



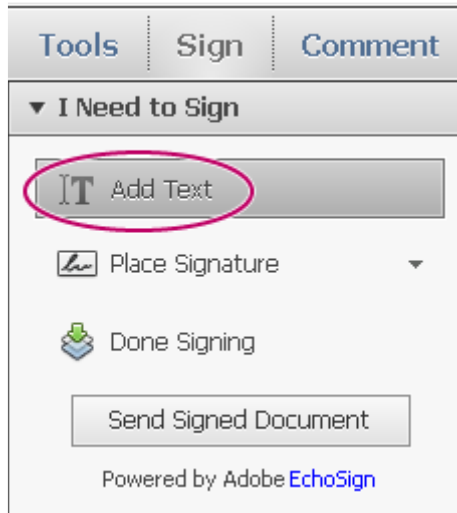
Sign a document (Reader 10.1.3)

In Reader 10.1.3, you can type your name, draw your signature, or place an image of your signature on a document. You can also add text, such as your name, company, title, or the date. When your document is complete, the signature becomes part of the PDF.

1. Open the PDF you want to sign.
2. Click the Sign icon  in the toolbar to open the Sign pane.

 *If the Sign icon is not in the toolbar, right-click the toolbar, and choose File > Add Text or Signature.*

3. To add text, such as your name, company, or title, click Add Text in the I Need To Sign panel. Click in the document where you want to add the text, and type.



Add Text option lets you add your name, company, or date to the PDF.

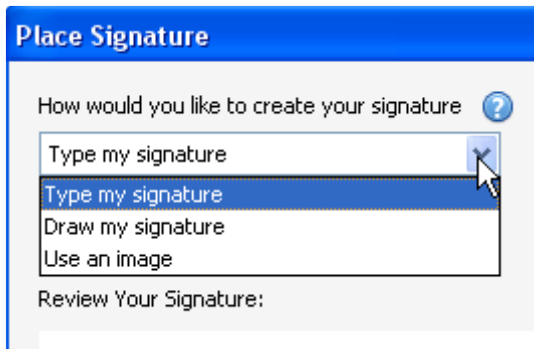
 *To edit text you've added using the Add Text or Typewriter tool, watch [Editing text with the typewriter tool](#).*

4. In the Sign pane, click Place Signature.



The first time you sign, the Place Signature option opens a dialog box to allow you to create or import your signature.

5. (First time signing) In the Place Signature dialog box, choose how you want to place your signature:



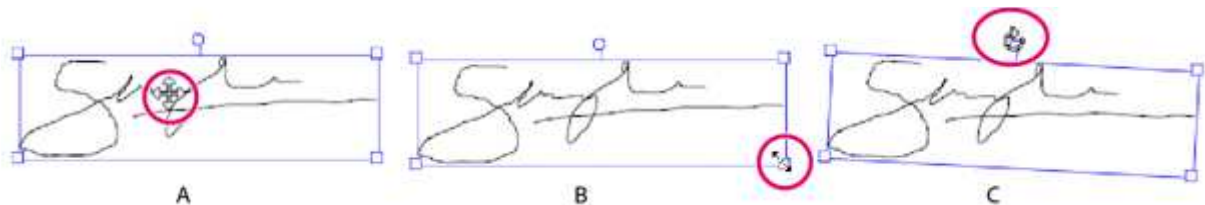
You can choose to type, draw, or import a signature. Reader uses that signature on future PDFs you sign.

Type my signatureType your name in the Enter Your Name field. Reader creates a signature for you. You can choose from a small selection of signature styles. Click Change Signature Style to view a different style. When you are satisfied with your signature, click Accept.

Draw my signatureDraw your signature in the Draw Your Signature field. When you are satisfied with your signature, click Accept.

Use an imageClick Browse, and locate your signature file. When your signature appears in the dialog box, click Accept. (If you do not have an image of your signature, see [Create a signature for signing PDFs \(Reader 10.1.2 or later\)](#) below.)

6. Click in the PDF where you want to place your signature.
7. To move, resize, or rotate the signature, do one of the following.



A.Move pointer **B.**Resize pointer **C.**Rotate pointer

MovePosition the cursor over the signature and drag into position.

ResizeDrag a corner handle to resize.

RotatePosition the cursor over the rotation handle (top-middle handle), when the cursor changes to a circular arrow, drag to rotate the signature.

8. When the document is complete, click Done Signing in the Sign pane.
9. When prompted, "Any signatures or added text will now be permanently merged into the PDF...", click Confirm.
10. Specify the location for the file, and click Save.