Fill out your PDF form

1. Open the PDF form that you want to fill out.
2. Choose **Tools** > **Fill & Sign**.

3. To fill or add text, click Add Text ⌈Ab in the toolbar. Click at the place in the document where you want to add the text, and then start typing.

Sign or Initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

1. Open the PDF document or form that you want to sign.

2. Choose Tools > **Fill & Sign**.

3. To add text, such as your name, company, title, or date, drag and drop your personal saved information from the right hand pane onto a form field.
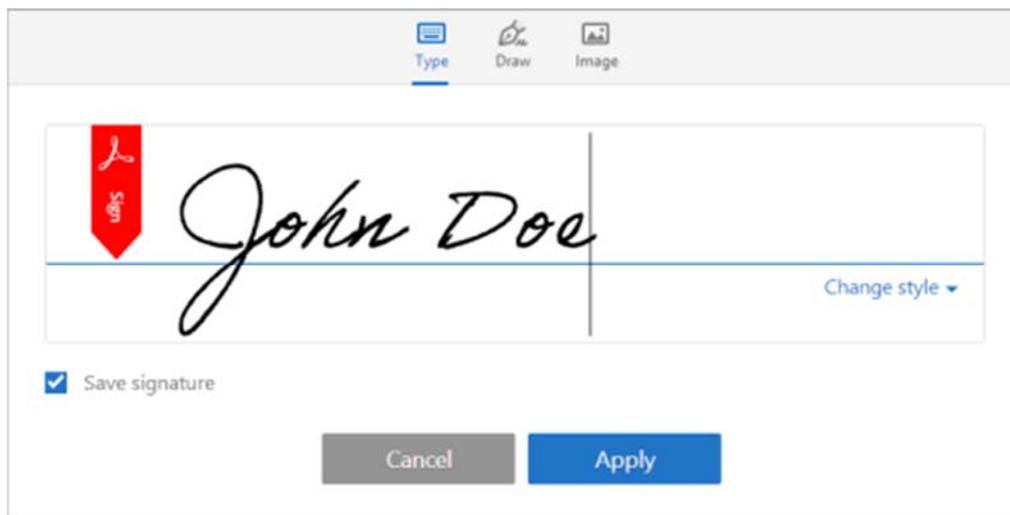
   Alternatively, you can use **Add Text** ⌈Ab in the toolbar. Click at the place in your document where you want to add the text, and start typing. Use the field toolbar to make appropriate changes.

4. Click the **Sign** icon ✍ in the toolbar, and then choose whether you want to add your signature or just initials.

   If you have already added signatures or initials, they are displayed as options to choose from.

5. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

   If your are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.

You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

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.

Draw

Draw your signature in the field.

Image

Browse and select an image of your signature.

Save Signature

When this check box is selected, and you're signed in to Acrobat Reader DC or Acrobat DC, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

6. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

If you want to use an image as your signature:

- *Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.*

- *Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.*

- *Transfer the photo or scan to your computer. Acrobat/Reader accpets JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.*