

Instructions for downloading Adobe & creating a signature

Adobe can be downloaded for free from here: <https://adobe-reader.en.softonic.com/download>

During the download process the software for PDF will default to Adobe Acrobat Reader DC.

- Click on file to open. If you notice that the file did not open in Adobe Acrobat Reader DC, then default software for PDF file extensions must be changed from Browser to Adobe Acrobat Reader DC by doing this:

Next to the **Windows** Start button **Type Default Apps** in the Search bar.

Scroll to the bottom of the right column and click on Choose **default apps by file type**.

Change the default program for opening PDFs to Adobe Acrobat Reader DC.

Instructions to set up signature on PC:

- To create signature = go to Icon at top that looks like an ink pen or calligraphy pen
- Add signature (type your name or draw your name)
- To apply – Click on signature and drop (don't drag) in signature block
- Save

Instructions to set up signature on MAC:

- Open the PDF file you need to sign in "Preview" = Click on the toolbox icon in upper right-hand corner
- Click on Signature icon = then Create Signature at the bottom of the list to begin tracking your signature
- There are two options – Trackpad and Camera
- Record your signature

The signature will remain in Adobe so you don't have to do this every time.