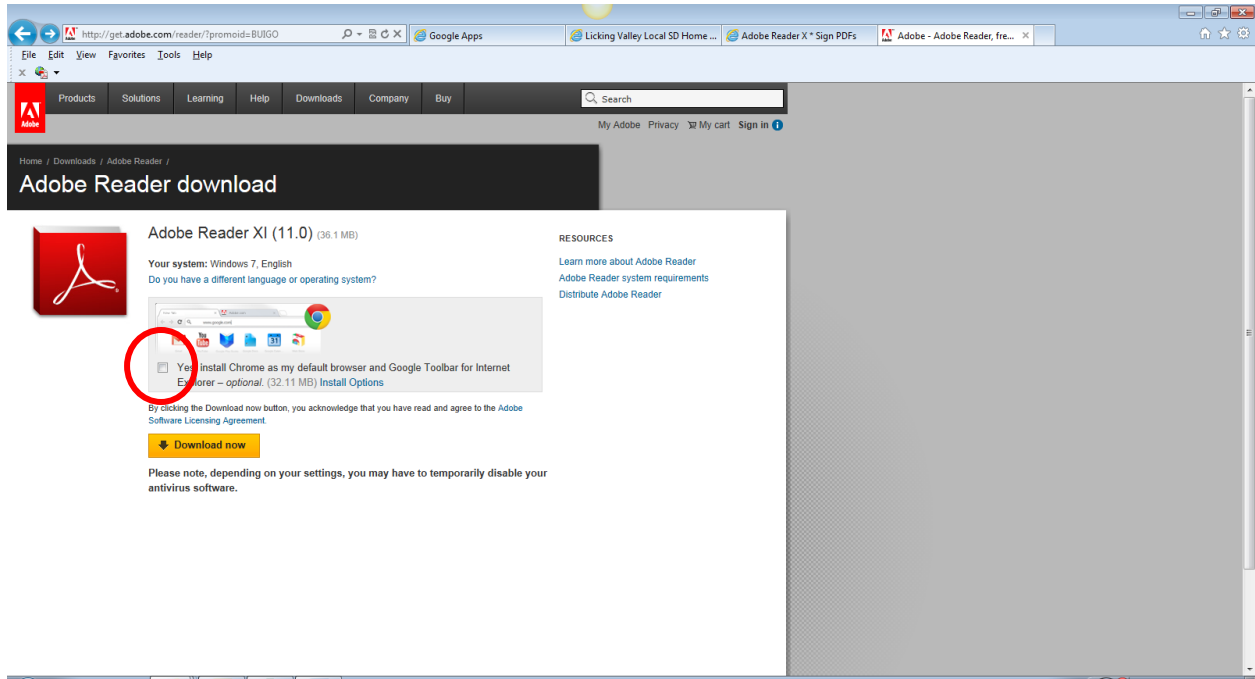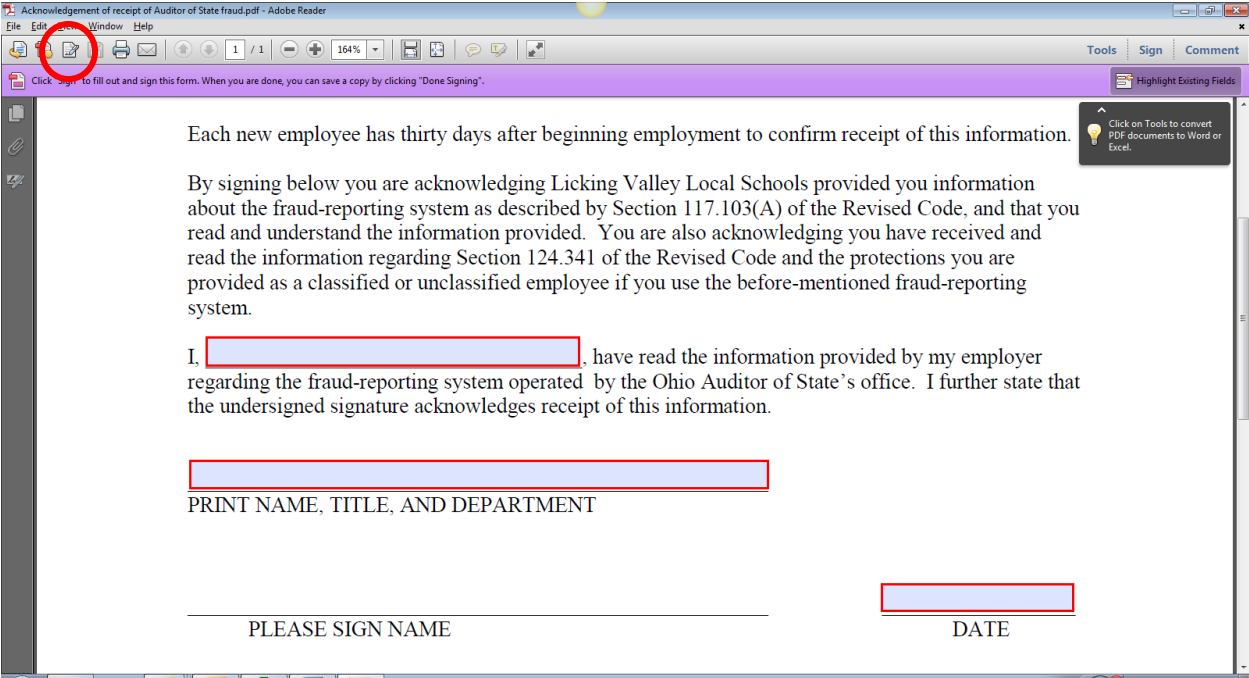# USING ADOBE READER TO DIGITALLY SIGN AND SAVE DOCUMENTS

In order to digitally sign and save documents using Adobe Reader, you <u>must</u> have Adobe Reader version 10 or higher installed on your computer. If you do not have version 10 or above, go to www.adobe.com, and click the Adobe Reader option in the Download section on the right hand side of the screen. Follow the on-screen instructions to install Adobe Reader.
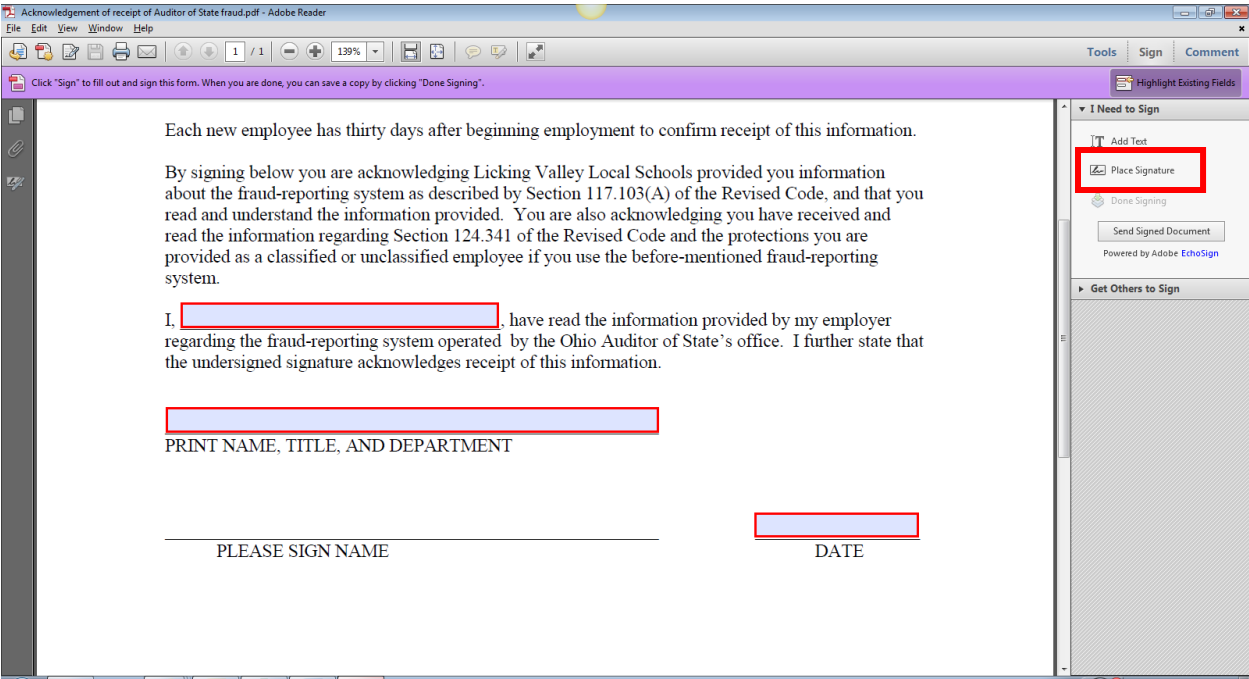

It is suggested that in the Adobe Reader download screen that you remove the checkmark from the "Install Chrome" box, as shown above.
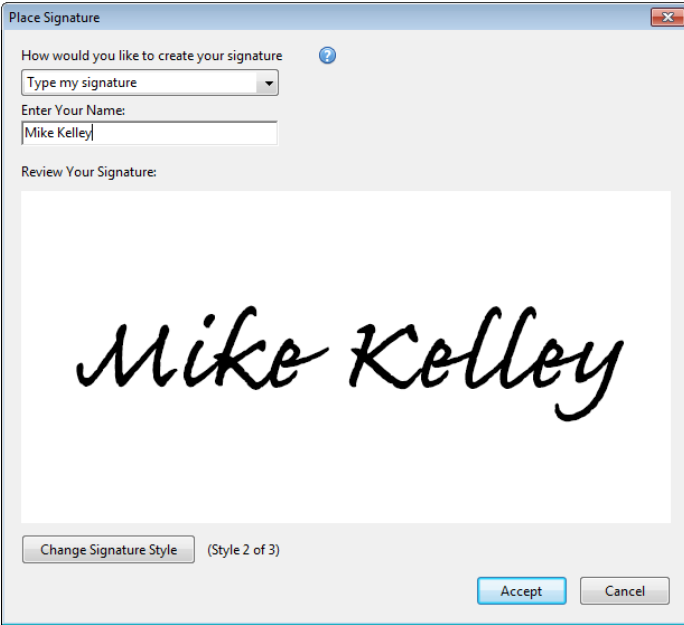
To begin the process, first make sure the document that you want to sign is saved in your network folder. To open the document, right click on the filename, and select the Open With Adobe Reader option. You can also open Adobe Reader from your desktop and use the File/Open option to open the document.
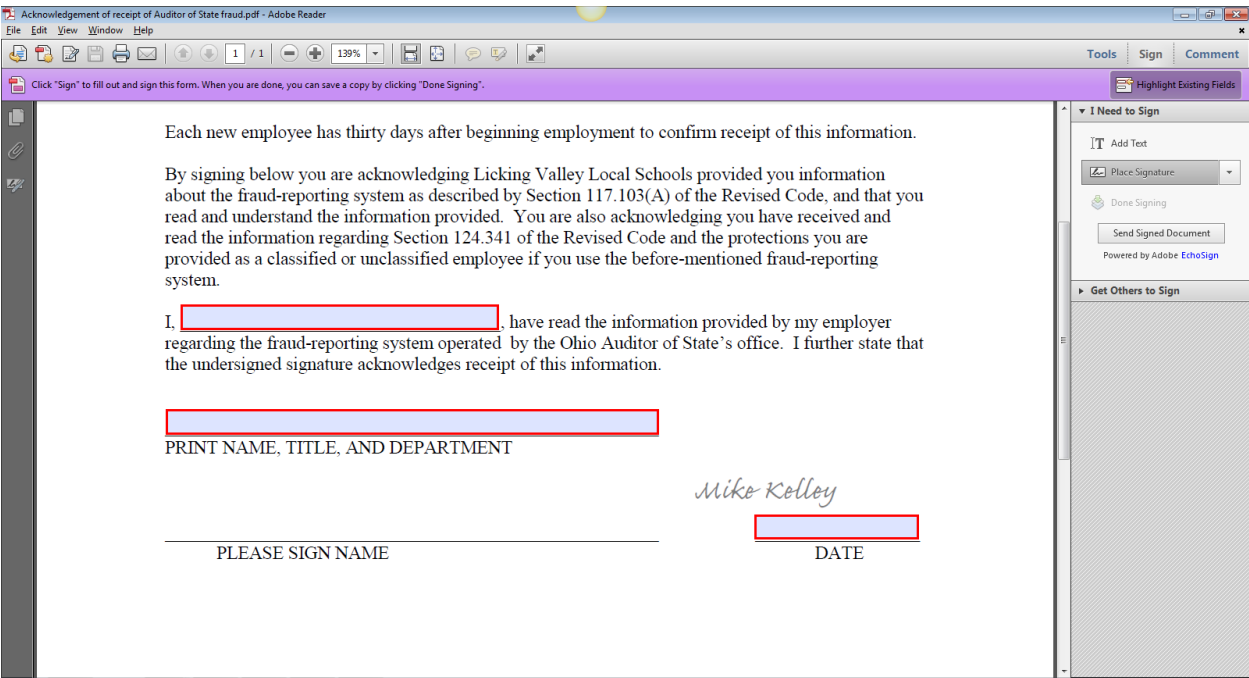
In the sample document above, we need to sign the document on the PLEASE SIGN NAME line. To begin, click on the **Sign** icon at the top of the screen (circled above).
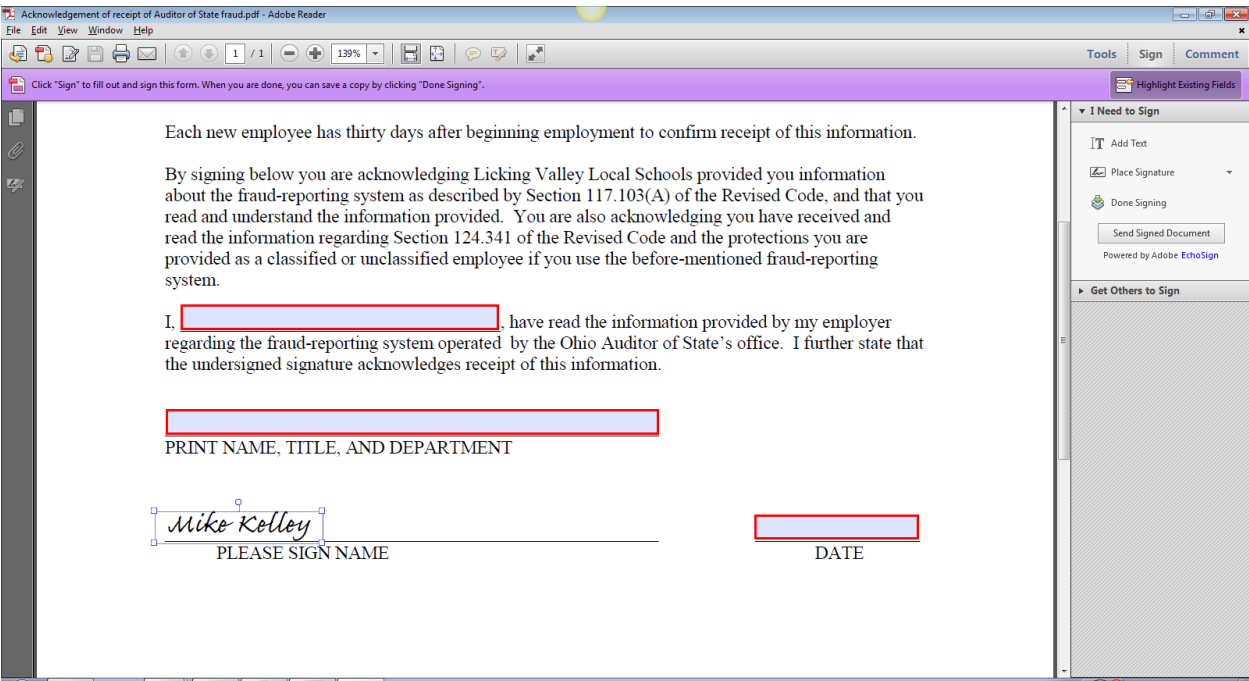

Next, click on the **Place Signature** option on the right side of the screen.
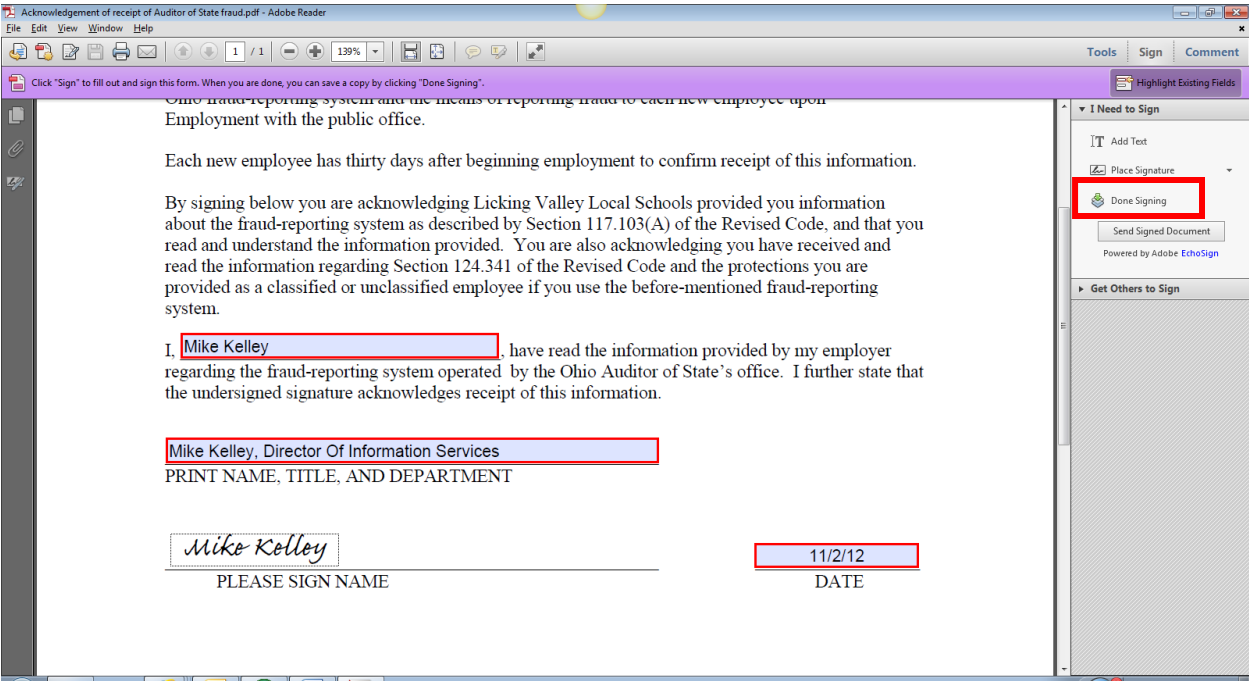
If you are signing a document for the first time, you will see the Place Signature box above. Enter your name in the Enter Your Name box. If you wish, you can click the Change Signature Style button at the bottom of the screen to change the way the signature looks. Once you are finished click on the **Accept** button.
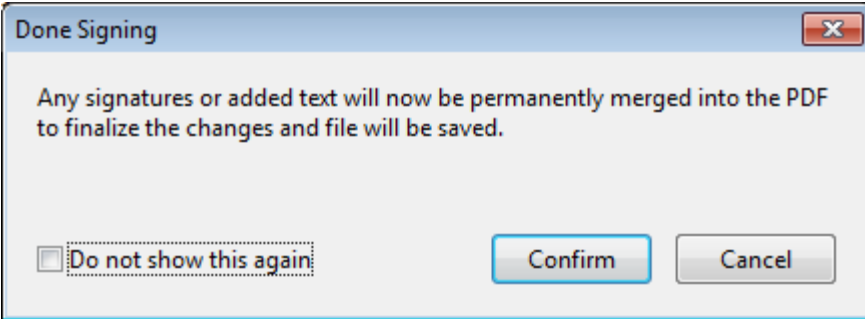

You will see your signature appear somewhere on the document, and if you move your mouse you'll see that the signature will move. Drag the signature to the line you want to sign, and once you have the signature in the correct location simply left click your mouse one time to place the signature.
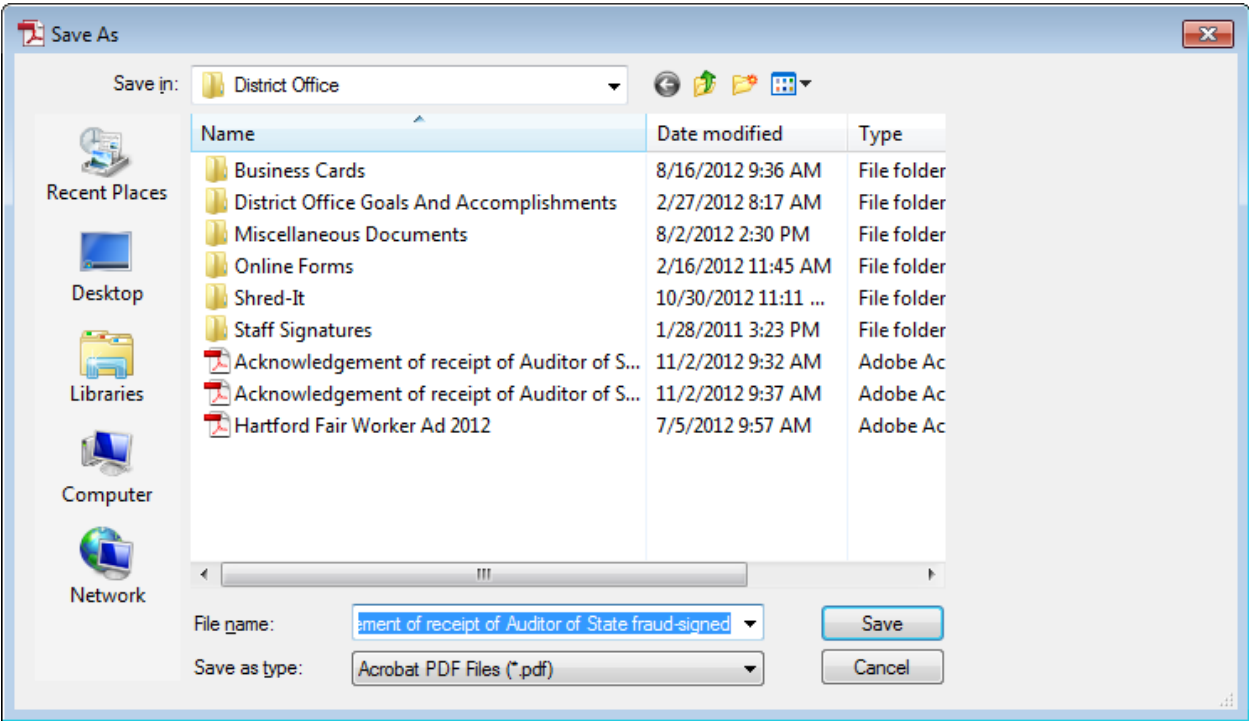
Now the signature is placed. If you need to move it you can drag it to another location and left click again to re-place it.

Now, save your document by clicking on the **Done Signing** button in the signing pane on the right side of the screen.

You'll see the Done Signing message appear. Click **Confirm** to continue.

Now, save your document.

Once you have the document saved, you can attach it to an email to be sent to whomever is requesting the signed document.