

HOW TO ADD A SIGNATURE INTO A FILLABLE FORM

- 1. Download and save the fillable form to your desktop computer
- 2. Open the form in Adobe Acrobat Reader, Nitro Reader or Foxit PDF Reader
- 3. Complete and sign the form
- 4. Save the file to your desktop computer

a) TO SIGN THE FILLABLE FORM IN ADOBE ACROBAT READER

1. Click the Sign Document icon found in the top menu bar

If you do not have a signature set up click **Add signature**, click on the **Draw** option, sign your signature and click **Apply**

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2. You can now click the Sign Document icon and apply the signature to all signature fields

b) TO SIGN THE FILLABLE FORM IN NITRO READER

1. Click the QuickSign icon found in the top menu bar





If you do not have a signature set up click **Create a new signature**, click on the **Draw** option, sign your signature and click **Ok**

Create New Signature QuickSign Create an image of	your signature and have QuickSign apply it to your document.
Handwritten From File Draw	Draw your signature in the Preview Canvas below. Preview .
	Sign Here
	Enlarge Canvas Clear Canvas

2. You can now click the QuickSign icon and apply the signature to all signature fields

c) TO SIGN THE FILLABLE FORM IN FOXIT PDF READER

1. Click the PDF Sign Protect icon found in the top menu bar

File	Home	Comment	View For	n Prot	tect Share	Con	nect Hel	p Extras	s (Tell me what you	want to d	lo	
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If you do not have a signature set up click **Create Signature**, click on the **Draw** option, sign your signature and click **Save**

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Create Signature

Create By Draw Signature	Preview							
Import File								
Paste from Clipboard	sign	here						
Type Signature	0							
Online Signature								
Options								
Convert signature to black	« & white							
Discard this signature when program closes								
Require password to use this signature Set Password								
	Save Online	Save Cancel						

2. You can now click the PDF Sign Protect icon and apply the signature to all signature fields