

Email & online accounts | Easy | 2 min read

How to fill in or sign a PDF

You can complete most PDF forms and add a signature on your own computer or phone, without printing. The easiest method depends on what is installed.

Programs change, so use the closest wording on your screen.

Check what kind of PDF it is

Open the file and click in a field. If the cursor appears and you can type, it is a fillable form. If not, it is a flat document, and you can add text boxes on top.

Using a free PDF reader

Adobe Acrobat Reader is free from Adobe's official website. Open the PDF in it, then look for **Fill & Sign**. Click on the page where you want text and type. The tool can also add ticks, crosses and dates.

Using your web browser

Browsers such as Edge and Chrome can open PDFs and sometimes let you type in fillable fields. Edge also has tools for drawing and adding text. Save the result afterwards, using **Save** or **Print** and then **Save as PDF**.

Adding a signature

1. In your PDF tool, choose **Fill & Sign** or **Sign**.
2. Choose **Add signature**.
3. Draw it with your mouse, finger or stylus, type it, or insert a picture of your handwritten signature.
4. Click where it should go and resize it.
5. Save the file with a new name.

On an iPhone or iPad

Open the PDF in **Files** or **Mail** and tap **Markup** (a pen icon). Use the **+** button to add a signature or text.

On Android

Many phones have a PDF app or Google Drive. Look for a pen or edit button.

Staying safe

- Be careful with free online PDF websites. Anything you upload may be stored by someone else, so do not use them for forms with bank details, passport numbers or other private information.
- A signature picture can be copied, so do not share it publicly.
- Keep the original blank form.

When to get more help

Contact us if the form will not let you type, if the signature disappears after saving, or if you are unsure whether a signature method is acceptable.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.