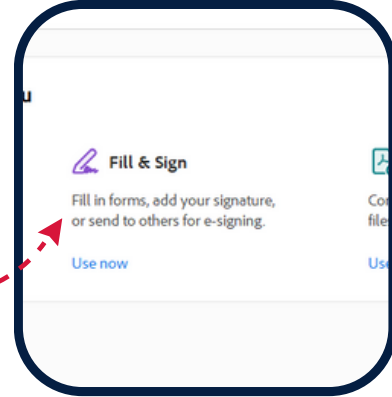# T4L Support Guides
Adobe Acrobat Reader
Fill and Sign

Step 1

Open Adobe Acrobat Reader and go to the "Recommended tools for you" panel. Select Fill and Sign. Then select the PDF file you wish to use.
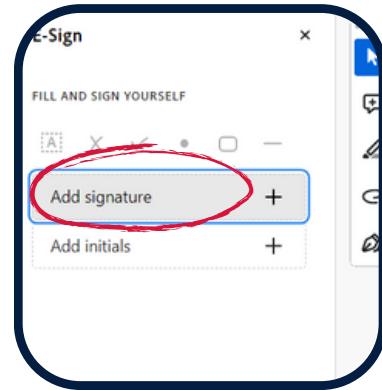
If Fill and Sign does not appear, click "See all tools".

Step 2

On the left hand panel choose "Add signature" or Add initials".

If you haven't set up a signature of initial before, you will be taken to a panel where it can be created.

Step 3

When the panel appears, you can type your name or initials, draw your signature if you are on a touch enabled device, or import an image. Click save when complete.

Step 4

Your signature will now appear on the screen. Move it into permission and left click once. The signature/initials will then be attached to your PDF document.

Click save to keep the signature/initials in place.