Reader lets you sign PDFs and incorporate that signature into the file. If you are viewing a PDF on the web, download the PDF first before you sign it.

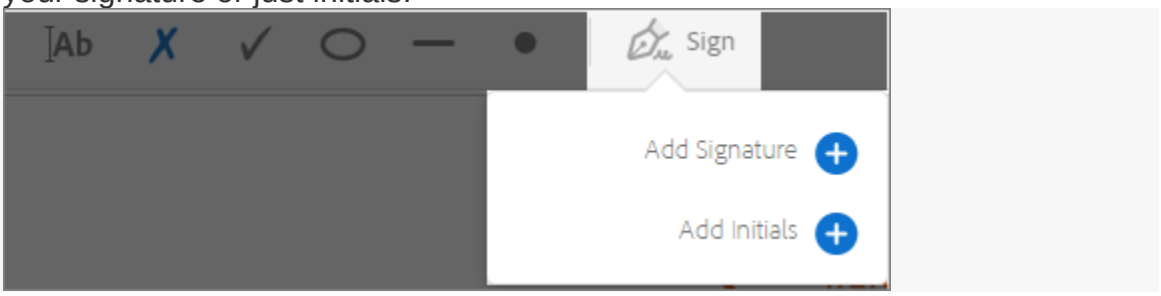
Some documents have security applied that prohibits electronic signatures. Print such documents and then sign the printed copy.

Sign a PDF

To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF.

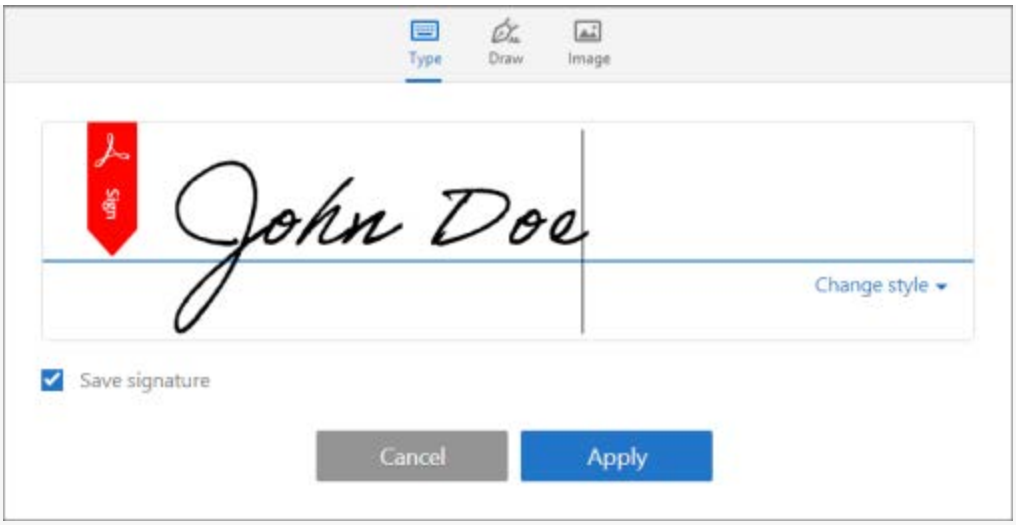
1. Open the Mortgage document. Select the form on the left. Then click on **Open Document** which is located at the top right of document.
2. Choose **Tools** > **Fill & Sign**.
3. To add text, such as your name, company, title, or date, drag and drop your personal saved information from the right hand pane onto a form field.

   Alternatively, you can use **Add Text** 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 or Acrobat, 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.