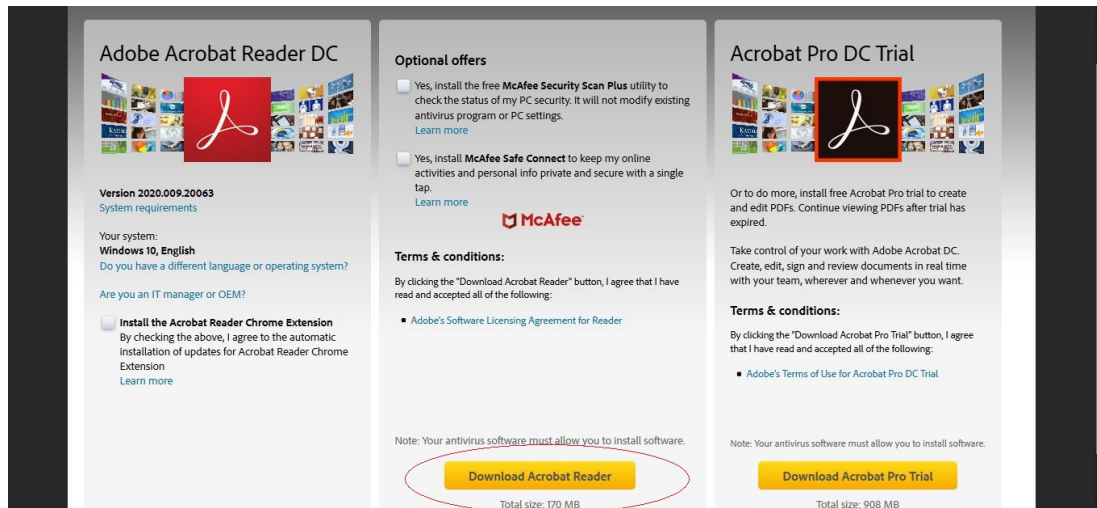


How to Sign a PDF Form Using Adobe Acrobat Reader

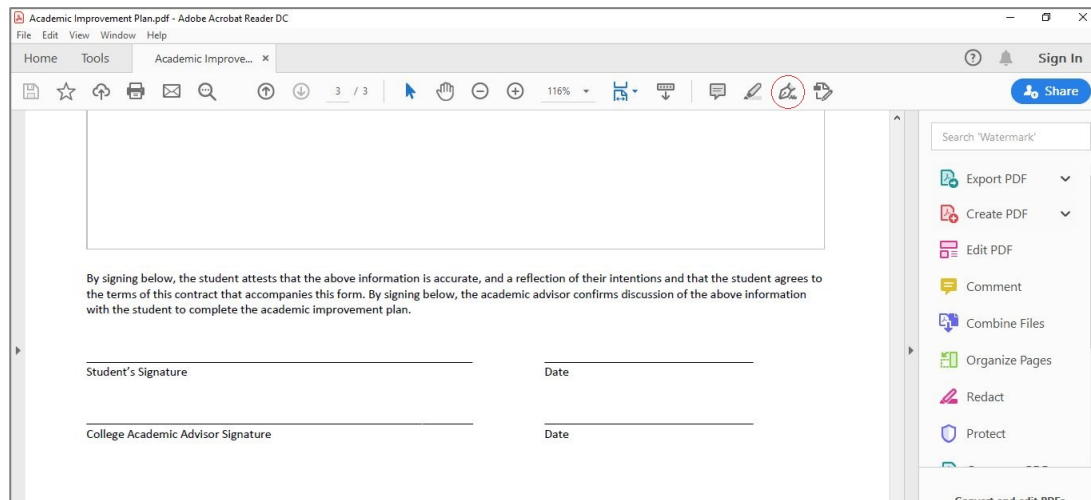
There are two ways you can sign a PDF form using Adobe Acrobat Reader: (1) upload an image of your signature or (2) use your mouse to draw your signature. Below are instructions for both methods.

Using a Signature Image to Sign a PDF

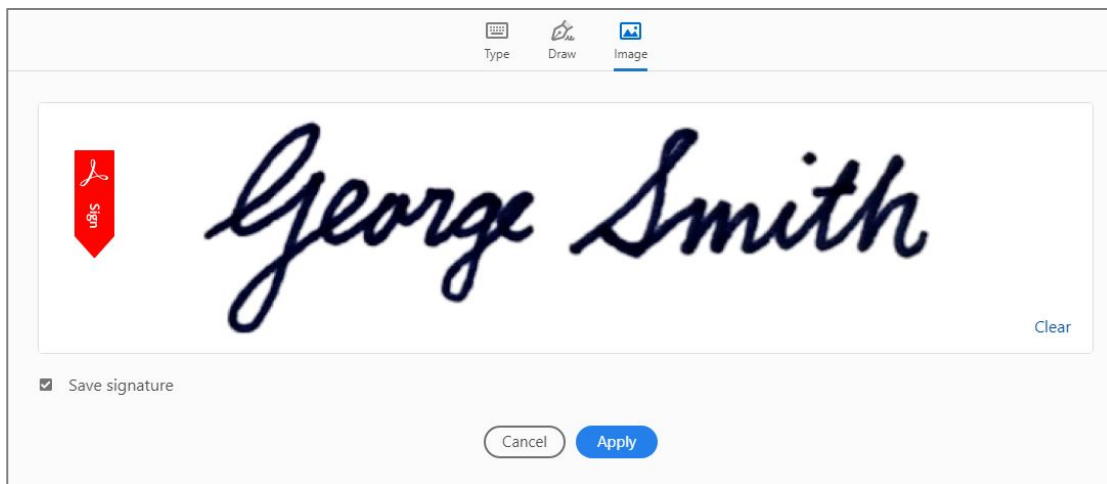
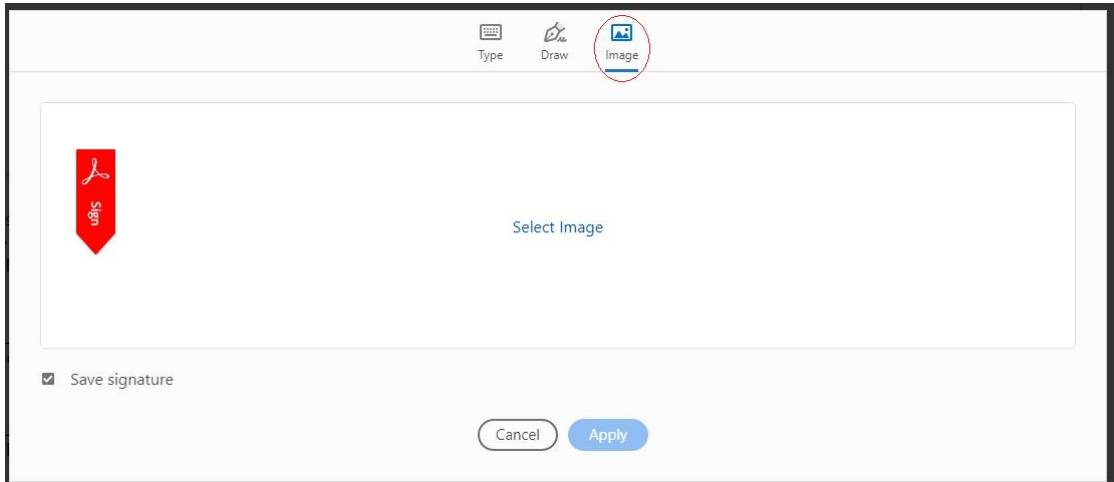
1. If you don't already have Adobe Acrobat Reader installed, follow this link (<https://get.adobe.com/reader/>) and download it.



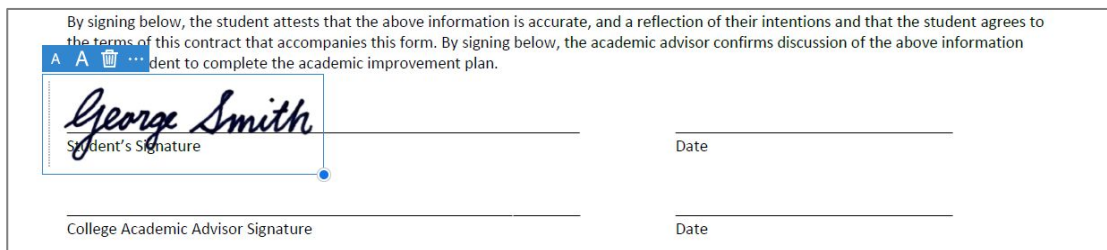
2. Save the PDF to your computer.
3. Open the PDF in Adobe Acrobat Reader.
4. Sign a clean piece of white paper, take a picture of the signature with your phone and email it to your @usm.edu address, then save the image to your computer.
5. Click the pen image at the top of Adobe.



- Click “Add Signature,” then choose “Image.” Next click directly on “Select Image” and find where you saved your signature. Once you’ve chosen the signature, it will show up in the box.



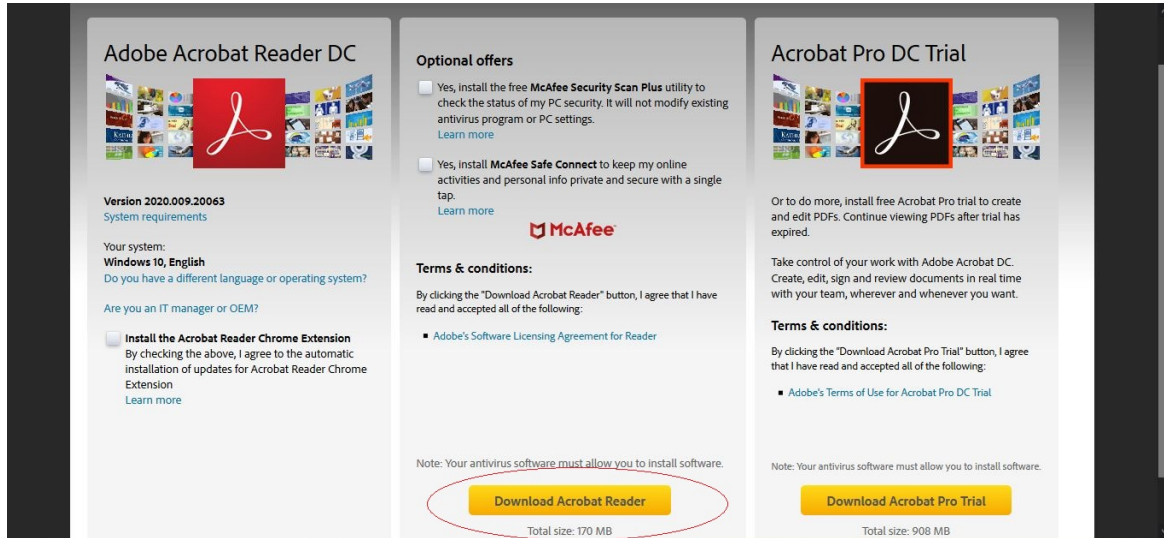
- Click “Apply,” then move the signature to the appropriate signature line on the document and click your mouse to place the signature.



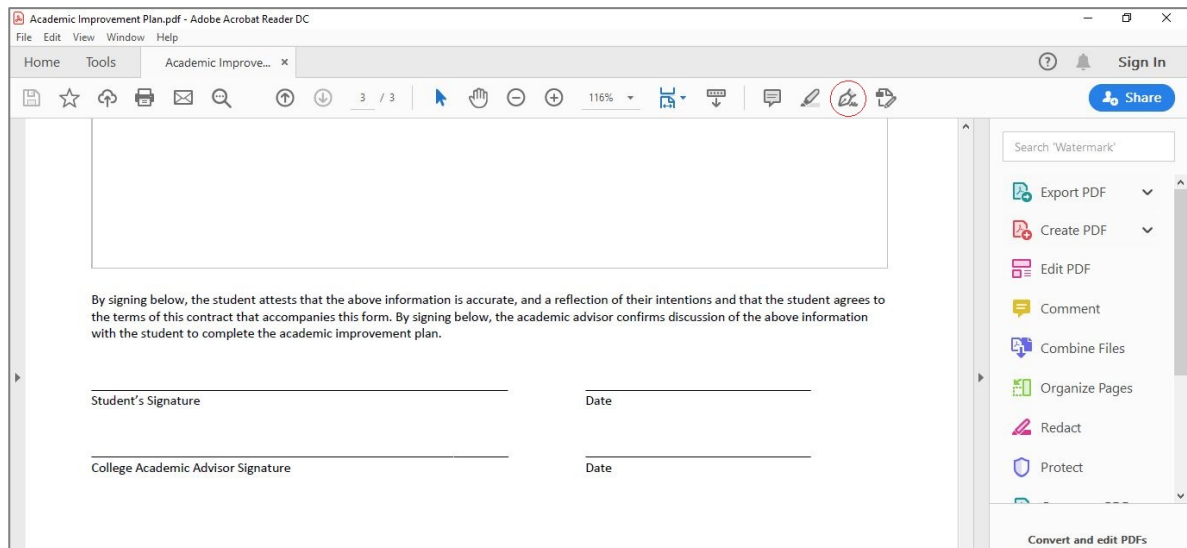
- Save the PDF. The signature you created will remain in Adobe for future use.

Using your Mouse to Sign a PDF

1. If you don't already have Adobe Acrobat Reader installed, follow this link (<https://get.adobe.com/reader/>) and download it.



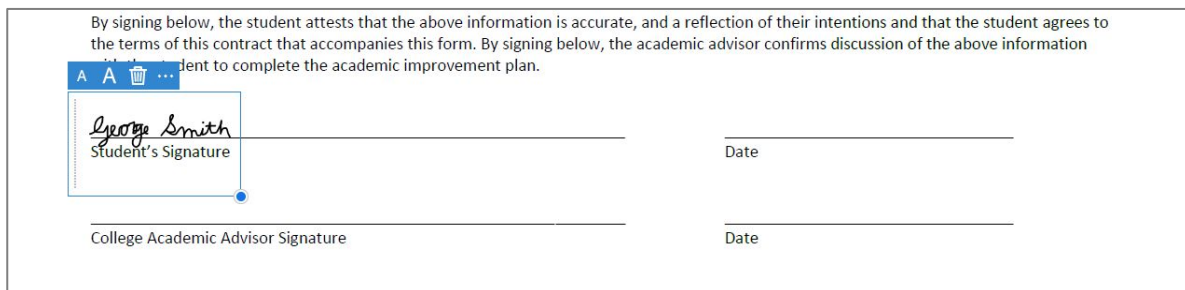
2. Save the PDF to your computer.
3. Open the PDF in Adobe Acrobat Reader.
4. Click the pen image at the top of Adobe.



5. Click “Add Signature,” then choose “Draw” to add a drawn signature – yes, using your mouse likely results in a signature that’s a distant cousin of your typical handwritten signature – that’s ok.



6. Click “Apply,” then move the signature to the appropriate signature line on the document and click your mouse to place the signature.



7. Save the PDF. The signature you created will remain in Adobe for future use.