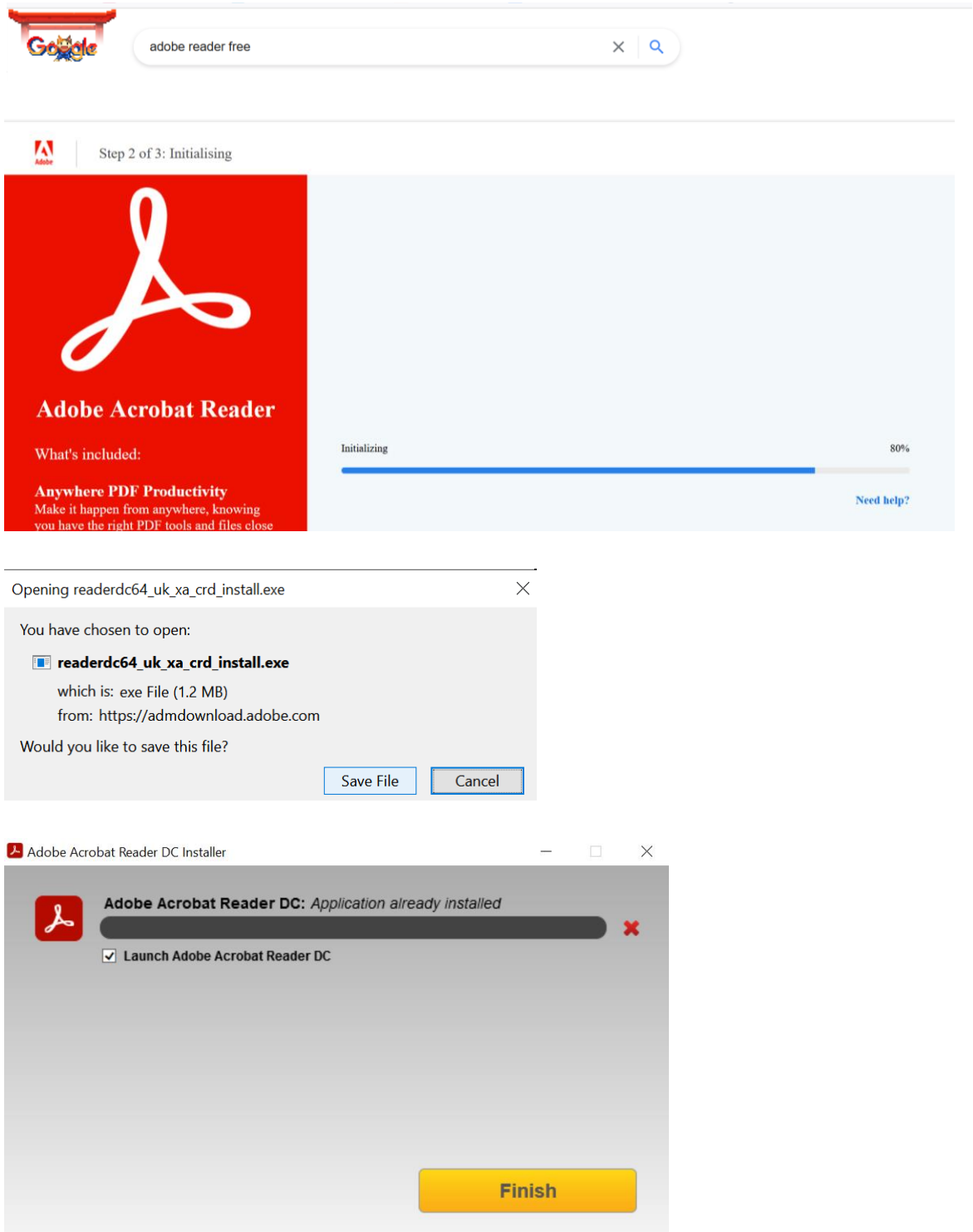
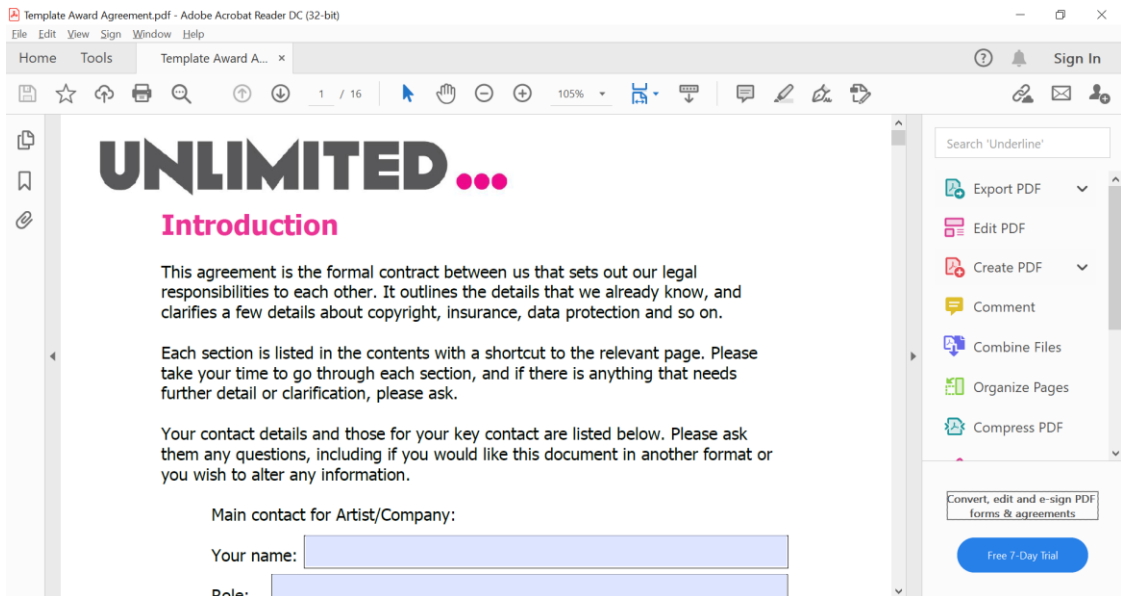


PDF signing guide, for PC users

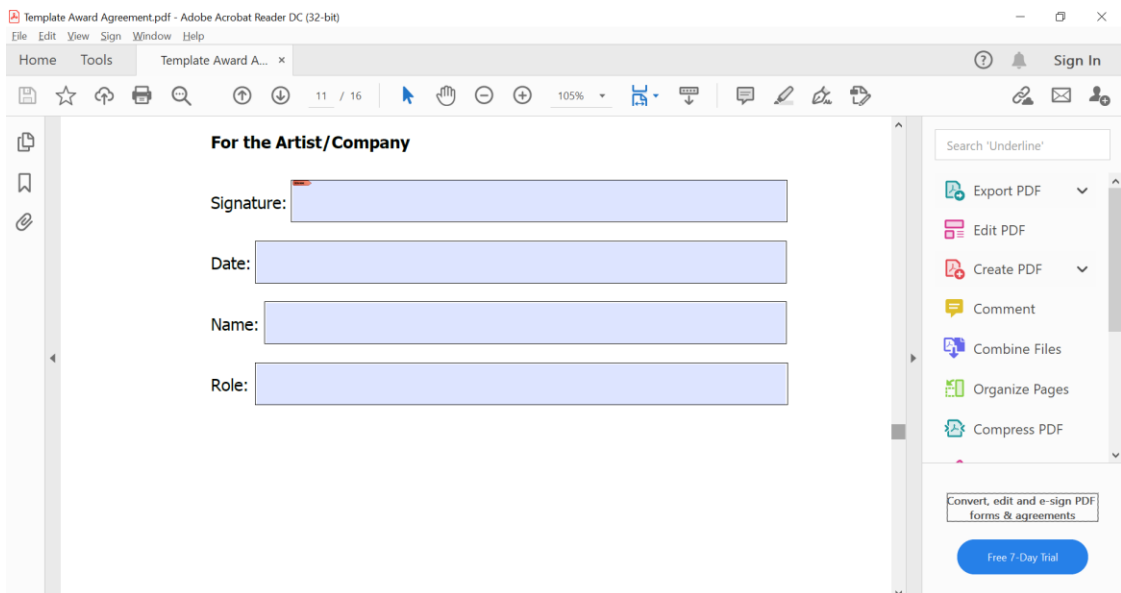
1. Download and install Adobe Acrobat Reader DC for free.
<https://get.adobe.com/uk/reader/>



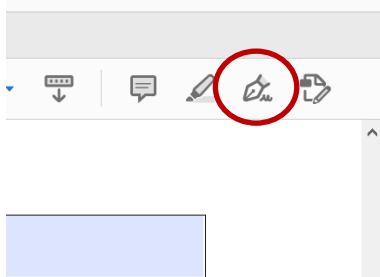
2. Open the document in the software.



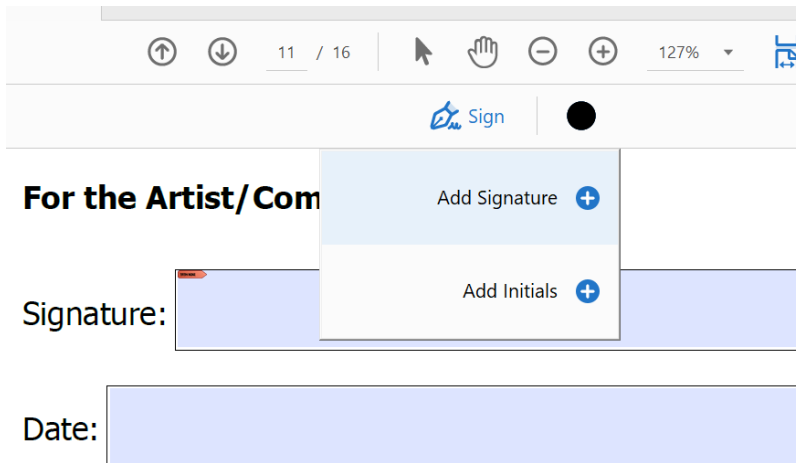
3. Scroll to the part that requires a signature.



4. Click on the ink pen symbol  in the top right of the screen



5. Click it again and it will give an option to 'Add signature'. Click the little plus sign there.



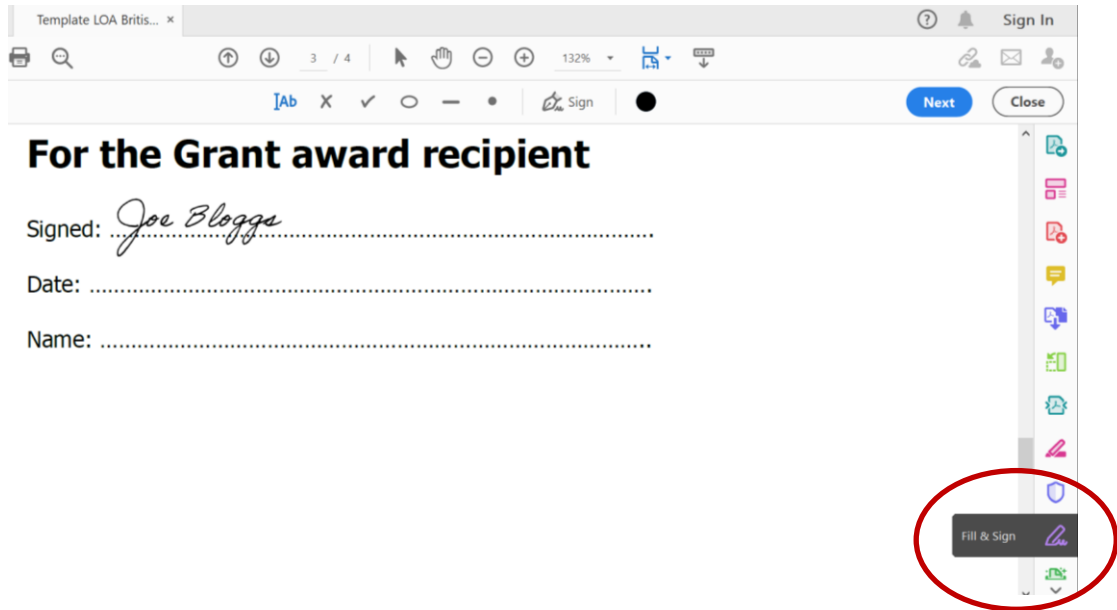
6. Type your name in the box that comes up. It will come out in a font which looks a bit like handwriting.
(Note - If you prefer, you can choose these alternative options:
 - Draw: Draw your signature in the space
 - Image: Browse your computer files and select an image of your signature))



7. Click 'Apply'.
8. Place the signature where you want it to go on the form.



9. If the document requires more information, e.g. date/name, Click on 'Fill & Sign', in the panel on the right.



10. Click on where you want to type

For the Grant award recipient

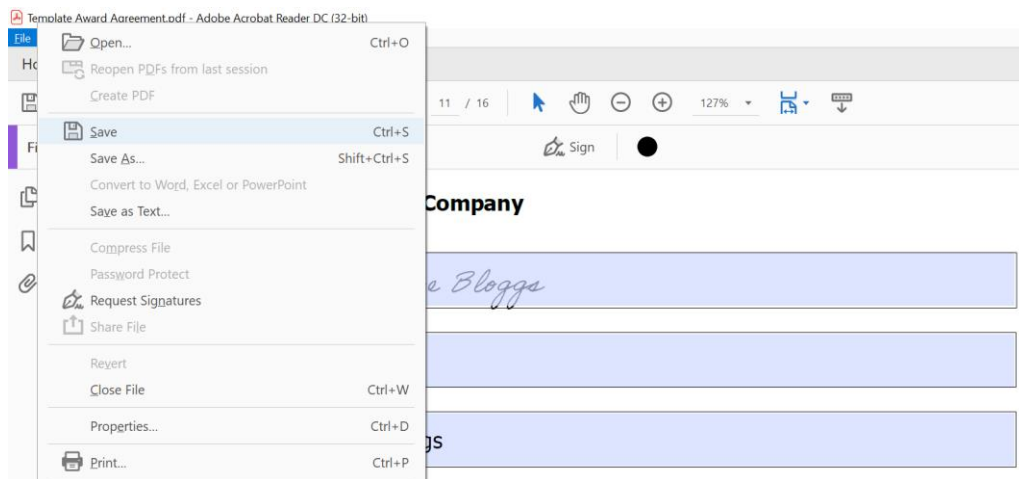
Signed: *Joe Bloggs*
Date:
Name:

11. Type the information

For the Grant award recipient

Signed: *Joe Bloggs*
Date:
Name:

12. Click Ctrl + S or File > Save to save the PDF.



13. If you would now like to practice signing a PDF, please create and fill in your signature on this row:

Text
