How to use Adobe Acrobat Reader DC to sign documents electronically

Before you begin: Scan a copy of your signature

- **Sign** your name in the middle of a clean, blank sheet of white paper using black ink. Ideally, use a ball point pen so the lines are not too thin after you take a photo of it.

- Take a photo of your signature with your smartphone camera app. **Align** your phone's camera over your signature so that you have some white around it. You should not see the edges of the paper on the camera screen.

Tip: Make sure that the page is well lit and that no shadows fall across the signature. For best results, place the sheet on a window sill with natural light (not direct sunlight) so the paper's white background is captured in the photo. Fluorescent or warm yellow light bulbs produce an undesirable color tint making the image difficult to use.

- **Open** the photo on your phone and **press** the Share button.

- **Swipe** left and click on your mail app. **Email** the photo to yourself.

- On your PC, **open** Outlook, **locate** the email, and **save** the attachment to the downloads folder.
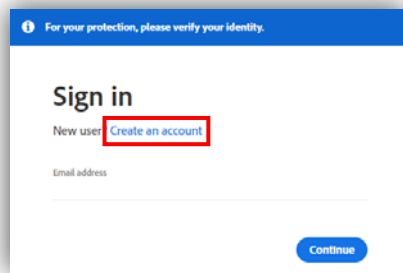
## Next: Use an Adobe account to store your signature securely

- With an Adobe account, your signature will not be stored locally on your computer. If you change devices, or it is lost or stolen, your signature is not available unless you are signed in to your Adobe account.

  Note: Adobe Acrobat Pro DC licensed users already have an Adobe account, so please proceed to Sign In

- To create an account, go to https://account.adobe.com and click on the **Create an account** link. Use your JCCA email address and complete all required fields, and look out for the link in a verification email required to activate your account.

- After you've created an Adobe account, **open** Adobe Acrobat Reader or Pro DC.

- **Click** on the *Sign In* option on the top right-hand side of the Adobe Reader application menu. Once signed in, your name will appear instead, and you are ready to store your signature.
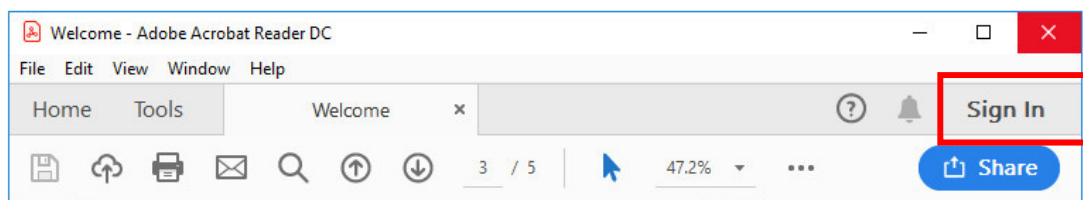
Sign your PDF document with an electronic signature

1. **Open** Adobe Acrobat Reader or Pro DC and the document you would like to sign.

2. Navigate through the document to the page and section where you will apply your signature.
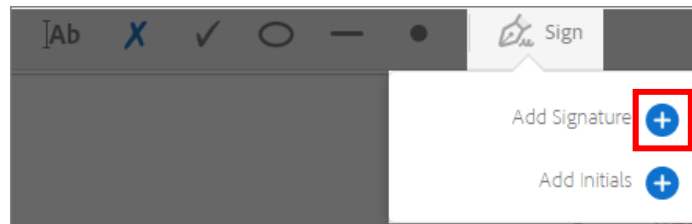
3. Click the **Sign** icon ✍ in the toolbar.

   Alternatively, you can choose **Tools** > **Fill & Sign** or choose **Fill & Sign** from the right pane.

4. The Fill & Sign tool is displayed. Click **Fill and Sign**.
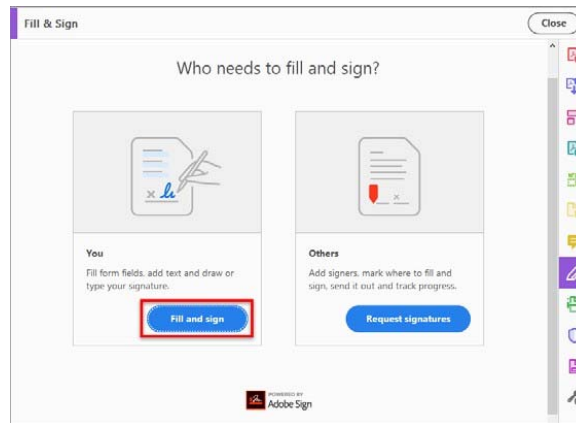
5. **Click** the ✍ **Sign** icon in the toolbar, and then **select** the Add Signature option as shown on the image below.

Note: If this is not the first time signing a document and you have already added a signature or initials, they are displayed as options to choose from.

6. Choose the **Image** option on the right. A new window opens to browse your computer to select the image you scanned earlier. Added signatures and initials are saved for future use.
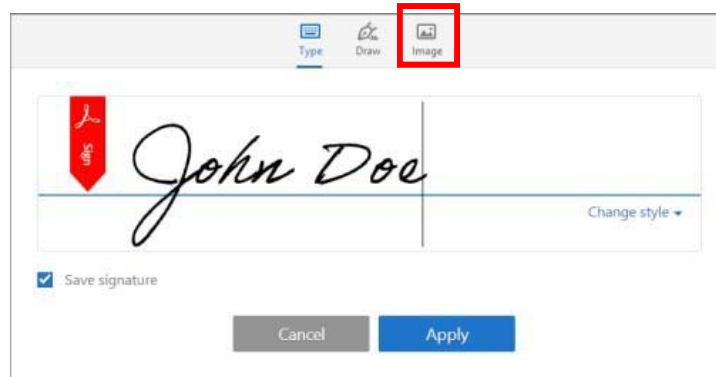
7. **Browse** to the downloads folder where you saved your signature and **select** the photo with your signature to be inserted. **Click** insert or open to import the file.
8. Click **Apply** and your signature is added to the document inside a box with a blue outline.
9. To move the placed signature, **click and hold** your left mouse button inside the signature bounding box, and drag into place. If you need to resize it, use the small square on the bottom right hand side of the bounding box.
10. To add your printed name and signature date, **click** on the Text tool on the signature toolbar located on the top center menu of the application. **Click** your left mouse button to insert text and **type** your text at the insertion point.

11. To move the text box, **click and hold** your left mouse button inside the text bounding box, and drag into place.
12. Use the text box to insert additional text anywhere in your document.

These are all the ways you can sign a document using Adobe Acrobat

o **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
o **Draw:** Draw your signature in the field. If you have a touchscreen, use a stylus for best results.
o **Image:** Browse and select an image of your signature.
o **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.