

Nelson Alexander

How to sign a document using Adobe Reader (Android)

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 Play Store.



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

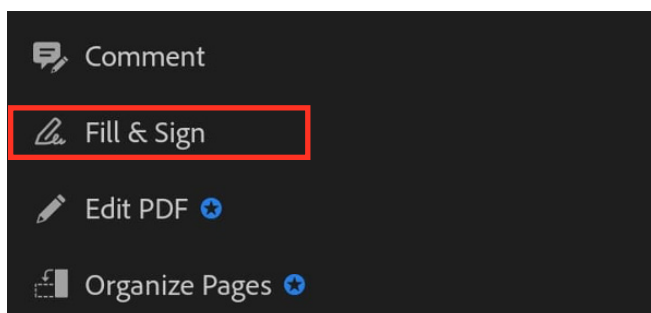


Step 2 - Login to the app and follow the prompts.

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

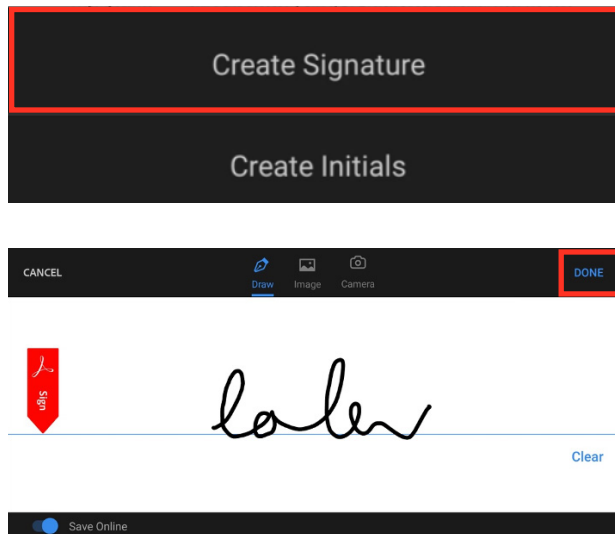
Step 4 - In the Adobe Reader app select the “” or “” button located at the bottom left corner to access your recent files and select the relevant document.

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”.



Step 6 - When you are ready to sign, tap on the “” icon located on the bottom far right of your screen.

Step 7 - 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 8 - You will then be prompted to “Tap anywhere to place the Signature” and your signature will be placed onto the document.

Please note: 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 - Click the tick icon on the top left corner to imbed the signature.

Step 9 - To share the document simply click the “” icon at the top right corner of your screen. Following this select “Share a Copy”. You can then send your signed PDF using the service of your choice.

