**Step 1.**
Download and install [**Adobe Acrobat Reader**](https://itunes.apple.com/us/app/adobe-acrobat-reader/id469337564?mt=8) (formerly called Adobe Acrobat DC) from the App Store.

**Step 2.**
Open a document and tap and hold the location where you would like your signature to appear and select **Signature**. You can also select **Freehand** to draw your signature or make annotations on the document.



**Step 3.**
Once you tap Signature you will be taken to the signature creation screen. If you’ve already created a signature select **Add Signature**, and it will be added to the document.



**Step 4.**
Use your finger or stylus to create your virtual signature. It may take a couple tries to get something legible, but it’s possible. Tap**Save**when you are happy with your signing and your signature will be added to the document.

**Step 5.**
Tap and hold the signature to bring up the options menu.


Here you can change the**Color**,**Opacity**,**Thickness**, or**Delete** the signature completely.



**Step 6.**
Tap and hold the signature to move it to another location on your document.

**Step 7.**
After signing the document you can send it to the necessary recipient; no fax or scanning needed.