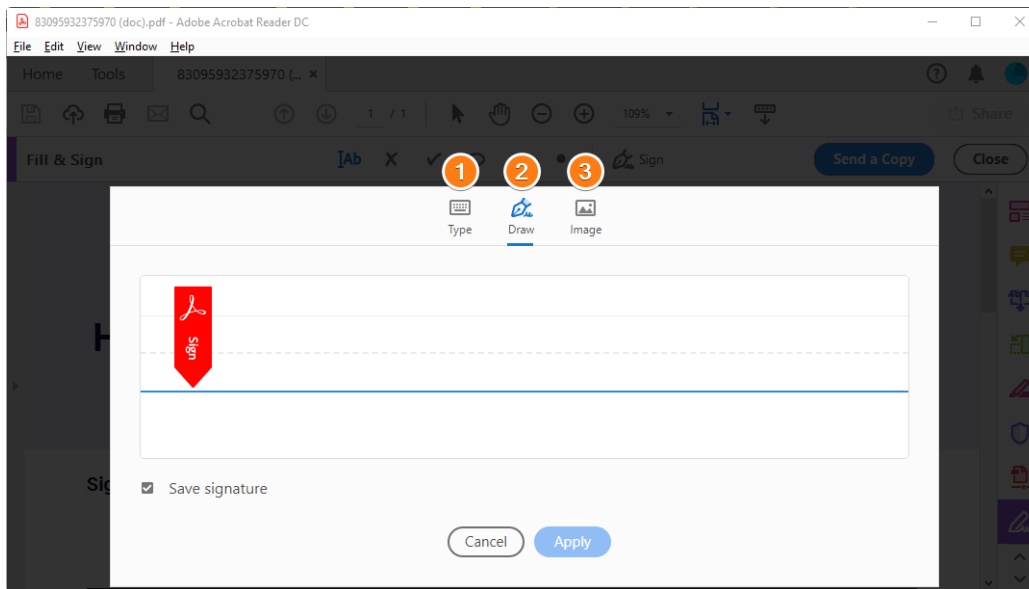


4. A popup will open, giving you three options—Type, Draw, and Image. Once you're done, click the Apply button.

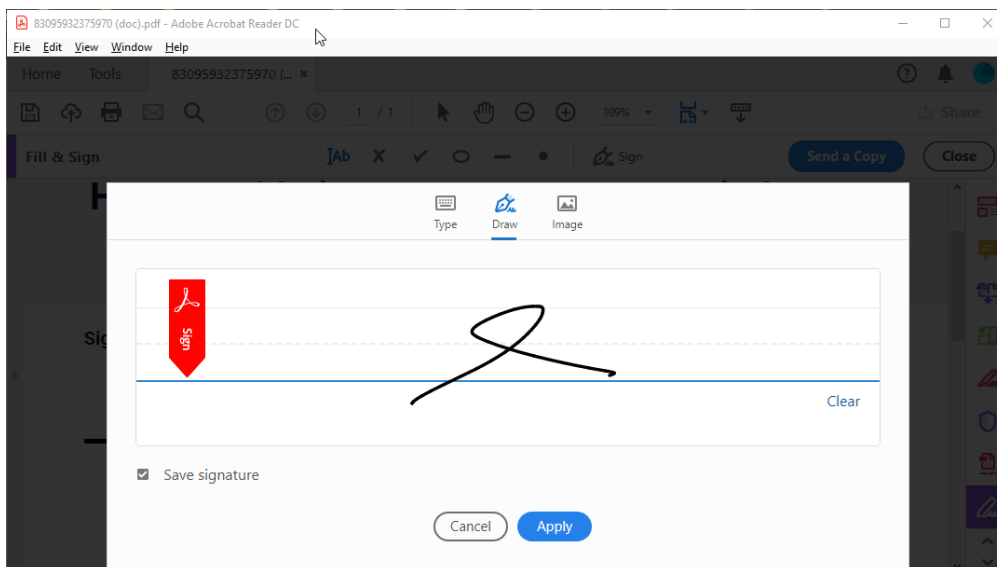
Type allows you to type your name in cursive format. You're free to change the style of the signature.

Draw allows you to draw the signature using your mouse, touchpad, or a pen if you're using a touchscreen device.

Image allows you to select an image file of your signature.



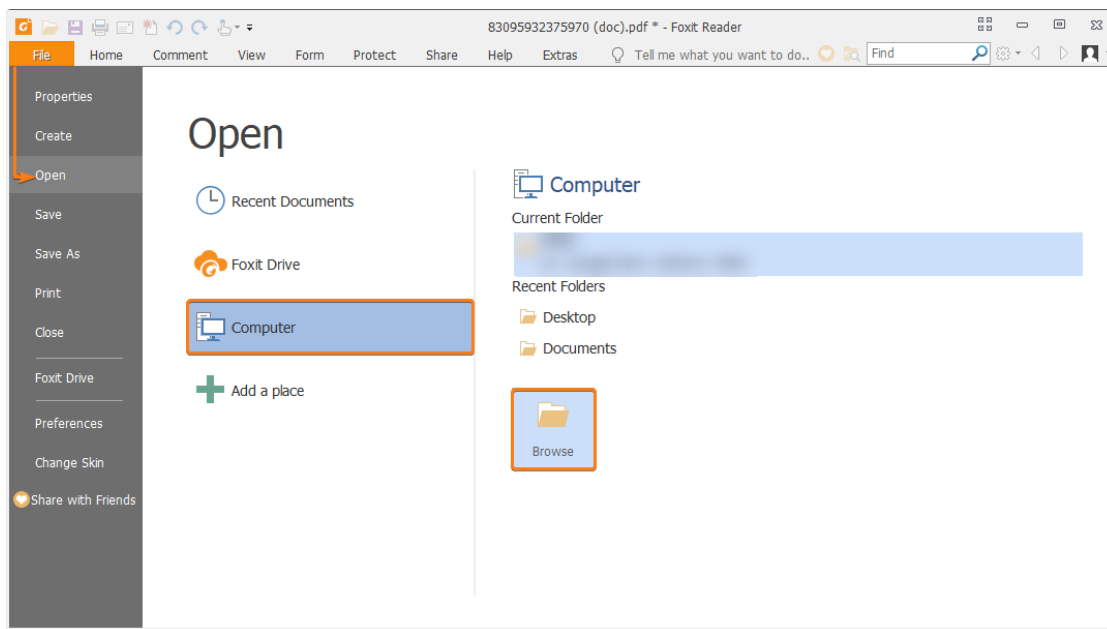
5. Drag, resize and position the signature inside your PDF file.



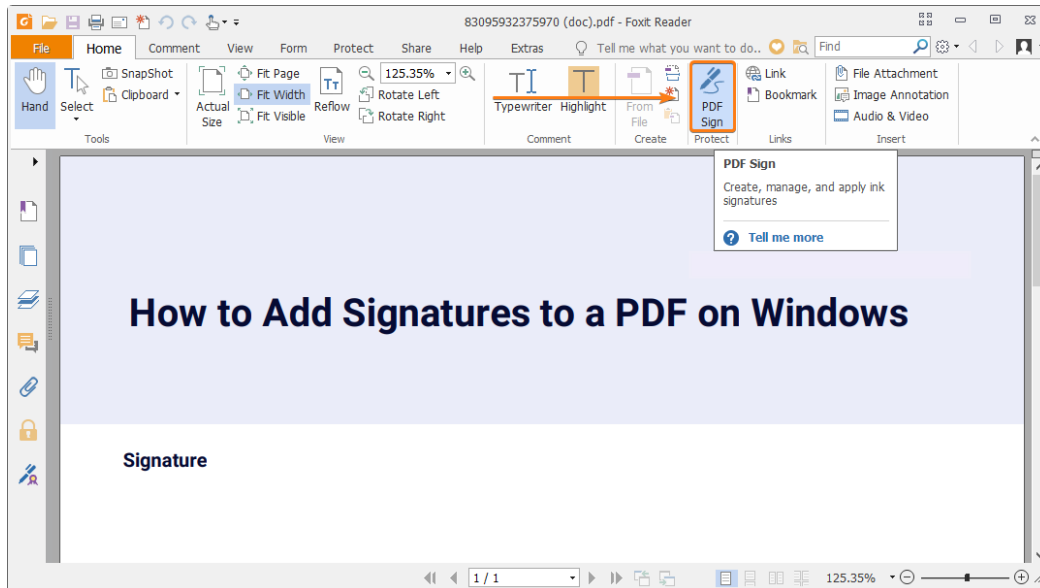
How to add a signature to PDF files for [Foxit Reader](#) users:

1. Open the **Foxit Reader** in your PC, then click the **File** menu > **Open** > **Computer** > **Browse** then select the PDF file you wish to sign.
2. Click **PDF Sign** in the toolbar at the top.
3. Click the green + icon in the toolbar. A dialog box with five options will open:
 - **Draw Signature** allows you to draw the signature using your mouse or touchpad.
 - **Import File** allows you to import PDF and image files.
 - **Paste from Clipboard** allows you to use the image copied to your clipboard.
 - **Type Signature** allows you to type your signature using cursive fonts.
 - **Online Signature** allows you to use saved signatures in your Foxit account.
4. Once you're done, click the **Save** button. You can now drag, resize, and position the signature anywhere inside your PDF file.

1. Open the **Foxit Reader** in your PC, then click the **File** menu > **Open** > **Computer** > **Browse** then select the PDF file you wish to sign.

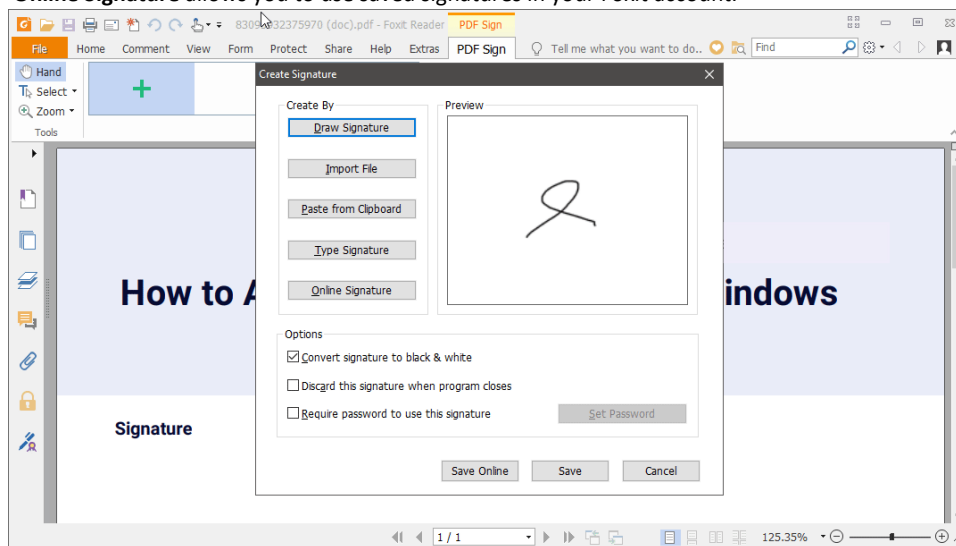


2. Click **PDF Sign** in the toolbar at the top.



3. Click the green + icon in the toolbar. A dialog box with five options will open.

- **Draw Signature** allows you to draw the signature using your mouse or touchpad.
- **Import File** allows you to import PDF files and image files.
- **Paste from Clipboard** allows you to use the image copied to your clipboard.
- **Type Signature** allows you to type your signature using cursive fonts.
- **Online Signature** allows you to use saved signatures in your Foxit account.



If you already have a signature, select the signature you wish to use and skip to next step.

4. Once you're done, click the **Save** button. You can now drag, resize, and position the signature anywhere inside your PDF file.