

How to Insert E-Signatures

Acrobat Reader

- Download the form.
- Open with Acrobat. [Free Acrobat Reader download.](#)
- Fill in the form.
- Click on the signature field and follow the prompts. You must use your NSU email (@mynsu.nova.edu or @nova.edu).
- Save the file and submit as instructed.

Microsoft Edge Browser (no Adobe Acrobat needed)

- Open form with Microsoft Edge.
- Fill in the form.
- To sign, click on the pencil icon on at the top right (Microsoft Edge Add notes button).
- Click on the ballpoint pen icon and select the right font color and size (for signature).
- Draw your signature in the signature field. If the drawing doesn't work, then you will need to click on the Touch writing icon at the top right.
- To save the file, right-click on the PDF file and choose "Save as" and submit as instructed.

Mac Preview

- This system has its own PDF reader.
- Preview the PDF file.
- Fill the form or document.
- To sign the form, click the "Show Markup" toolbar button, then click the "Sign" button.
- Create your signature using trackpad, camera, iPhone or iPad.
- Add signature to PDF, choose the signature you want to use, drag it to where you want it, then use the handles to adjust the size.
- To save the file, right-click on the PDF file and choose "Save as" and submit as instructed.