# How to add a digital signature field to a PDF

(Using Adobe Acrobat Pro DC)

1. Open PDF
2. Review list of tools to the right, if **"Digital Signature"** or **"Prepare Form"** is not listed, do the following steps:
    a. Click on the option for **"More Tools".**
    b. Scroll down to list of opens under **"Customize".**
    c. Click on the **"Create Custom Tool"** icon.
    d. A pop-up screen is now visible.
        i. From the list on the left, select **"Prepare Form".**
        ii. Click the arrow to move it to the box on the right.
        iii. Click **"Save".**
        iv. You should now see **"Prepare Form"** listed as one of your tools.
3. Click the **"Prepare Form"** tool option.
4. You will be asked to **"Select a file or scan a document to begin".**
    a. Select your file and click **"Start".**
5. If Adobe thinks you have fillable fields in your document, it will automatically add form fields. You can choose to keep these or delete them.
6. To add a digital signature field, you will click on the icon that looks like a pen signing a document. It is located at the top of your document:
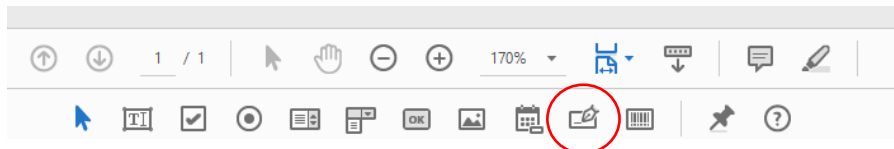
7. When you move your mouse back over the document, a blue signature field will appear.
8. A yellow box will ask you to create a **"Field Name",** you can label this the name of the signature. For example "Department Chair Signature". This is helpful in case you need to add more than one digital signature to your document. You can also determine if this digital signature is a required field for your document, if so you can click the box.
9. Once you have named the signature, click over to the side and it will drop your digital signature box into your document. You can now move it where you want it in the document.
10. Save your document.

(Using Adobe Acrobat Pro)

1. Open PDF
2. From menu on the right select **"Forms".**
3. From the Forms Menu select **"Create".**
4. A pop-up screen will appear, if you are wanting to add a digital signature to the current document, select **"Existing".**
5. Select **"Continue"** for current document.
6. Click **"ok".**

7. From the Tasks Menu, select **"Add New Field".**
8. Select **"Digital Signature"**
   a. When you move your mouse back over the document, a blue signature field will appear.
   b. A yellow box will ask you to create a **"Field Name",** you can label this the name of the signature. For example "Department Chair Signature". This is helpful in case you need to add more than one digital signature to your document. You can also determine if this digital signature is a required field for your document, if so you can click the box.
   c. Once you have named the signature, click over to the side and it will drop your digital signature box into your document. You can now move it where you want it in the document.
9. Save your document.