

## HOW TO ADD A HANDWRITTEN SIGNATURE TO A PDF WITH ADOBE ACROBAT PRO

**NOTE:** This is not recommended for public or shared computers.

### Create and configure your signature:

1. Sign a blank piece of paper (try to use a fine point marker or Sharpie – use of a ball point pen is not recommended). Scan the file as a PDF and make sure there is not a lot of excess blank space surrounding the signature.
2. Open **Adobe Acrobat Pro**.
3. Go to the **Acrobat** menu (*for Apple computers*) or the **Edit** menu (*for Windows computers*) and select **Preferences...**
4. Under the “Categories” select **Security**.
5. Under the “Digital Signatures” section click on the **New...** button.
6. Enter in “Signature” or something similar in the **Title** field.
7. Under the “Configure Graphic” section, click on the radio button next to **Imported graphic** and click on the **File...** button.
8. Click on the **Browse...** button, locate the PDF containing your scanned signature, select it and click on the **Select** button.
9. Click on the **OK** button.
10. Under the “Configure Text” section, uncheck all the boxes so that only your signature appears in the “Preview” area.
11. Click the **OK** button.
12. Click the **OK** button again to close the **Preferences** window.
13. Go to the **Advanced** menu and select **Security Settings...**
14. In the left column click on “Digital IDs” and then click on **Add ID**.
15. In the “Add Digital ID” window click on the radio button “A new digital ID I want to create now” and then click the **Next>** button.  
*\*\*For Windows computers:* select the radio button “New PKCS#12 digital ID file” and click **Next>**.
16. Fill in the **Name** and **Email Address** fields and click the **Next>** button.
17. If nothing appears in the **File Name** field, click on the **Browse...** button to specify a location to save your digital ID and click on **Save**.
18. Enter in a password in the **Password** field. Enter it in again in the **Confirm Password** field and click the **Finish** button.
19. Close the **Security Settings** window.

### Insert your signature:

1. Open the PDF you want to add your signature to with **Adobe Acrobat Pro**.
2. Go to the **Advanced** menu, select **Sign & Verify**, and select **Sign Document**.
3. Drag out a box in the area where you would like your signature to appear.
4. Click on the drop down menu for **Sign As:** and select the name of your digital ID.
5. Enter in the password of the digital ID file in the **Password** field.
6. Verify “Signature” or the name you entered in step 4 above, is selected for the **Appearance** dropdown menu, if not, select it.
7. Click the **Sign** button.
8. Give the signed file a name and click **Save**.