**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.

A screenshot of a computer

Description automatically generated

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.

Graphical user interface, text

Description automatically generated

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

Graphical user interface, application

Description automatically generated with medium confidence

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.

Graphical user interface, text

Description automatically generated

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](mailto:callcenter@ubalt.edu) or be calling 4108-837-6262