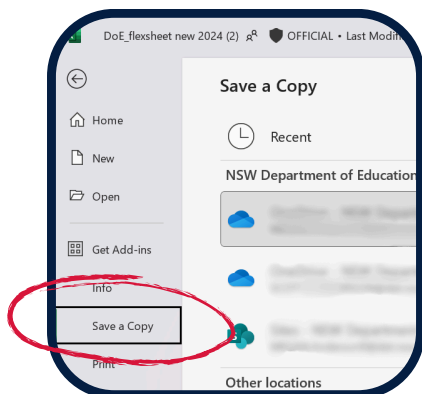# T4L Support Guides
Adobe Acrobat Reader
Sign and Save Flex Sheet

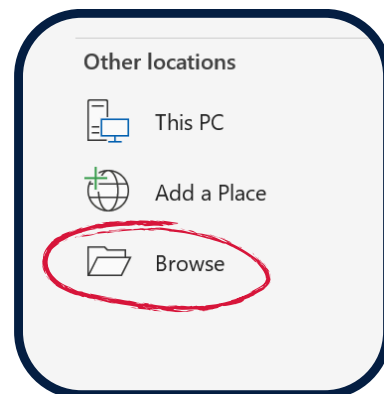## Step 1

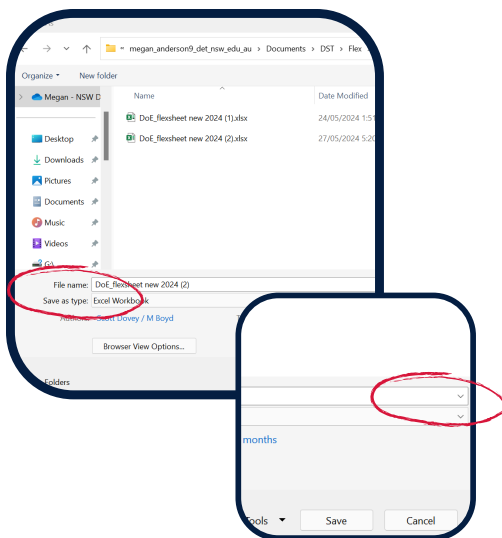Open and complete your flex sheet. Select **file** and **save a copy.**
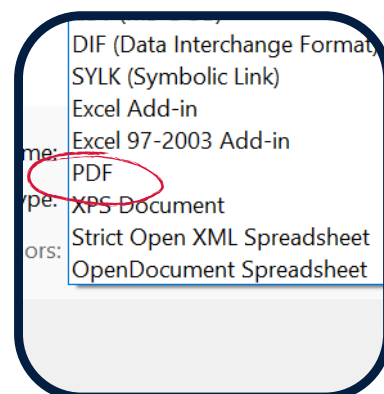
Step 2

Under **other locations** select **browse**.

Step 3

Select the location you wish to save your file in and rename the file. Then, select the drop down arrow to the right of the **save as type** box.
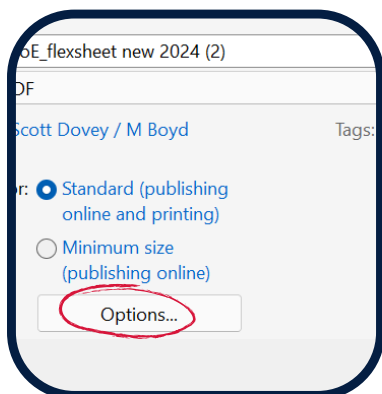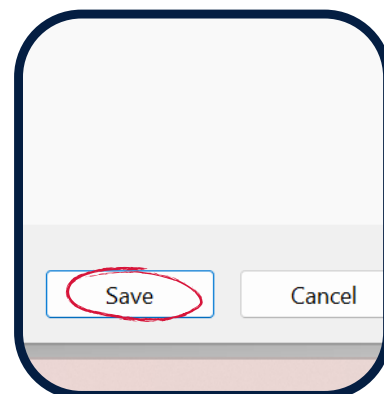
Step 4

Choose the **PDF** format.

Step 5

The default for saving is set just to the active sheet in the file. If you want to adjust this to more than one page, select the **options** button and adjust your page range.
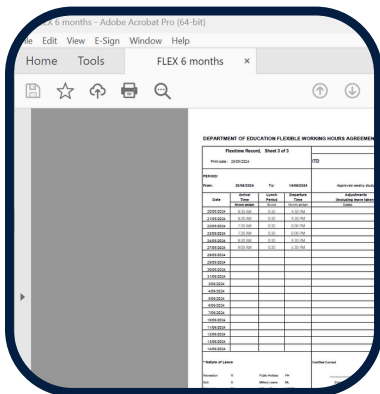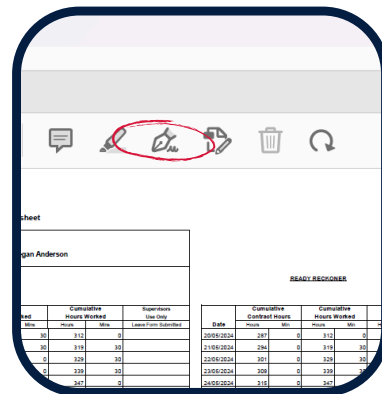
Step 6

Hit **save**.

Step 7

Open the new file in Adobe Acrobat. See other guides in this collection for how you can set Reader as your default.
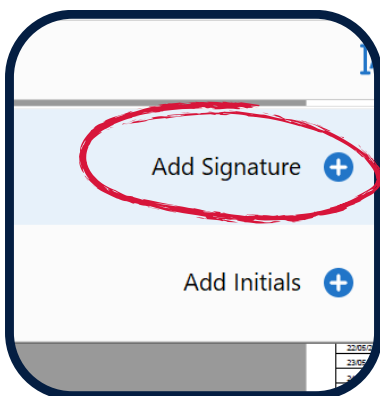
Step 8
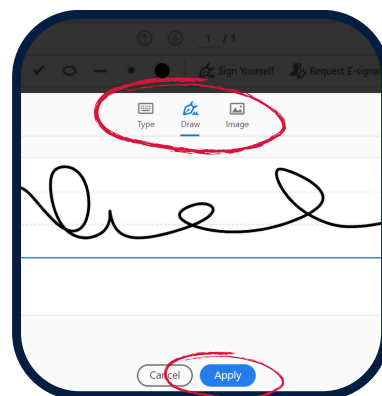
In the top middle menu, select the calligraphy pen icon.

Step 9

Select **add signature**.

Step 10

Choose to type, draw or add an image of your signature and select **apply**.

Step 11

Drop your signature by simply clicking where you want it placed.

Step 12

Ensure you save your changes by going to **file** and selecting **save**.