



Sign a PDF with a digital signature

 For best results, use Preview Document mode to add your signature. (See at end of document how to do this)

1. Click the signature field, or do one of the following:
 - In Reader, choose Document > Sign > Sign Document.
 - Click the Sign button  in the Tasks toolbar and choose Sign Document.
2. If the document doesn't have any existing signature fields, you're prompted to draw a signature field for your signature.
3. If you haven't specified a digital ID, you're prompted to find or create a self-signed one.
4. In the Sign Document dialog box, choose a digital ID from the Sign As menu. To create a new digital ID, select New ID.
5. To create an appearance for your signature or to use an existing appearance, use the Appearance menu. If you have not created an appearance or you want to create one for this signature, choose Create New Appearance.

(Optional) If you want to include an image of your CEO or Board Chair handwritten signature in the digital signature, scan your signature, and save it as an image file. Place the image in a document by itself, and convert the document to PDF. Follow the prompts to insert this as the digital signature.

 • From the Appearance menu in the Sign dialog box, select Create New Appearance.

1. In the Configure Signature Appearance dialog box, type a title for the signature appearance. When you sign a document, you select the signature appearance by its title, so use a short, descriptive title.
2. If you selected advanced digital signature preferences, do any of the following based on the options you selected in the Preferences dialog box:

For information about the advanced digital signature preferences, see [Create the signature appearance](#).


- Choose a reason for signing the document.
 - Type your location and contact information.
 - Review any document warnings about content that may impact signing.
3. If your digital ID requires a password, type it in the Password box.

Note: Some digital IDs are configured to ask for a password or other user authentication after you click the Sign button.

4. Click Sign, and specify a filename for saving the signed document, and click Save. It is a good idea to save it as a different file so that you can keep the original unsigned document. If you are signing from within Reader, use the Submit button to submit the signed document to a server after it is signed.

Sign a PDF with an ink signature

Ink signatures use the default colour of Pencil tool markups. To change the colour of the signature, right-click the Pencil tool in the Comment & Markup Toolbar. Then choose Tool Default Properties, and change the colour in the Appearance tab.

1. To sign a PDF with an ink signature, do one of the following:
 - In Acrobat, choose Advanced > Sign & Certify > Apply Ink Signature.
 - In Reader, choose Document > Sign > Apply Ink Signature. (This command is available only if the PDF creator enabled digital signature and commenting rights.)
 - Click the Sign button  in the Tasks toolbar and choose Apply Ink Signature.

The cursor changes to a cross-hairs.

2. Click where you want to sign and draw your signature.
3. To include the signature with the document, save the PDF.

Note: You cannot add an ink signature to a PDF created in LiveCycle Designer ES or the LiveCycle Form Server. PDFs created from those sources do not allow comments and markups.

Sign a PDF in Preview Document mode

1. Open the Preferences dialog box, and select Security on the left.
2. Select View Documents In Preview Document Mode When Signing, and click OK.
3. In the PDF, click the signature field, or click the Sign button in the Tasks toolbar and choose Sign Document.

The document message bar appears with the compliance status and options.

4. (Optional) Click View Report in the document message bar (if available) and select each item in the list to show details. When you're done, close the PDF Signature Report dialog box.
5. If you're satisfied with the compliance status of the document, click Sign Document in the document message bar, and add your digital signature.
6. Save the PDF using a different name than the original, and close the document without making any further changes.