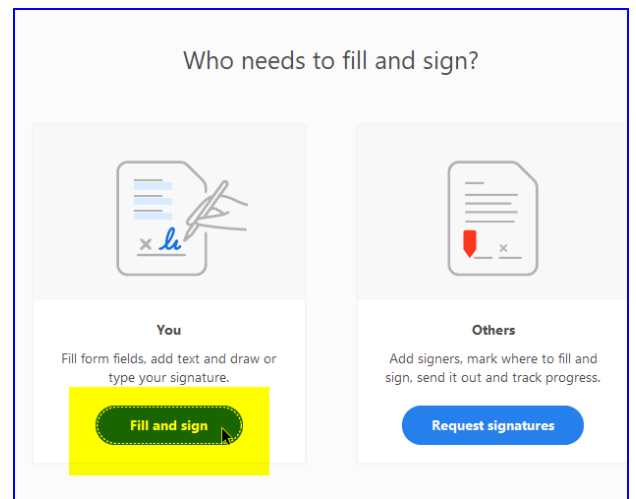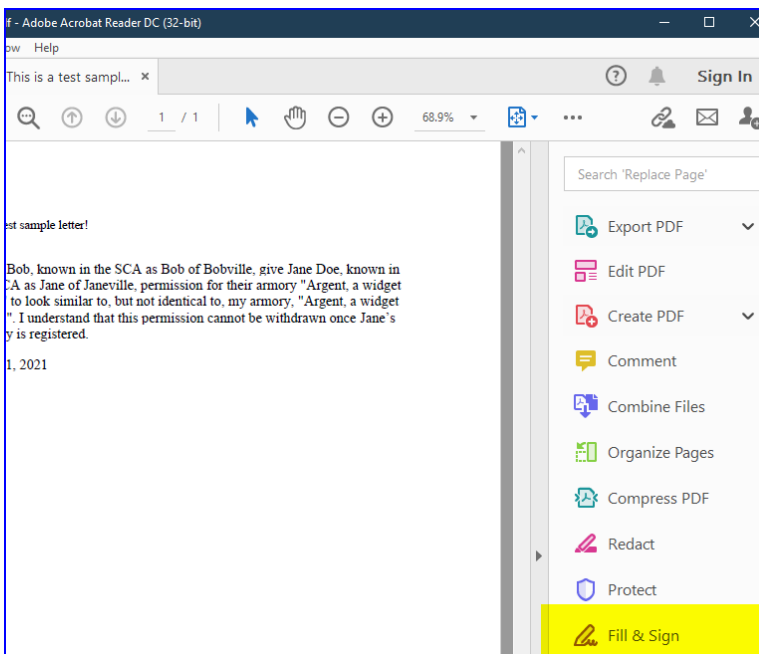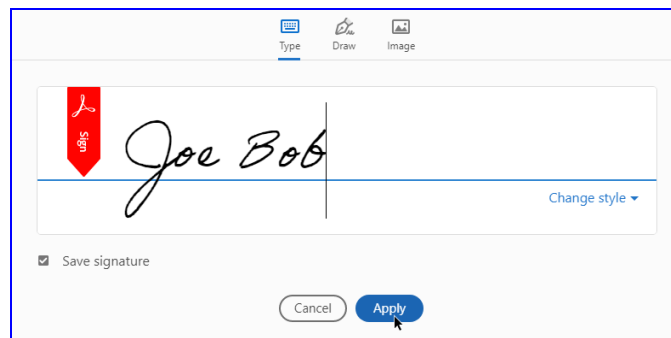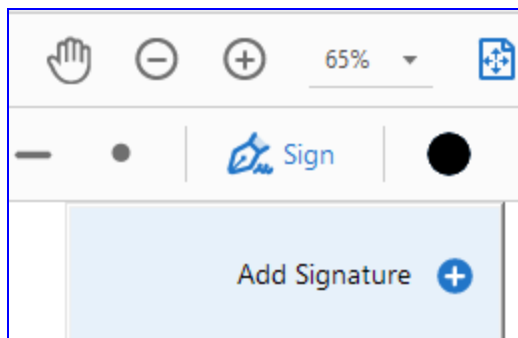# Electronically Signing a Document with Acrobat

Say you've got a letter you'd like to sign electronically, instead of printing out, signing, scanning... How best to do that? Simple!

First, create your document and save it as a PDF. Most programs can do this nowadays, either saving as PDF, exporting as PDF, or even printing to PDF. If yours doesn't, look around for a free "print to PDF" fake printer driver.
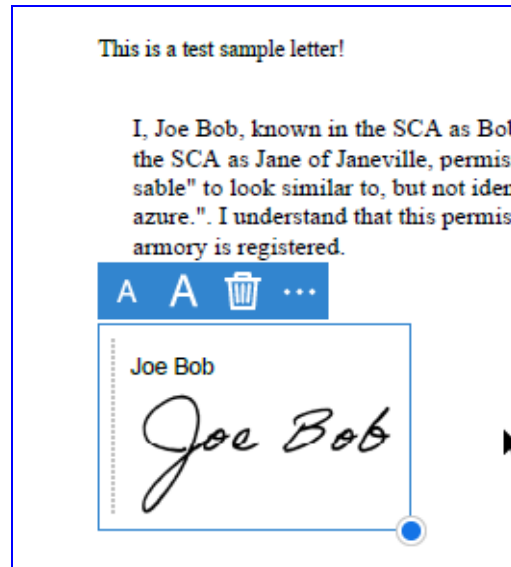
Once you have your PDF, open it in Acrobat Reader DC (free download). Way over in the tools on the right is a icon of a pencil and a scribble: Fill & Sign. Select that, and tell Acrobat that only you need to sign:

You can easily add any needed text with the "|Ab" tool (selected by default), or click on the icon for "Sign". You are allowed to save two signatures. If you don't already have one defined, click on "Add Signature" and then you can either type or draw your signature in the next box!
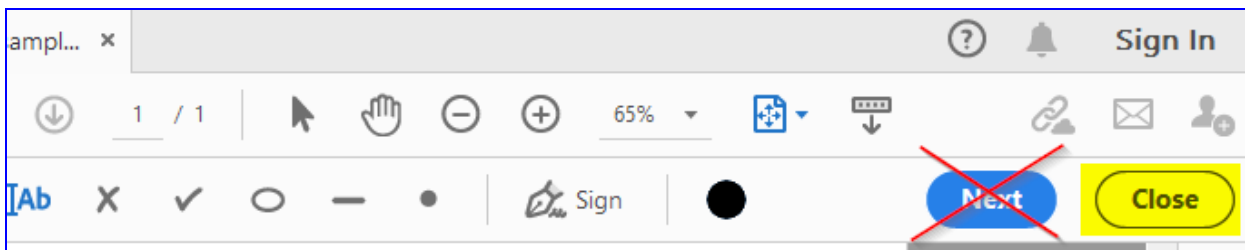
Now that your signature is saved, you can add it anywhere on the page, and resize it however you like!

This is a test sample letter!

I, Joe Bob, known in the SCA as Bob
the SCA as Jane of Janeville, permiss
sable" to look similar to, but not ident
azure.". I understand that this permiss
armory is registered.

A A 🗑 ...

Joe Bob

Joe Bob

LAST AND MOST IMPORTANT:
Do not click "Next" at the top of the fill&sign toolbar. Instead, click "close" and then save your PDF as normal, overwriting the original file if you like or saving it new.

ampl... ✕   ?   🔔   Sign In

⬇   1 / 1   ▶ ✋ ⊖ ⊕   65% ▼   ⊞▼   ⬇   🖇 ⊠ 👤

IAb ✕ ✓ ○ — •   ✍ Sign   ●   Next   Close

All done!