

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 certificate¹ 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.

	IdenTrust Signing Certificate.
Signature:	

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

ON:	Standard Text	~	Info
C Distany stor		~	
ct	ed by idenTrust Certificate		
	90300.100.1.1-A0301480000	20	
Certificate o	00001615, cn=idenTrust u=Utah, o=idenTrust mali=DeleteMegkdentrust.com jedentrust.com,		
Date 2017.1	1.06 14:25:34 -07:00		
er Signing			
	content		Review
	Date 2017.1	er Signing see if document content	Date 3017.11.06 1425:34-6700 er Signing see if document content

3. Click the drop-down menu titled "Appearance" and select "Create New Appearance". Or, click on the green question mark for further instructions.

iign Document			×
Sign As:	IdenTrust Certificate		~ 3
Certificate Issu	er: IdenTrust		Info
	Appearance:	Standard Text 🗸 🗸	
	C Diataly de	Standard Text Create New Appearance	
Iden ⁻			
- · · ·			
	ficate email-test	email-DeviceMedidentrust.com, Japannrust.com, c=45 11.6614.25.34 -0700*	•
Lock Docur		Japanemston Japanemston 11.061425:34-0700	Review

identrust.com



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.

figure Signature Appearance	>
Title: Sample Signature Image	
Preview	
Digitally signed by your common name here DN: your distinguished name here	
Reason: your signing reason here Location: your signing location here	

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

l d	Reason: your signing reason here Location: your signing location here Date: 2009.10.02 13:38:39 -06'00'
Configure Graphic Show: O No graphic I	manaut Cuanhia France
Name	mport Graphic from:

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

🔁 Open									×
← → • ↑ 🔳 :	> Search R	esults in Desktop				~ 0	5	Sample Signature.pdf	×
Organize 🔻								88 - 🛄	?
🖈 Quick access				^		Sample Signature.pdf			
E Desktop			\mathcal{P}						
🕹 Downloads			*						
😫 Documents			*						
Dictorer			a.	~	<				>
F	File name:	C:\Users\IdenTrust\Desktop\S	am	ple	Sig	gnature.pdf	\sim	Acrobat PDF Files (*.pdf)	\sim
					Op	pen from Online Account	•	Open Cancel	



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

ign Document		×
Sign As: Iden	Trust Certificate	~ ?
Certificate Issuer: I	denTrust	Info
	Appearance: Sample Signature V	
Sample In	Digitally signed by idenTrust Certificate DN: 0.9.2342.19200300.100.1.1=A030148000001 Scriftcate, enail-tota, o-iden trust Certificate, enail-DeleteMegeBentrust.com, email-test2jedentrust.com, email-test2jedentrust.com, bate: 2017.11.0614/2159-07007	
Lock Document		0
Click Review may affect s	v to see if document content igning	Review
	Sign	Cancel

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



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.

© 2020 All rights reserved. IdenTrust and the IdenTrust logo are trademarks or registered trademarks in the US and other countries and may not be used without permission. All other trademarks, service marks, and product or service names are trademarks or registered trademarks of their respective owners.

2020-07-22-identrust-create-cust-sig-acrobat-en