

Nelson Alexander

How to sign a document using Adobe Reader on your Computer

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 web, by clicking on the link below.

<https://get.adobe.com/au/reader/>

Step 1 - Download the Adobe Reader onto your computer by visiting <https://get.adobe.com/au/reader/>.



Step 2 - Click on "Download Acrobat Reader".

Download Acrobat Reader

Step 3 - Open the download and follow the prompts to install it onto your computer.

Please note: To proceed, open your download folder and locate the Adobe Reader Installer file, named like "AcroRdrDC[xxx].dmg", then double-click on the installer to complete the installation.

Step 4 - Once installed, open the relevant document using Acrobat Reader.

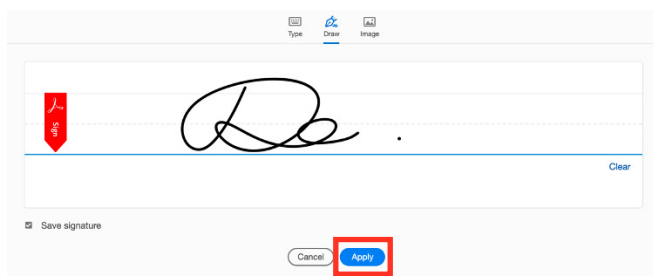
Step 5 - Select the "  " icon in the top toolbar on your screen followed by "Add Signature".



Step 5 - Select the “” icon in the top toolbar on your screen followed by “Add Signature”.



Step 6 - A new window will appear for you to insert your signature. Ensure to select the “” button at the top of the toolbar and draw your signature using your mouse or trackpad. Then click “Apply”.



Step 7 - You will then be required to click on the screen where you would like the signature located. You will have the ability to move the signature around at this point.

Step 8 - Lastly, simply resave the PDF and it is ready to be shared.