- 1. Open the **PDF** file in Adobe Acrobat Reader.
- 2. Click on 'Fill & Sign' located in the Tools menu on the right-hand side.

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- 4. A popup will open, giving you three options—Type, Draw, and Image. Select an option then click the '**Apply**' button.
- 5. Drag, resize and position the **signature** inside your **PDF** file.