



Add a handwritten signature or logo to a profile in Adobe Acrobat

1. Scan your signature or logo into a graphics program and then save it as a PDF.
2. In Acrobat, **choose Edit>Preferences.**
3. **Select Security** in the list on the left, and **click the New button** in the Appearance area.
4. **Type a Title** for the signature and **click the Imported Graphic radio button.**
5. **Click the File button** to find your PDF file. **Click the Browse button** to search for the PDF on your computer.
6. Select the PDF that is your signature and **click the Select button.**
7. **Click OK.** A preview of your signature is displayed in the Preview box.
8. **Click OK** to close the Configure Signature Appearance dialog box.
9. **Click OK** to accept your changes and close Preferences.

Part 2: from the C&NS Source Guide “Creating Digital Signatures”

- **Create a digital ID.**
 1. **Choose Advanced>Security Settings.**
 2. In the left pane **select Digital IDs** and in the right pane **click Add ID.**
 3. **Select the Create A Self-Signed Digital ID option,** and then **click Next. Click Next again.**
 4. Specify where to store the digital ID. **Select the New PKCS#12 Digital ID file option.**
 5. **Click Next.**
 6. Specify a name and other personal information for your ID.
 7. From the Use Digital ID For drop down list, **select the required use.**
 8. **Click Next.**
 9. The File Name text box displays the default location where the ID file is saved. Change the location if necessary.
 10. In the Password text box, **specify a password.**
 11. **Confirm you password.**
 12. **Click Finish.**

- **Digitally sign a PDF document.**
 1. **Choose document>Digital Signatures>Sign this Document.**
 2. **Click Continue Signing.**
 3. Specify whether you want the signature to be displayed on the document page.
 4. If you select the Create A New Signature Field To Sign option in step 3, you will be prompted to create a signature field. **Click OK, and draw a signature field.**
 5. In the Apply Digital Signature – Digital ID Selection box, in the My Digital IDs section, **select the ID you want to use to sign the file.**
 6. In the Digital ID Selection Persistence section, select the appropriate option.
 7. **Click OK.**
 8. **Type the password to the Digital ID** in the Confirm Password box.
 9. From the Reason For Signing Document drop down list, select the appropriate reason or type a custom message in the text box.
 10. **Click the Show Options button** if options are not already showing.
 11. In the Signature Appearance drop down list, **select your Signature Profile Title.**
 12. **Sign and save** the document by clicking on the Sign and Save button. Click the Sign and Save As button to save a copy of the current document, leaving the original unsigned.
 13. **Click OK.** Your document will be signed with your PDF signature or logo.

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