Creating a Custom Signature Appearance in Adobe® Reader 9
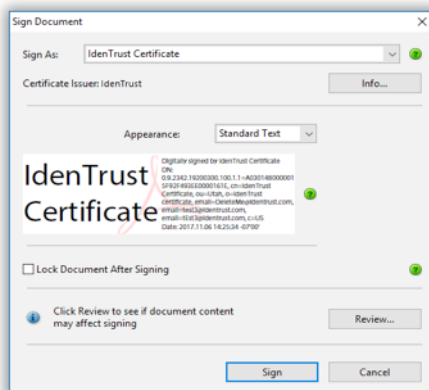
This document explains the process for creating a custom signature appearance in Adobe Reader 9 using a PDF file. Other image files (i.e., *.jpg, *.gif and *.png) are supported only in Adobe Acrobat Pro, but use the same steps as those outlined below. These steps assume that the IdenTrust digital certificate[1] is installed on the same machine that will be used to sign the document.

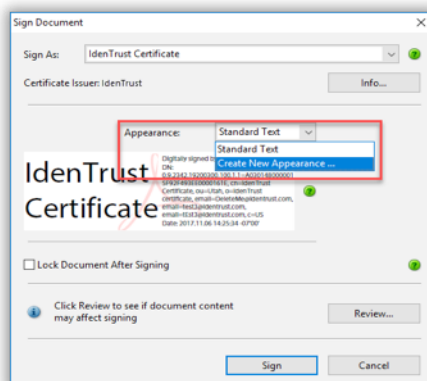## Sign a Document Enabled for Digital Signatures

1. Open the document you wish to sign and scroll to the "Signature" field.
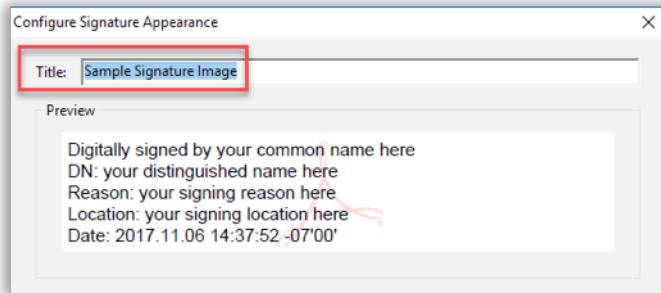

2. Click the "Signature" block. If the digital certificate was successfully installed, you should see the below window.
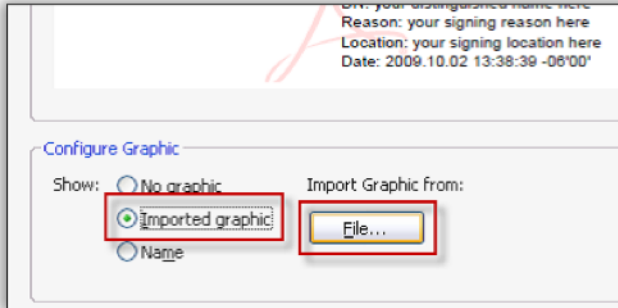

3. Click the drop-down menu titled "Appearance" and select "Create New Appearance". Or, click on the green question mark for further instructions.
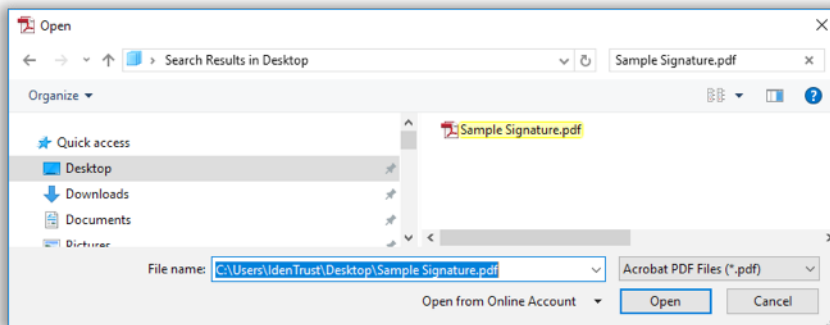
4. At the "Create Signature Appearance" window, give your custom signature a title. This title will show in the "Appearance" drop-down menu for easier identification when signing documents.
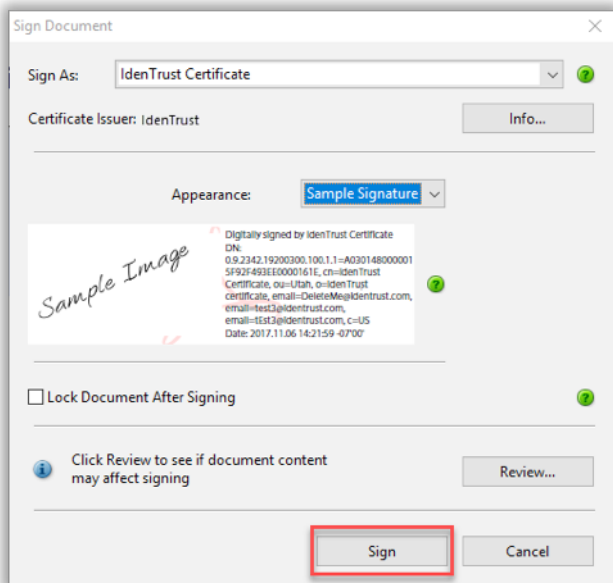

5. Select the "Imported graphic" radio button and then select "File". The image you select must be a PDF.
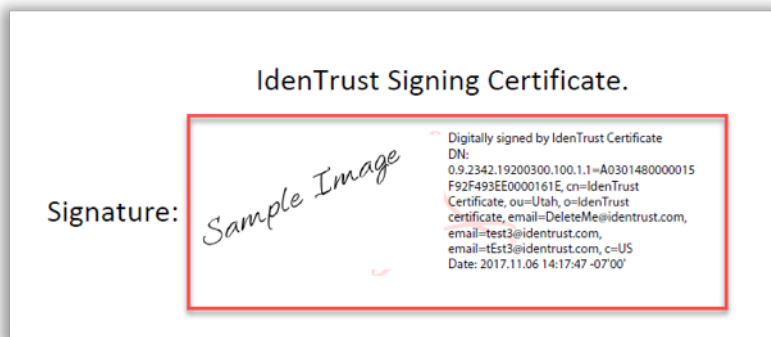

6. At the "Select Picture" window, click the "Browse" button and navigate to your PDF image and select open. Then follow the prompts.

7. Click on the "sign" to attach the signature to the document.

8. Save the document. Your custom signature appearance should now display in the "Signature" field.

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[1] IdenTrust digital certificates that can be used for digital signing include TrustID, ECA, and IGC. The process outlined above will work with any digital certificate that can be used to digitally sign a document.

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