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How to sign a document using Adobe Reader (IOS)

Adobe Acrobat Reader is a software that allows you to view and edit portable document formats (.pdf) . You can download Adobe Acrobat Reader via the App Store.



Step 1 - Download the free Adobe Reader app from the App Store and install it on your device.



Step 2 - Login to the app.

Step 3 - Download the relevant PDF to your Smart phone.

Step 4 - In the Adobe Reader app select the “” or “” button located at the bottom left corner to access your recent files and select the relevant document.

Step 5 - Once the PDF is opened, locate the areas that you need to sign and tap on the “” icon located at the bottom right hand side. The below menu will then appear, select “**Fill & Sign**”.

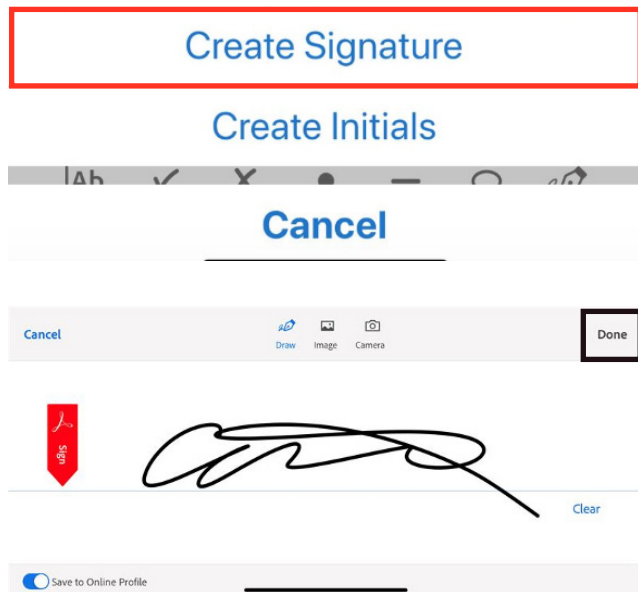
 Comment

 Fill & Sign

 Edit PDF 

 Organize Pages 

Step 6 - You will then need to select “Create Signature” and draw it using your finger. Once this has been finalised click “Done” in the top right corner.



Step 7 - You will then be prompted to “Tap anywhere to place the Signature” and your signature will be imbedded onto the document.

Step 8 - If it’s not in the correct position, simply tap on the signature to highlight it. This will then allow you to drag the signature to a new spot and resize it—if need be.

Step 9 - To share the document simply click the “” icon at the top right corner of your screen and from here select “Export PDF”. You can then send your signed PDF using the service of your choice.

