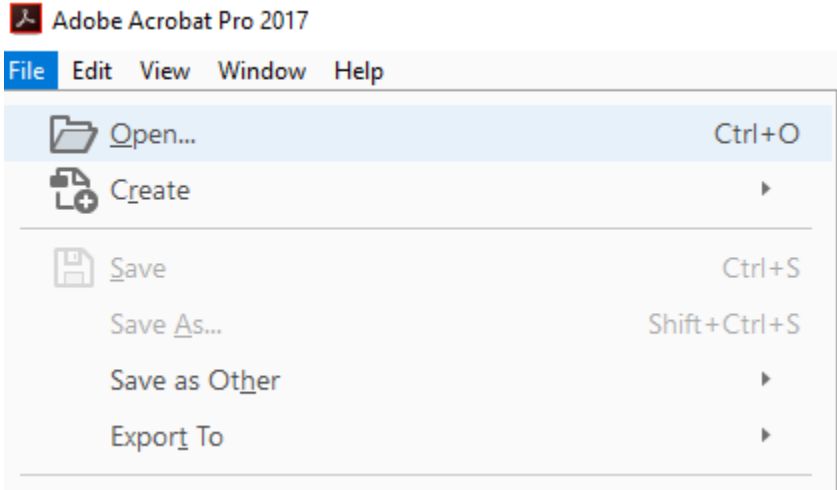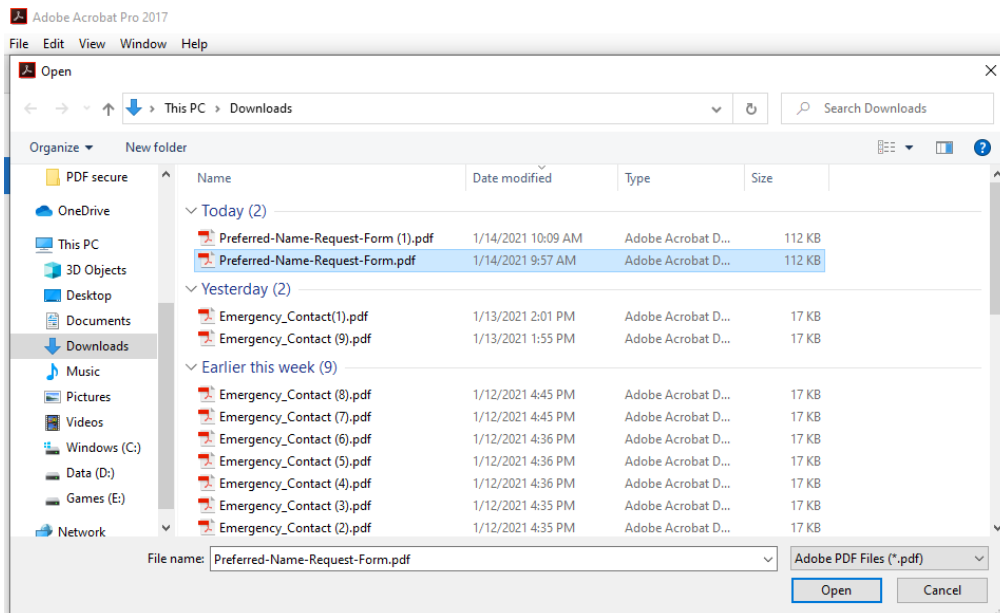To sign a PDF document using a simple signature in Adobe Acrobat Pro start by opening the PDF document you wish to sign.
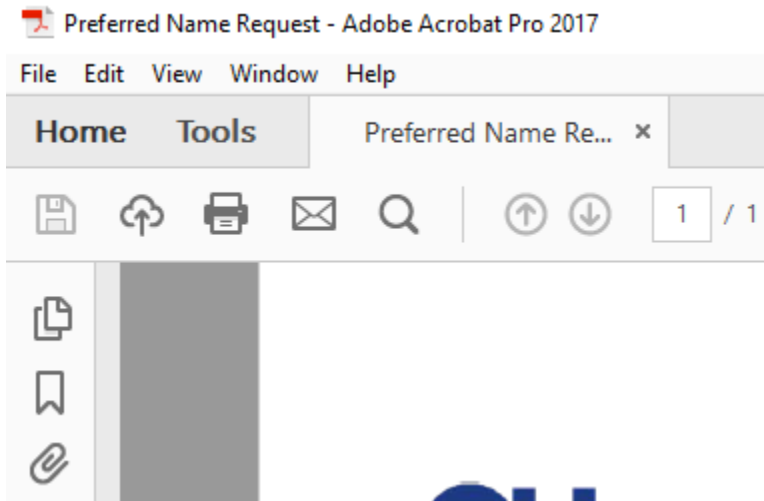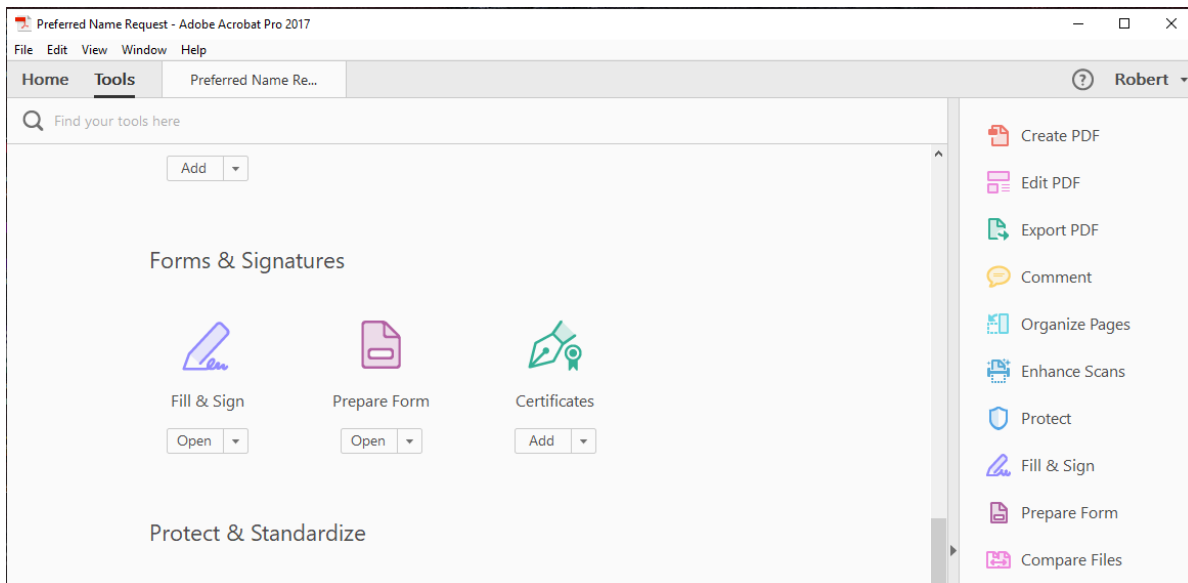
Go to File > Open

Then browse to the file you would like to work with and double click it or click on the Open button
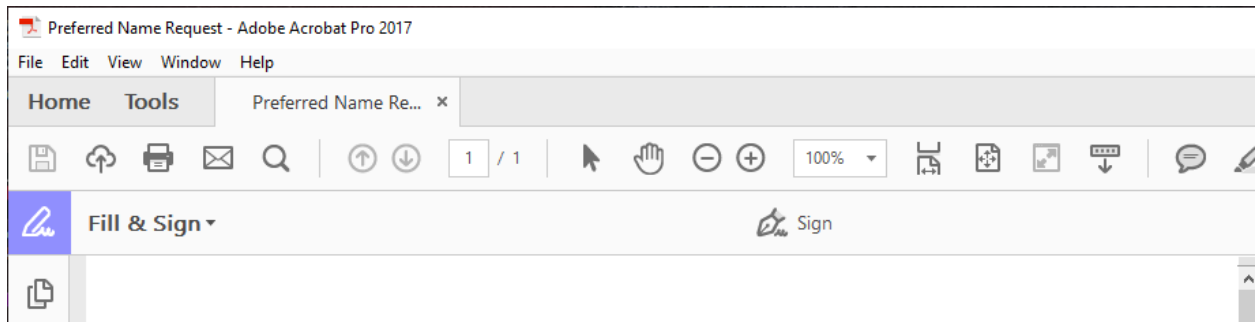
Once the file opens click on the Tools tab

In the Tools menu scroll down until you see the Fill & Sign option. The option may also be available on the right side of the screen dependent upon your settings.
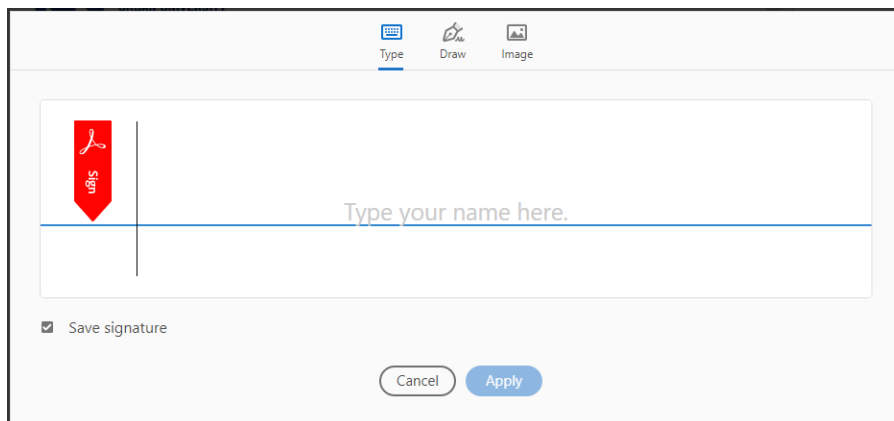
The Fill & Sign menu will now be open on the top click on the Sign icon

After clicking Sign options to Add Signature and Add Initials will appear. Select the Signature option to add your signature.
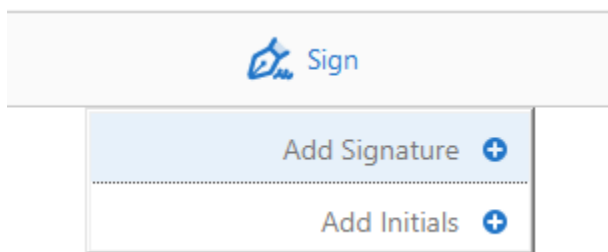

After clicking Add Signature a box will pop up for you to type your name

After your name is entered you may change the apperence of your signature using the style change option on the right. When you have completed typing your name and setting your style click Apply on the bottom of the box. You only need enter and style your name one time, as once your signature is saved it will be displayed in place of the words "Add Signature".
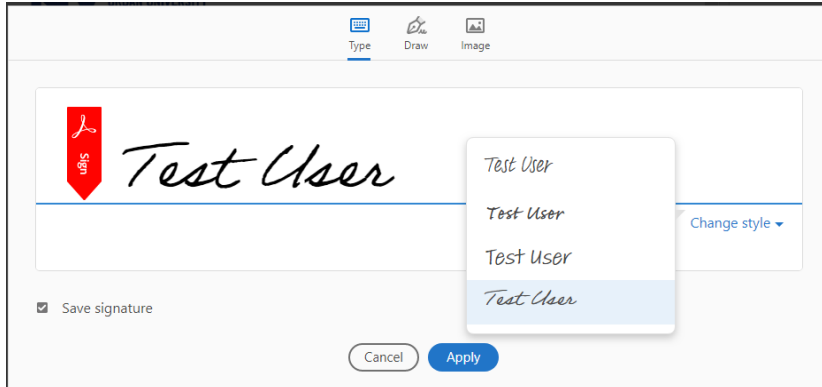
You can now Drag and Drop your signature to where you would like to place it. Clicking on the small or large A will change the size of the signature. You can also drag the small square on the lower right of the box to resize freely. If your documents require multiple signatures you can simply click Sign again and place another.
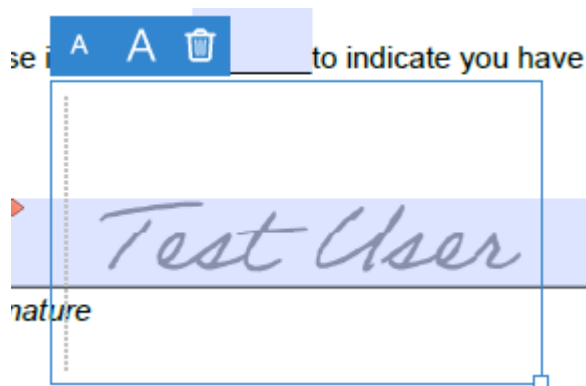
When you have completed positioning and resizing your signature you can click the X on the Fill & Sign tool bar to close the signature tool.
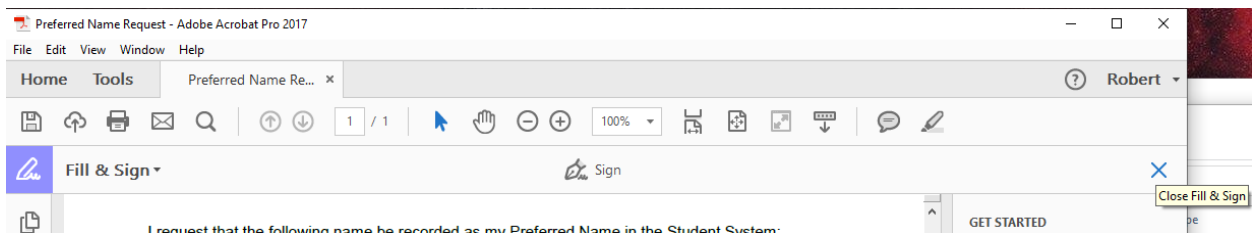
Your Signature is now in place and you may save the document or continue to work on it.