# How to create a digital signature in Adobe Acrobat Reader

1) Create a digital version of your signature. This can be accomplished in a number of ways:
   a. Take a picture of your signature on your phone, that will create a JPG version of your signature. Email that picture to yourself. Save that file on your desk top.
   b. Scan a copy of your signature to a PDF file, save that to your desk top.
2) If you do not have Adobe Reader DC on your computer, you will need to download the free version. You can go to Getadobe.com to download the free version. Follow the instructions on the screen. You do not need to install any of the optional offers.
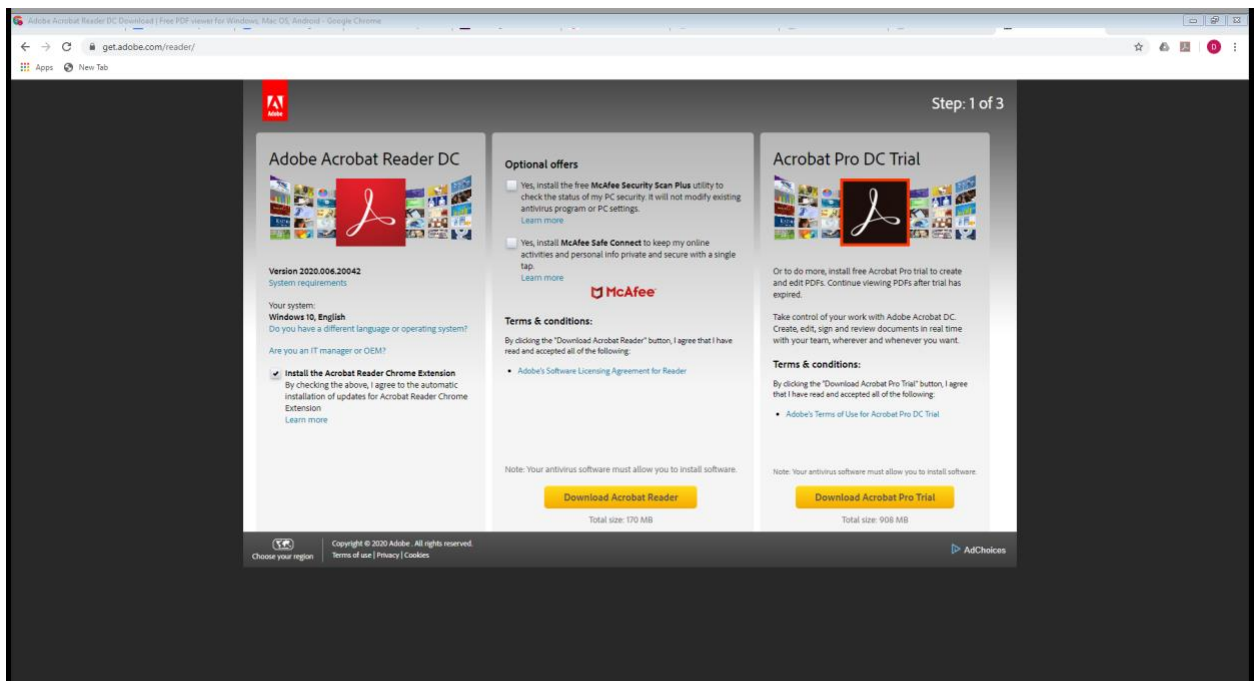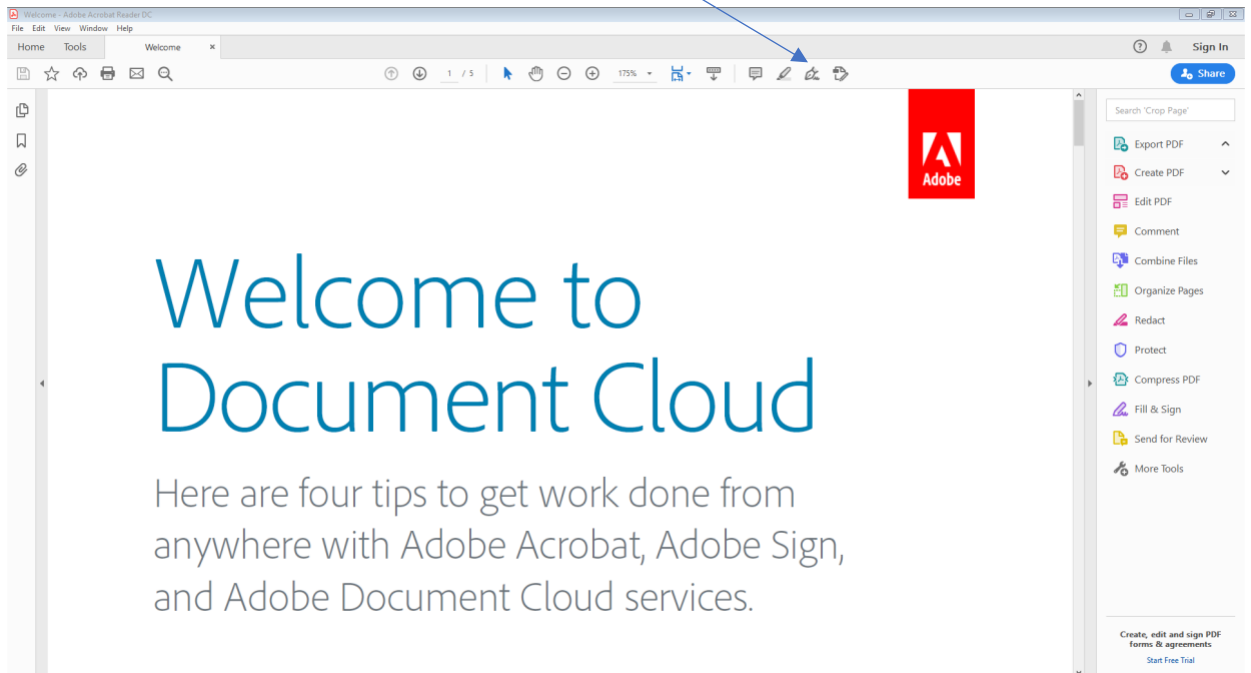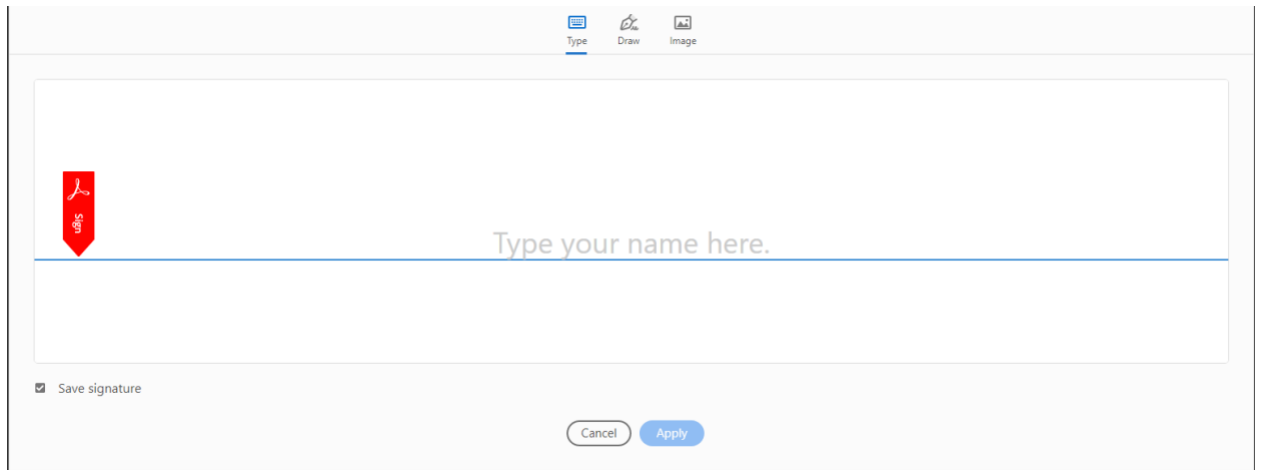

3) Once Adobe has been installed, open Adobe Reader DC

4) Open a file, the Welcome PDF file would be best, if not, any available PDF file will work
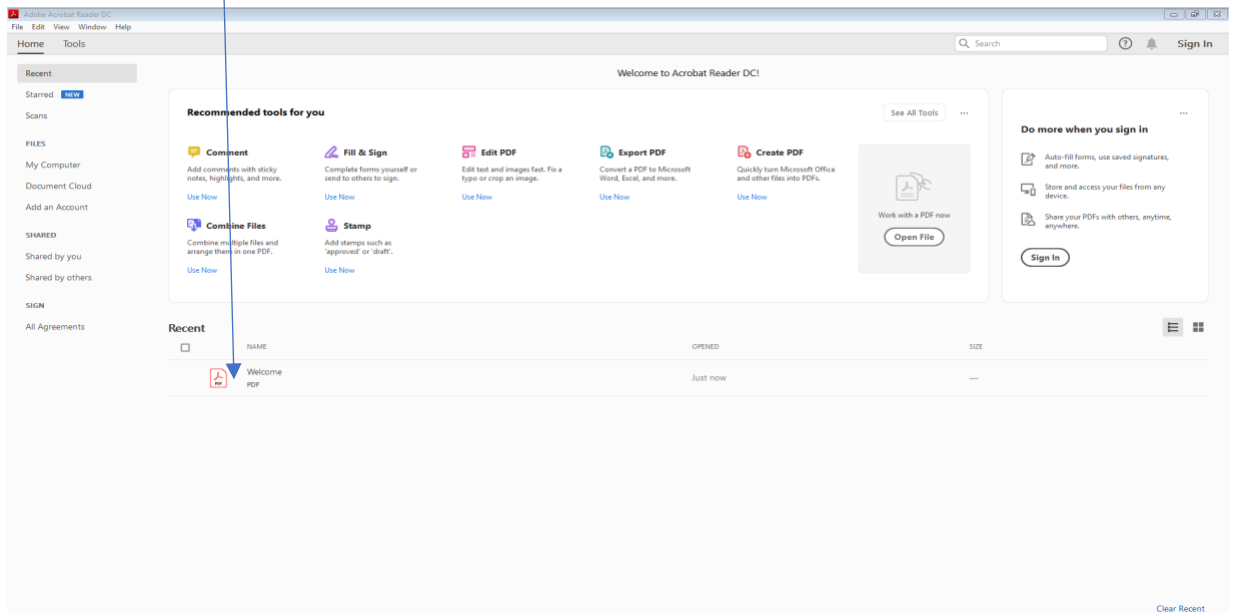
5) Once the document is open Click on the "Pen" tool

6) Click add a signature. The window below will appear.


7) You have several options for your signature.
   a. You can type your name in to create your signature
   b. You can draw your name with your mouse, a touch screen or a touchpad
   c. The preferred method to get an accurate reflection of your signature would be to add an image.
8) Click on image, then choose the image you placed on your desk top in step 1. Your signature will appear, click apply


9) Your signature will appear to be placed anywhere on the document.

10) You can increase/decrease the size of the image by clicking on the "A" above the image. You can also change the color of the image by clicking on the dot next to the "pen"
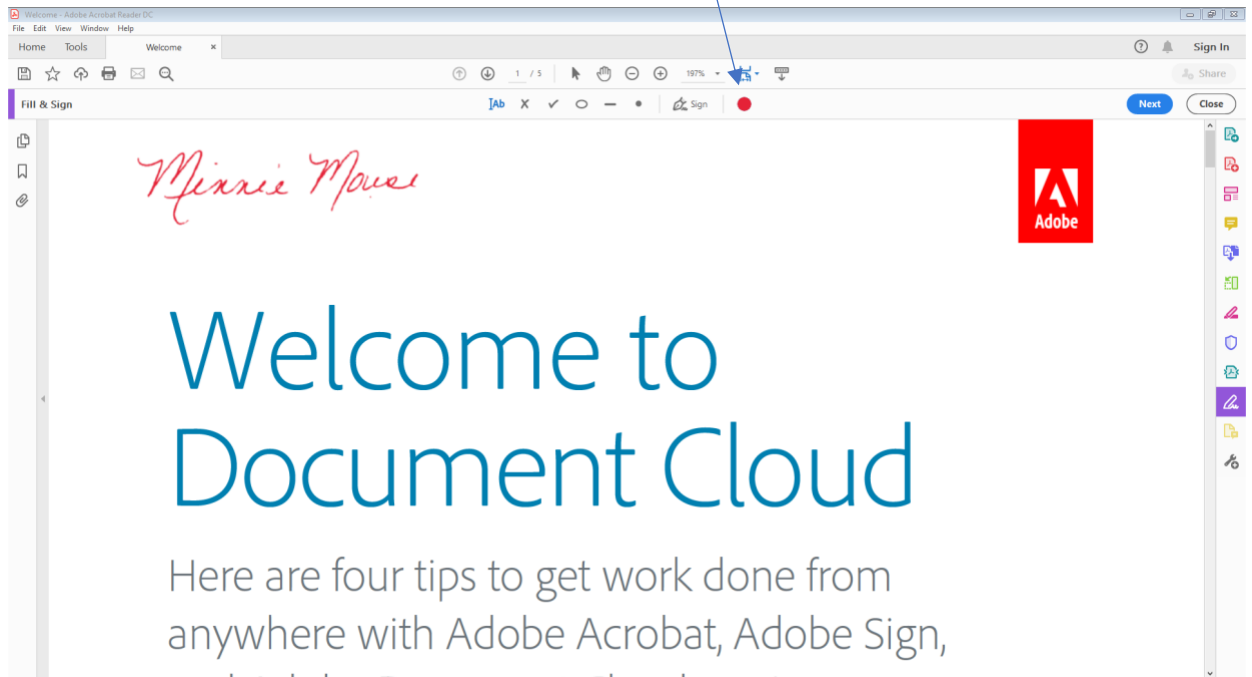

11) This signature will remain on your computer for you to use for future signatures, so the set up should only need to be done one time. To use the signature again, simply open the document and click on the pen, your signature will appear.
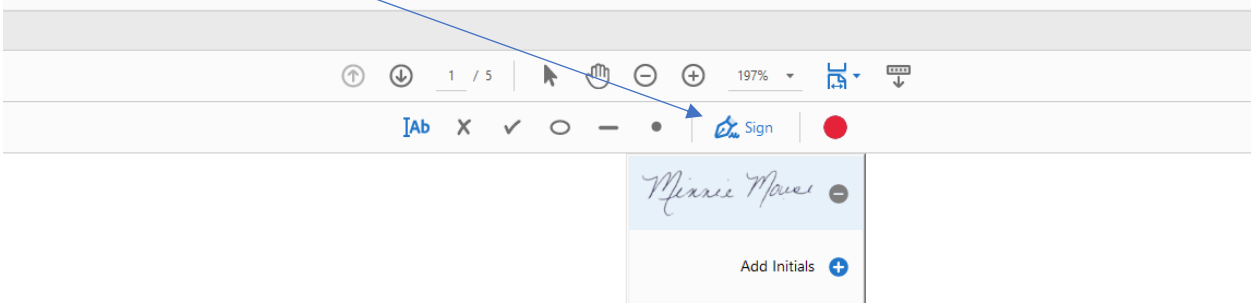
12) You can also add a text box for notes or instructions by clicking on the AB button on the Fill & Sign tool bar. A text box will appear for you to type into and place anywhere on the document. You can now close the Fill & Sign tool bar.
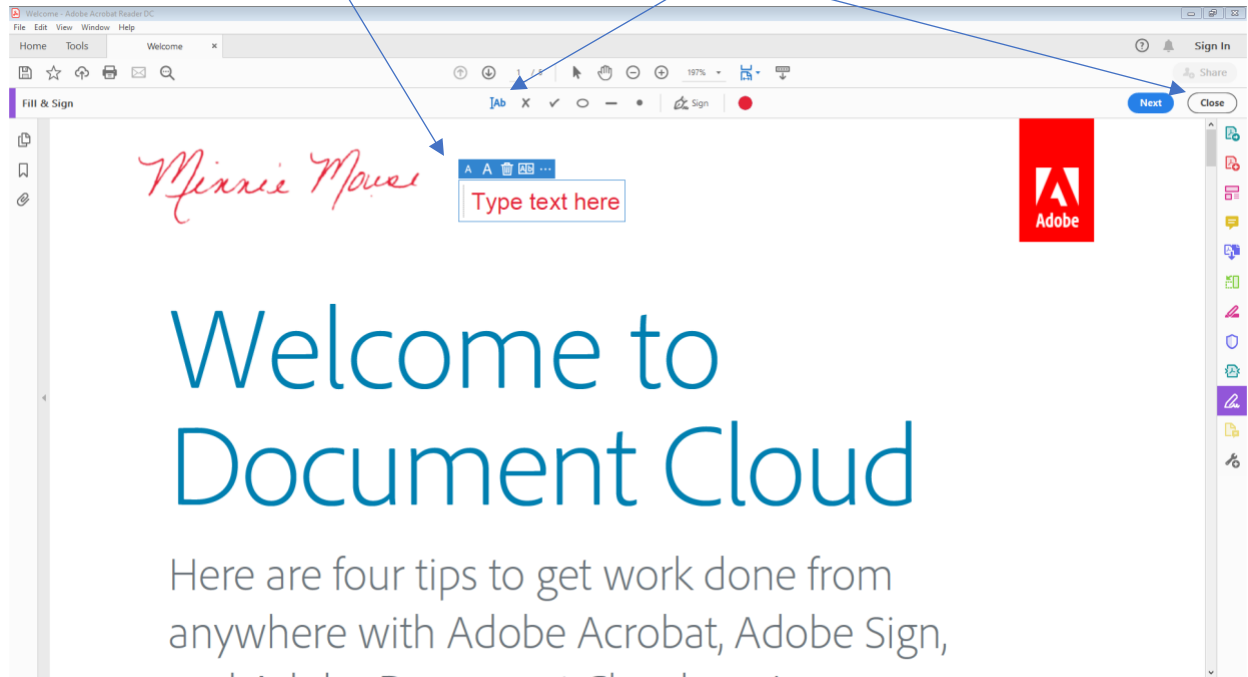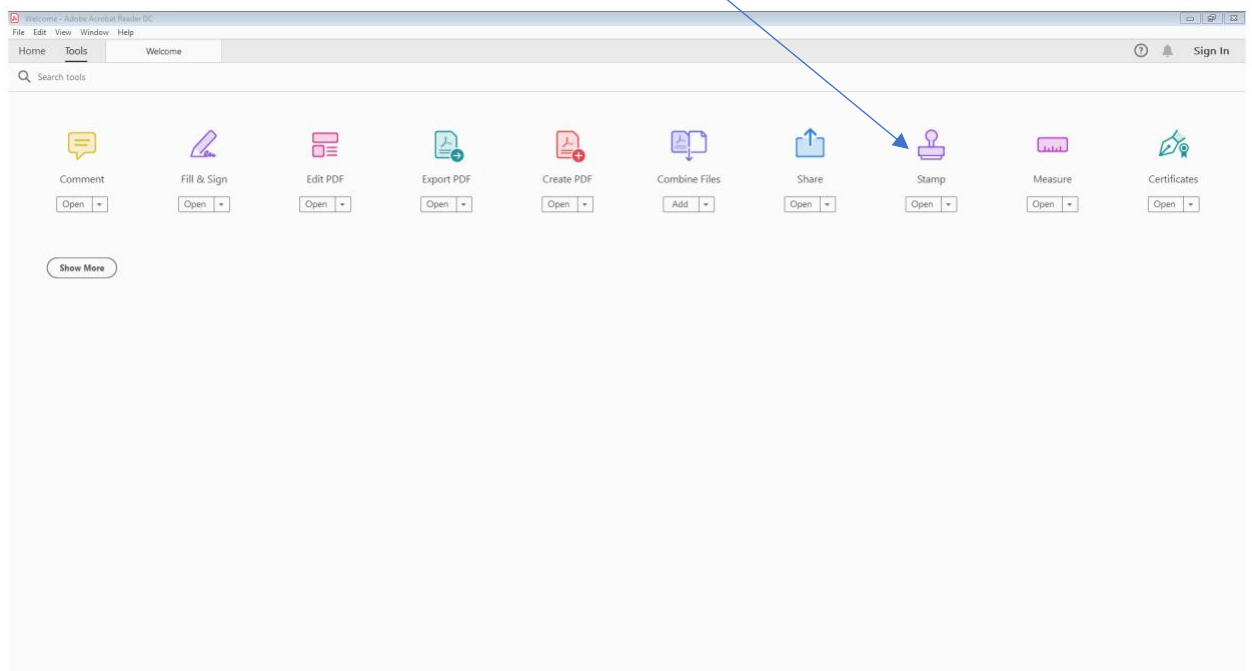

13) For clarity purposes, it would be very helpful if you could add a text box below your signature with your name typed to clearly identify who is signing the document.
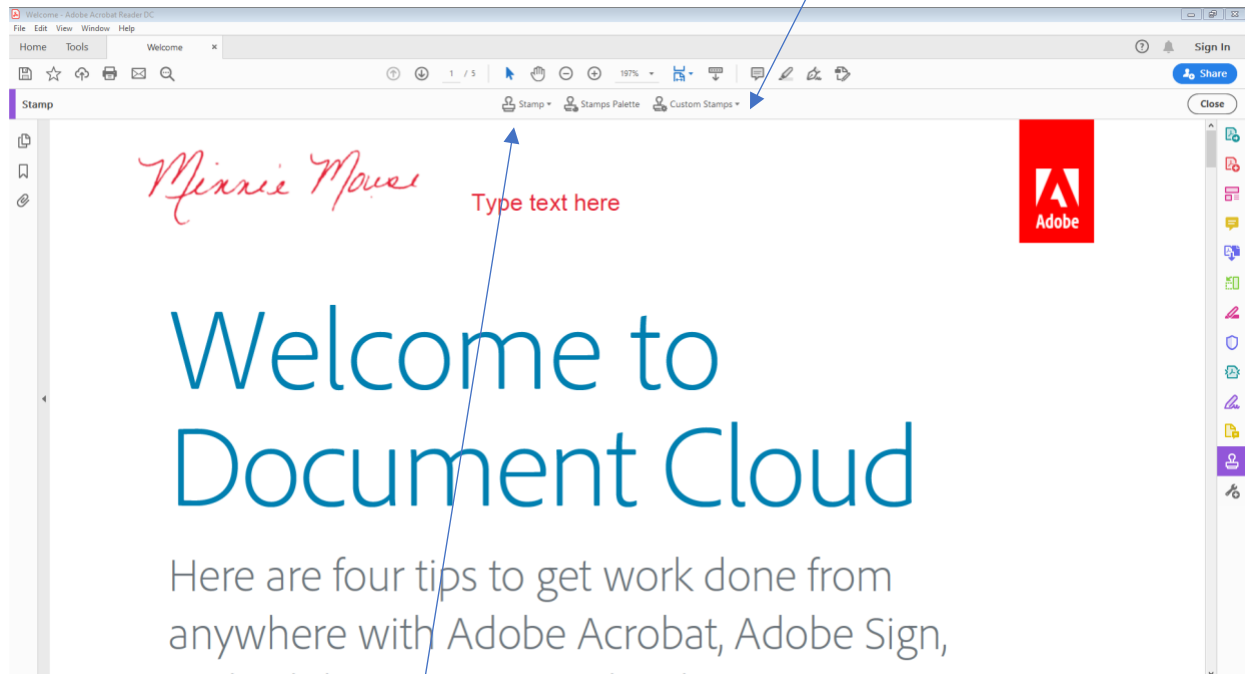
14) Rubber stamps are another helpful tool. You can access the rubber stamp feature by clicking on the more tools options in the right window.
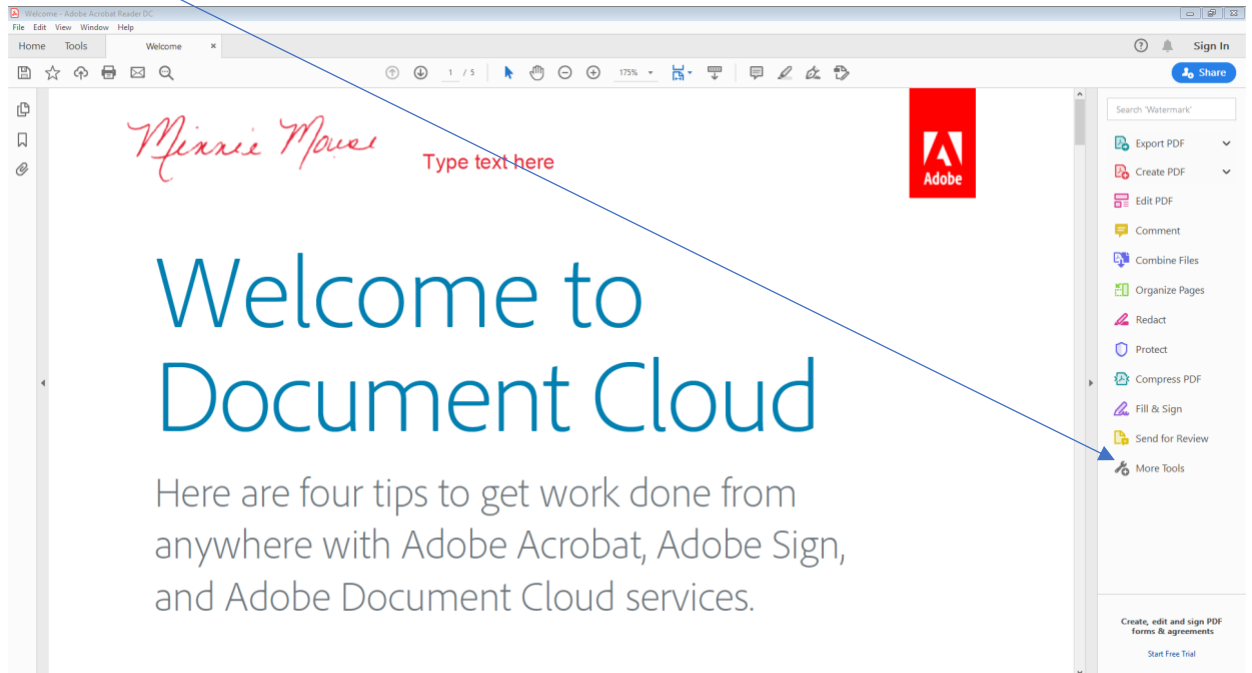
15) The Tools window will appear. Click on the Stamp tool.

16) The stamp tool bar will appear at the top of your document.

17) Click on the Stamp option. A number of options will appear. One that might be very helpful would be the Approve – Dynamic stamp. When you choose that option, it will take you to a screen to enter your identity information. Once completed you can click complete.

Your stamp will appear for you to place anywhere on your document.   It will display the date and time approved.

Type text here

APPROVED
By Minnie Mouse at 6:18 pm, Apr 23, 2020

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18) Save your document to be forwarded on. Click File/Save as – choose your location and file name.