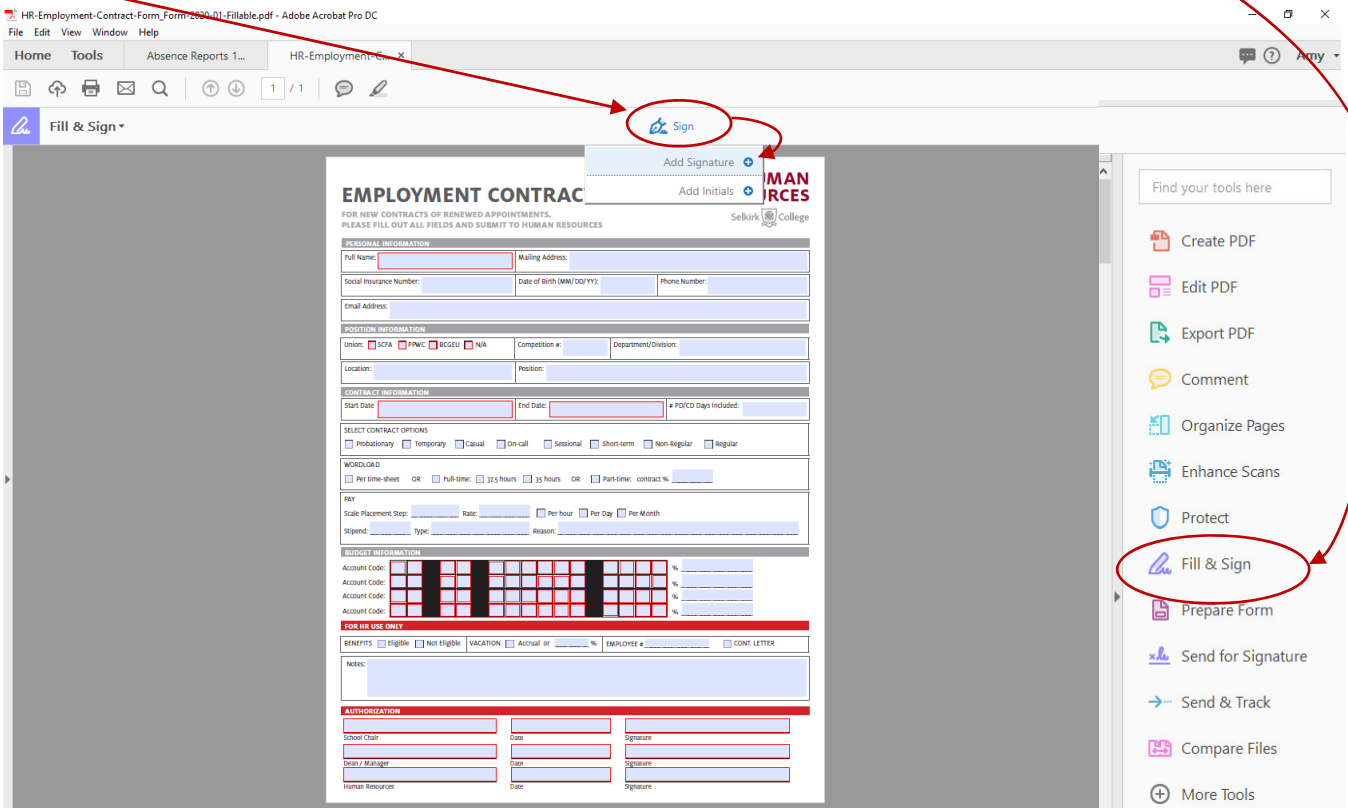1. Open the **PDF** file in Adobe Acrobat Reader.

2. Click on '**Fill & Sign**' located in the Tools menu on the right-hand side.

3. Click '**Sign**', and then select Add **Signature**.

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.