# Adobe Acrobat

- [Adding a Signature to a PDF Document](#)

Adding a Signature to a PDF Document

Use the following documentation for when you would like to add your signature to a document, for example an invoice or signing off on important document.
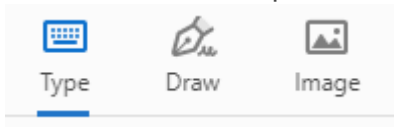
Step-by-step guide

1. Open the file you want to sign in Adobe Acrobat (Reader or DC depending on the version you have).
2. Click on the F**ountain Pen icon** located on the row of icons in the ribbon at the top of the document.
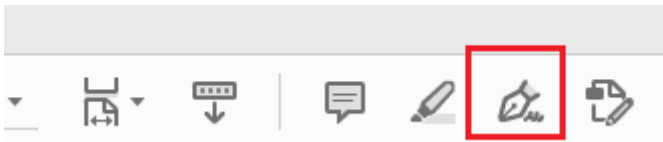
3. Click on **Add Signature**
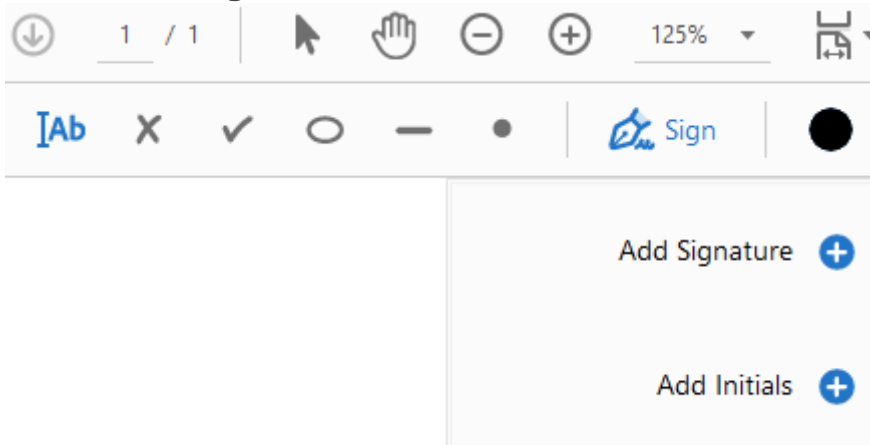
4. You will have the option of typing, drawing or adding an image for your signature.


   **Type:** You can type your name and Adobe will generate a signature.
   Draw: If you have a stylus you can use it to create your signature.
   Image: Upload an image to Acrobat from a scan of your signature (contact IT if you require assistance in creating the image file).
5. Once you have added the signature click **Apply**.
6. Your signature will now be stored in Acrobat. Click on the **Fountain Pen icon** in any PDF and you will be able to access your stored signature. You can store up to 2 signatures.
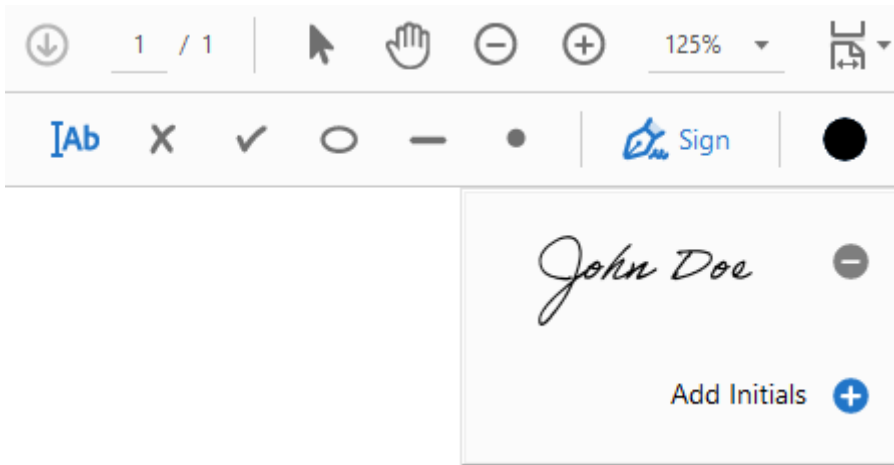
7. When you click on your signature it will appear as an image that you can place anywhere in the document. You will also be able to resize the image and move it around.
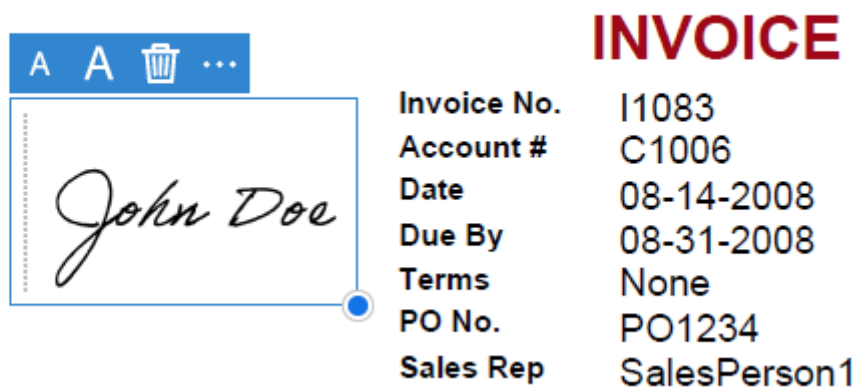
8. Click outside of the signature to bring up a text box which you can use to add a date.
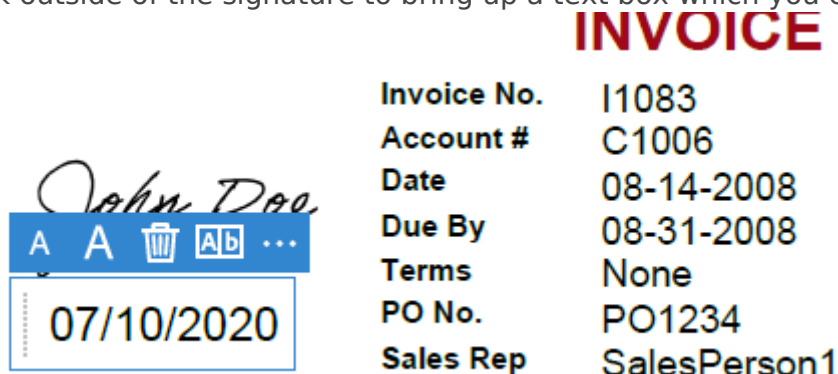
9. If you need to edit either your signature or text you can click on either to make changes.