**Adding a Signature to a PDF**

1. Open the PDF file in Adobe Pro DC
* Click the **File** menu > **Open**… then, select the PDF file you want to sign.



1. Click on **Fill & Sign** in the **Tools** pane on the right.
* If you’re not seeing the **Tools** pane, press **Shift+F4** on your keyboard. A toolbar will appear at the top of your document.



1. Click **Sign**, and then select **Add Signature**.



1. A popup will open, giving you three options – **Type**, **Draw** and **Image**. Once you’re done, click the **Apply** button.
* **Type** allows you to type your name in cursive format. You’re free to change the style of the signature.
* **Draw** allows you to draw the signature using your mouse, touchpad, or a pen if you’re using a touchscreen device.
* **Image** allows you to select an image file of your signature.



1. Drag, resize and position the signature inside your PDF file.

If you have any questions about adding a signature to a PDF please reach out to the call center at callcenter@ubalt.edu or be calling 4108-837-6262