Adding Digital Signature Field to PDF

- 1. Open the PDF document and select the **Tools** option in the upper left-hand corner.
- 2. Then choose Prepare Form

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Create & Edit						
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Create PDF	Combine Files	Organize Pages	Edit PDF	Export PDF	Scan & OCR	Rich Media
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Request Signatures	Fill & Sign	Prepare Form	Certificates			
Open 🔻	Open 🔻	Add 🔻	Add 🔻			

3. After Choosing prepare form you will choose either **Start** or **change file** to choose the document you would like to add the signature field to.

Single File	
Scanner	
Create New	homeacrordrunifie Change File

To begin select a file, scan a document or start from scratch

4. Once the document reopens, you will find the insert signature field option on the toolbar.



5. After select, the add digital signature option, **drag** to the desired location on the PDF. There will be a blue bar that needs to be placed on the document.



6. Left click on the mouse to place the field.



7. Once the signature field is placed, select **close** in the upper right-hand corner of the document.



8. The PDF will now have the field to sign the document electronically.

