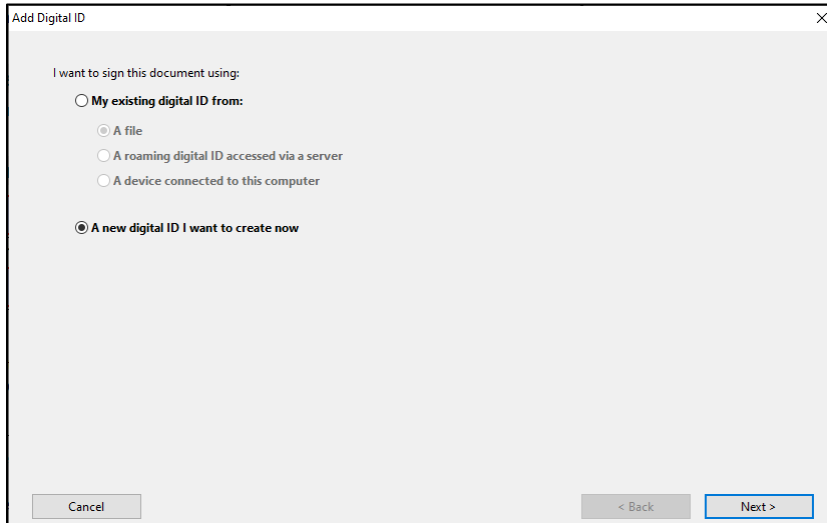# How to Electronically Sign a PDF

Contents

Signing with Adobe Acrobat

Note: These steps may vary based on which version of Adobe Acrobat you have and which device and operating system you're using.
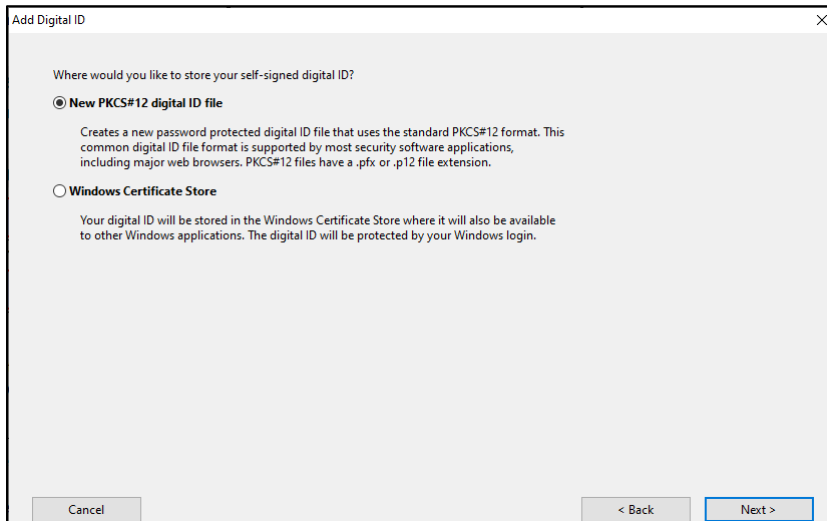
1. Click into the **Signature** field.

2. If you have already created a signature in Adobe Acrobat, go to step 4.
3. If you haven't yet created a signature in Adobe Acrobat:
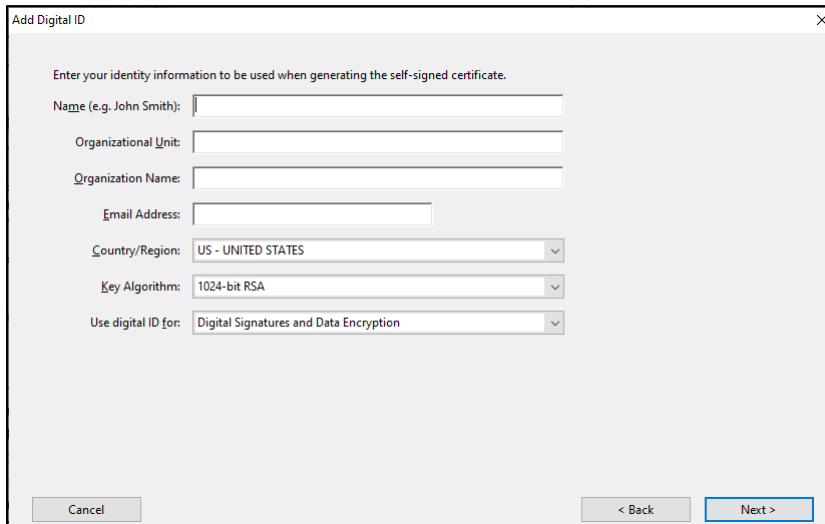   a. In the **Add Digital ID** window, select **A new digital ID I want to create now** and then click on **Next**.

   b. Select **New PKCS#12 digital ID file** and then click on **Next**.

c. Enter your **Name** and **Email Address** and then click on **Next**.

Add Digital ID ✕

Enter your identity information to be used when generating the self-signed certificate.

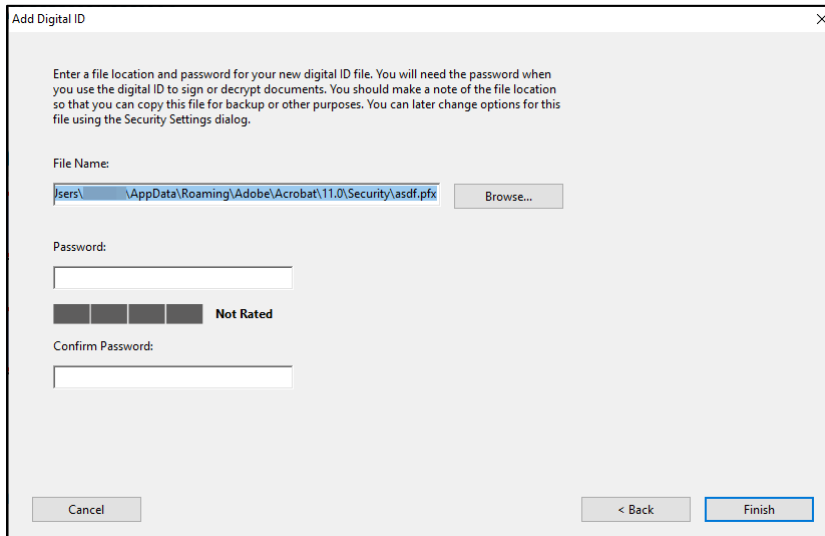|	
Name (e.g. John Smith):	
Organizational Unit:	
Organization Name:	
Email Address:	
Country/Region:	US - UNITED STATES
Key Algorithm:	1024-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption

Cancel   < Back   Next >

d. Enter and confirm your desired password and then click on **Finish**.

Add Digital ID ✕

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Users\   \AppData\Roaming\Adobe\Acrobat\11.0\Security\asdf.pfx   Browse...

Password:

[   ] Not Rated
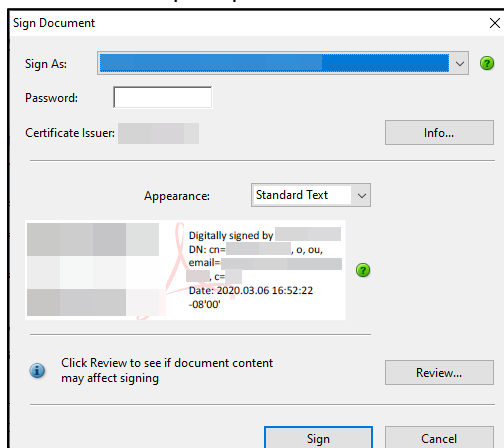
Confirm Password:

[   ]

Cancel   < Back   Finish

4. In the **Sign Document** window:
    a. Enter your **Password**.
    b. Click on **Sign**.
    c. Follow the prompts to save the file.

Sign Document ✕

Sign As: [▼] ?

Password: [   ]

Certificate Issuer: Info...

Appearance: Standard Text ▼

Digitally signed by
DN: cn=   , o, ou,
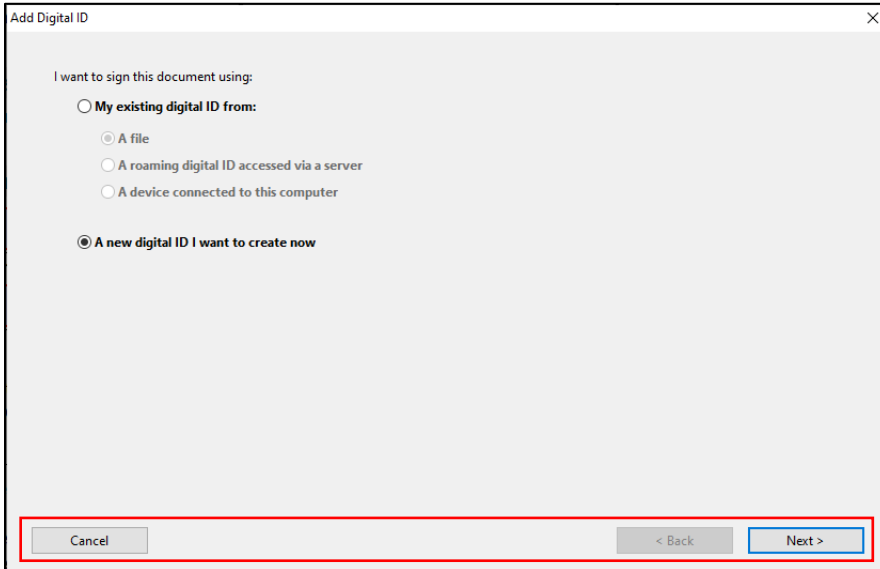email=
, c=
Date: 2020.03.06 16:52:22
-08'00'

ⓘ Click Review to see if document content may affect signing   Review...

Sign   Cancel

Potential Issue When Signing in Adobe Acrobat

Issue: I *tried* to create a new signature, but the **Next** button (outlined below) is missing.

Fix: Try reducing your screen magnification to 100% or changing your screen's resolution. To do this in Windows 10, for example:

1. Open **Start** (the Windows icon in the bottom left of the screen), select **Settings** > **System** > **Display**.
2. Under **Scale and layout**, check the setting under **Change the size of text, apps, and other items**. Try setting it to 100% (or smaller). If that doesn't solve your problem, under **Resolution**, try selecting a different value.
3. When prompted to keep the changes or revert back to your previous settings, select **Keep Changes**. You can revert them back later if need be.

Note: After changing these settings, you may need to close Acrobat entirely and re-open it for the changes to take effect.

Signing with Adobe Reader

Note: These steps may vary based on which version of Adobe Reader you have and which device and operating system you're using.
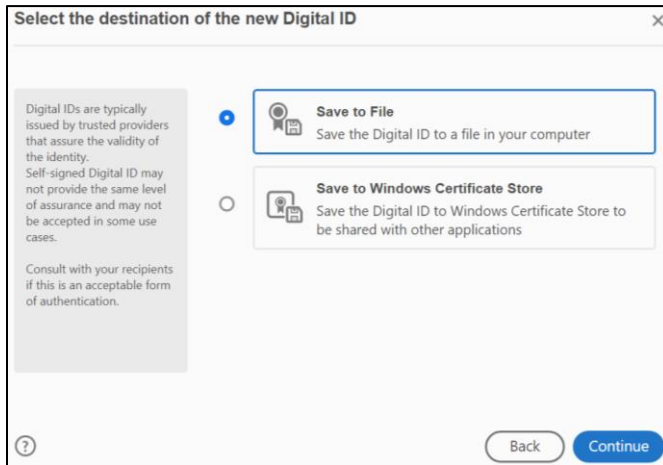
1. Click into the **Signature** field.
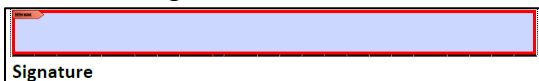
2. If you have already created a signature in Adobe Reader, go to step 4.
3. If you haven't yet created a signature in Adobe Reader:
   a. In the **Configure a Digital ID for signing** window, select **Create a new digital ID** and then click on **Continue**.
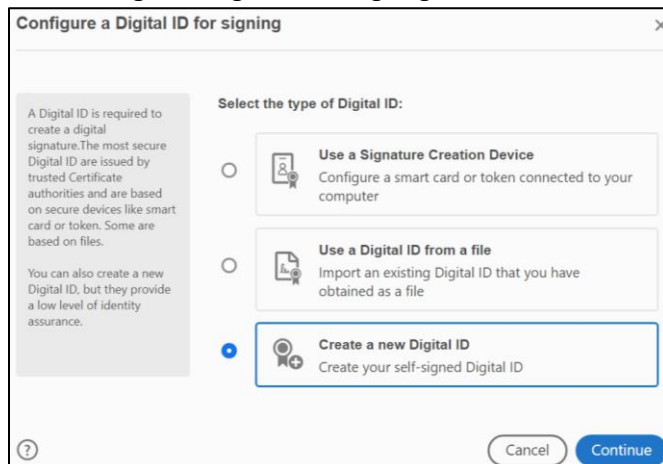
b. Select **Save to File** and then click on **Continue**.

c. Enter your **Name** and **Email Address** and then click on **Continue**.

d. Enter and confirm your desired password and then click on **Save**.

4. Choose the digital ID you want to use for signing and then click on **Continue**. Note: Most people have only one digital ID, but if you do have multiple digital IDs, select which one you want to use.
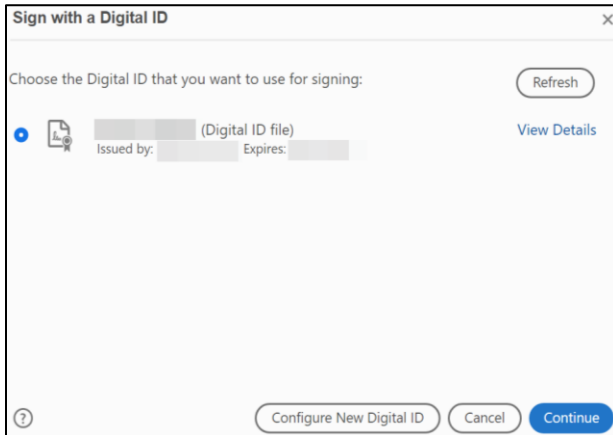
5. In the signature window:
   a. Enter your **Password**.
   b. Click on **Sign**.
   c. Follow the prompts to save the file.
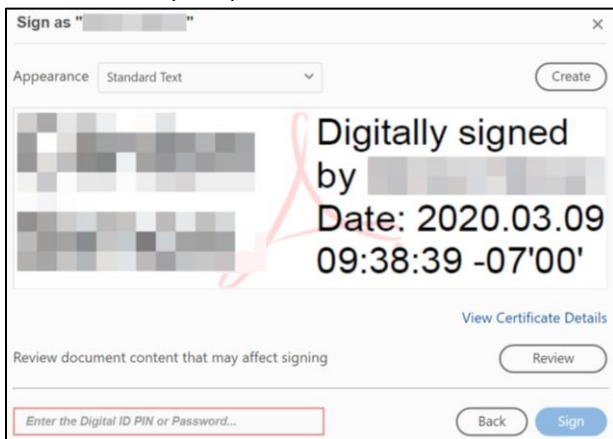
Signing with Other (Non-Adobe) PDF Programs

Since non-Adobe PDF products can vary greatly, please consult your specific program's help manual for instructions on how to sign a PDF electronically. Please note that your program may not support electronic signatures. If this is the case, it is recommended to use Adobe Reader, which is a free product.