

# How to Complete and Sign a Fillable PDF Form

Please review the following instructions carefully so that you may successfully complete and sign a fillable PDF form:

## Option 1: Windows or Mac PC - Adobe Reader

Use only the latest version of Adobe Reader to complete fillable PDF forms. Mac and Windows versions of the free Adobe Reader are available from Adobe. Click [here](#).

1. Before completing the document save the form (PDF format) to a location on your computer. (Example: Desktop or Documents).
2. Download or right click on the form and click "Save as."
3. Save to your Desktop or Documents.
4. Once you have saved the form to your computer, you are ready to complete the form.
5. Open the PDF form and begin filling it in by typing your information directly into the document.
6. When you are done, on the right-hand side, select Fill & Sign.
7. Select Sign in the Fill & Sign menu.
8. Choose Add Signature or Add Initials.
9. You can draw your signature draw with your trackpad, with a mouse, or import your signature from a photo.
10. If you're on a Surface device, you can use your Surface Pen to write your signature in the field. After you have completed the form, save a final version of the file to your computer.

**\*Note:** Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your device first, and then fill it out.

## Option 2: iOS - Markup Tools

The operating system has capable built-in markup tools that let you edit pictures and documents by adding your handwritten signature (in addition to annotations, text, and shapes). Using your iOS device to create your signature will also allow you to sync it across all your Macs running iCloud Drive.

1. Open your PDF and select the Share tool.
2. Select Save to Files.
3. Open the Markup tool.
4. Select the + and select Signature.
5. Select Add or Remove Signature and hit + to add your signature using your finger.
6. Hit Done to save your signature, then arrange it within your PDF.
7. Tapping your signature will let you drag it around the page and adjust its size. To scroll through your document without leaving accidental lines all over your page, use two fingers to navigate the page. If you're dealing with the PDF inside Apple's Mail app, you can sign it and send it back to your contact without opening Files or leaving the app.

### Option 3: Use Preview (or the Trackpad) – MacOS – For creating signatures on an a previously filled PDF

You can use either your trackpad or import your actual handwritten signature using your computer's front-facing camera. You'll need to use Apple's Preview app, and a sheet of paper if you're concerned with accuracy. If you've already added a signature on your Mac, and enable iCloud Drive, you'll be able to use that signature inside Apple's Markup tool on your iOS device.

1. Open your PDF using Apple's Preview app.
2. Click the Toolbox icon, then the Signature icon.
3. Select Create Signature.
4. With the trackpad, select "Click Here to Begin" and draw your signature. Press any key to finish drawing, then select Done or Clear to save or redo your signature.

OR:

1. With the front-facing camera, write your signature in black ink on a sheet of white paper.
2. Hold your signature in front of the camera until it recognizes and imports your signature (be sure to keep it on or above the blue line). Select done to save the imported signature.
3. Pick your signature, then drag and scale it appropriately in your PDF.

### Option 4: Adobe Fill & Sign App – Android and iOS devices

Download the Adobe Fill & Sign app from the Play Store or Apple App Store. In addition to adding signatures, the Fill & Sign app lets you add saved personal information, add text to empty fields in the PDF, and checkmarks or x's to checkboxes.

1. Select your PDF and open using Adobe Fill & Sign.
2. Enter the required information into the text fields.
3. Adjust the text size to fit the text field size.
4. Select the fountain pen icon to create a signature or initials.
5. Use your finger to draw your signature above the blue line.
6. Tap the fountain pen again and select your signature.
7. Drag and scale your signature.
8. Select the share icon to save or share your PDF.

### Option 5: Internet Explorer – Windows 10 PC/Laptop

1. Download the PDF file directly to your computer.
2. Open the Internet Explorer browser on your PC or laptop.
3. Enter the required information into the text fields.
4. Right click on the form and click "Save as".
5. Save to your Desktop or Documents.
6. Click the Notes tool (the pen icon in the top right corner of the toolbar).
7. Choose the black or dark blue ink as your ink color.
8. Zoom into the document text fields so that it is easier to maneuver.
9. Draw your signature on the signature lines with your mouse (or your finger if you have a touchscreen).
10. Right click on the form and click "Save as."

## Option 6: Chromebook- Chrome Extensions

### A) Kami

1. Open PDF file using the Kami app.
2. Enter the required information into the text fields.
3. Make sure that your document is saving.
4. Select the Markup Tool.
5. Select the Drawing option.
6. Draw your signature on the respective signature lines.
7. Verify again that your document has saved.
8. Print document to PDF.

### B) DocHub

1. Open PDF file using the DocHub app.
2. Enter the required information into the text fields.
3. Make sure that your document is saving.
4. Select the Signature Tool.
5. Select the option to draw your signature. You can also import an image of a signature.
6. Draw and save your signature.
7. Apply signature to each signature line that requires your signature.
8. Verify again that your document has saved.
9. Print document to PDF.

\*Other Chrome extensions are Lumin PDF and DocuSign.