Creating a Signature Appearance for Adobe Acrobat or Adobe Reader DC

When you digitally sign a document, you have 2 options for how your name appears on the document:

- Standard text which displays your signature as typed:

- Create an Appearance that represents your wet signature:

1. If you want to use the standard text representation of your signature, you do not need to create an appearance.

2. If you want to use a visual representation of your signature, follow the steps to create a Signature Appearance in Adobe Acrobat.
   a. Sign a blank sheet of paper (Note, it is best to use a Sharpie Pen if using Adobe Reader).
   b. Scan the signature page and save the file as a PDF.
   c. You will need to crop the PDF to remove all the blank space, this will allow your signature to display as normal size.
   d. Open Adobe Acrobat DC.
   e. Click on the Edit Menu at the top of the Adobe Acrobat window.
   f. Click on Preferences.
   g. In the new window, on the left side click on the word Signatures.
   h. When the window redisplays on the right side click the More… button in the Digital Signatures Creation & Appearance section.
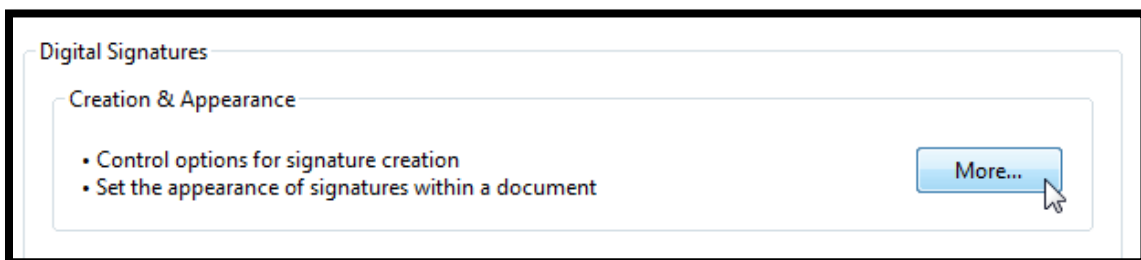
   i. Click on the New button in the Appearances section of the Creation and Appearance Preferences window.

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j. Give the signature appearance a Title, select Imported graphic in the Configure Graphic section and then click the File… button to choose a graphic image of your signature.
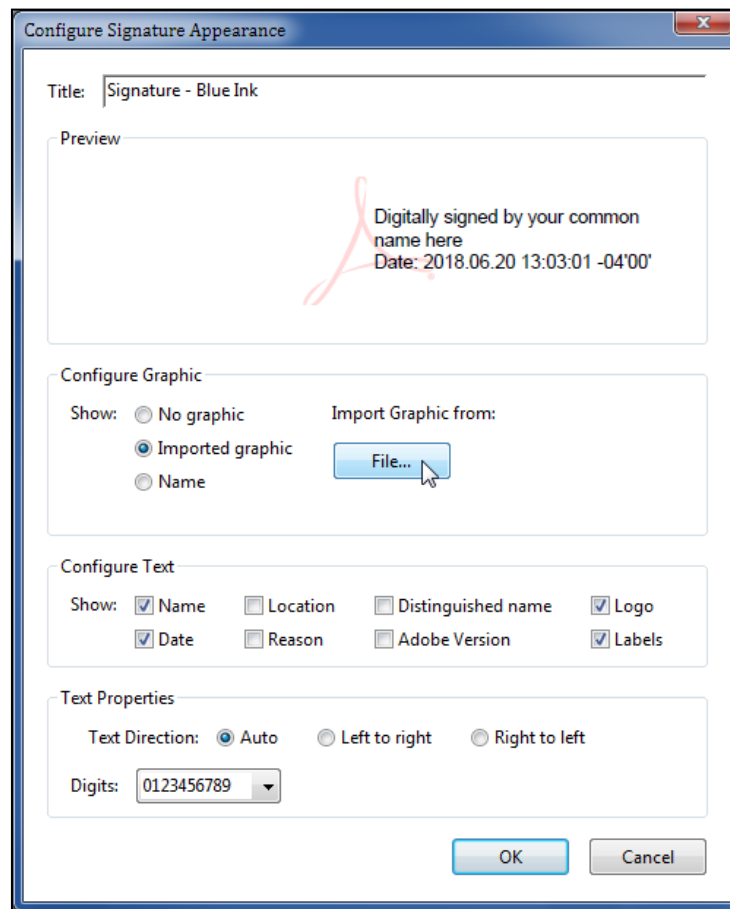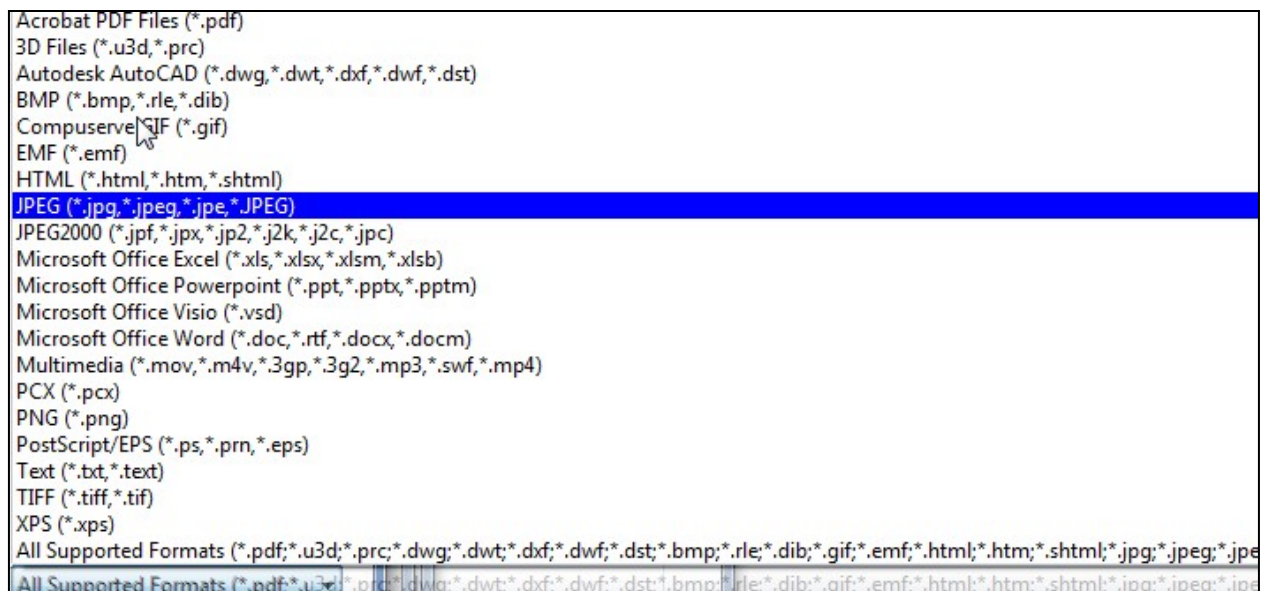

k. Click on the Browse… button to choose the file's location.

l.   Select the image file.
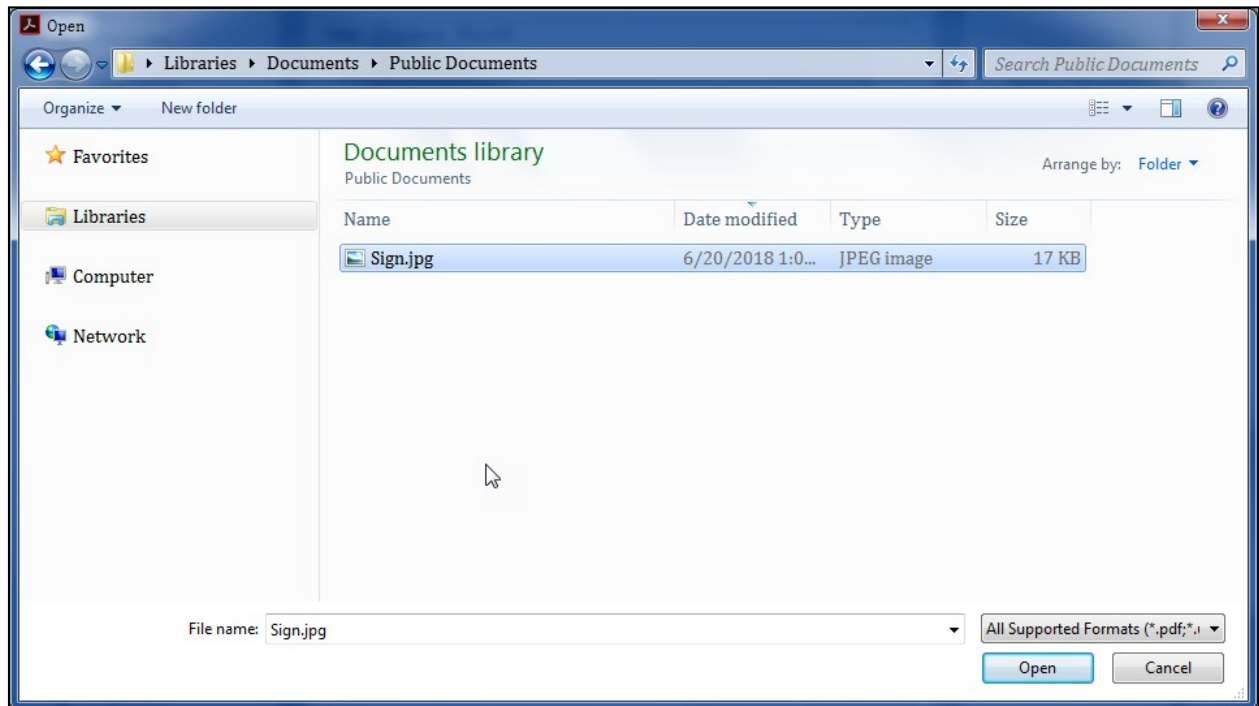
m. If you do not see the image file, change the file type by clicking the dropdown arrow and
    choosing the file type of your image file.
     i.   If using Adobe Reader, the image file must be a PDF.
     ii. If using Acrobat, the image file can be a pdf or any of the files displayed.

n. Select the image file and click the Open Button.

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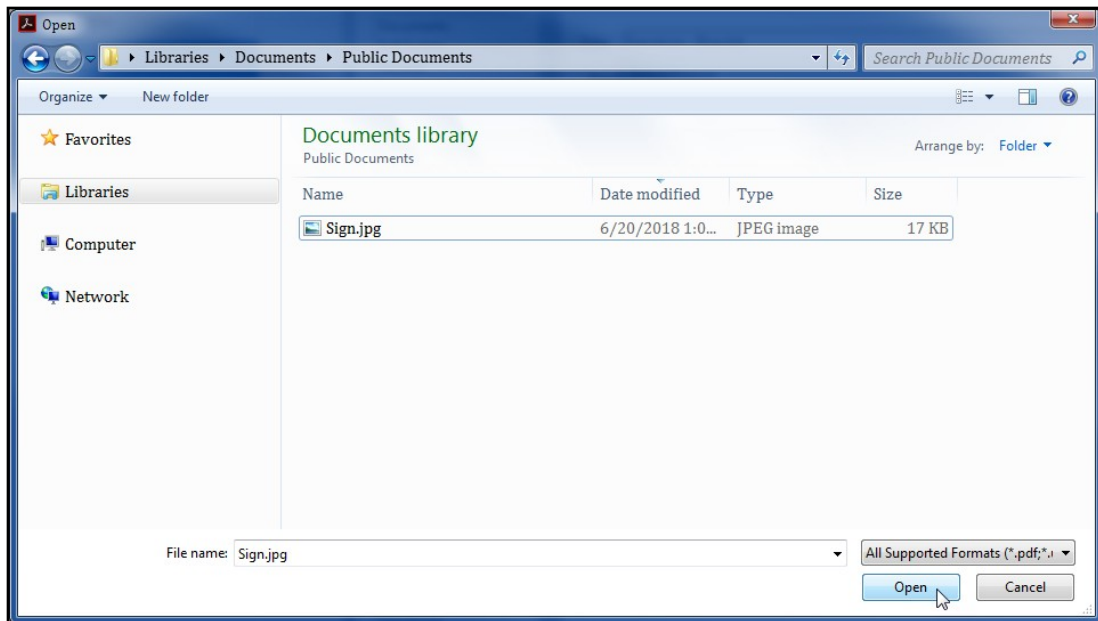
o. The Select Picture window will now display the selected image and the file path of the image.
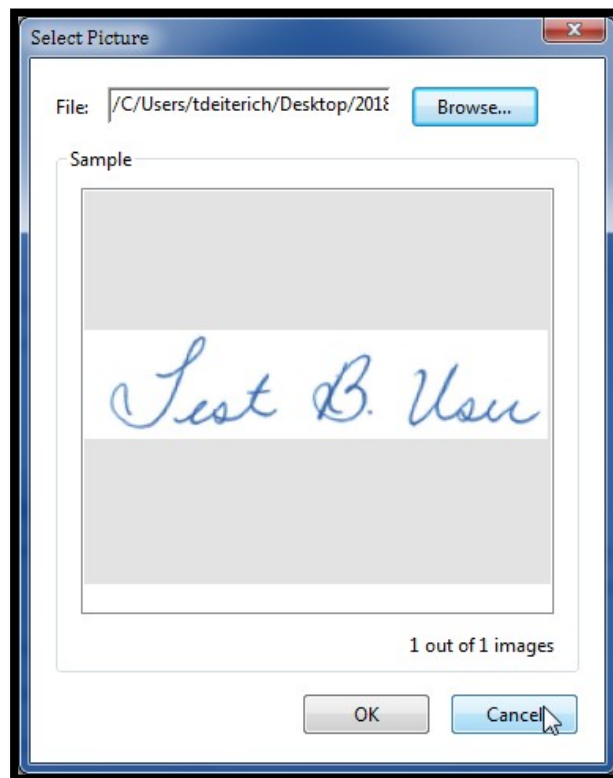
p. Click Ok and the Configure Signature Appearance window will re-display.

q. Click Ok to complete configuring the appearance and return to the Creation and Appearances Preferences window. The created signature appearance now displays under the Appearances section.

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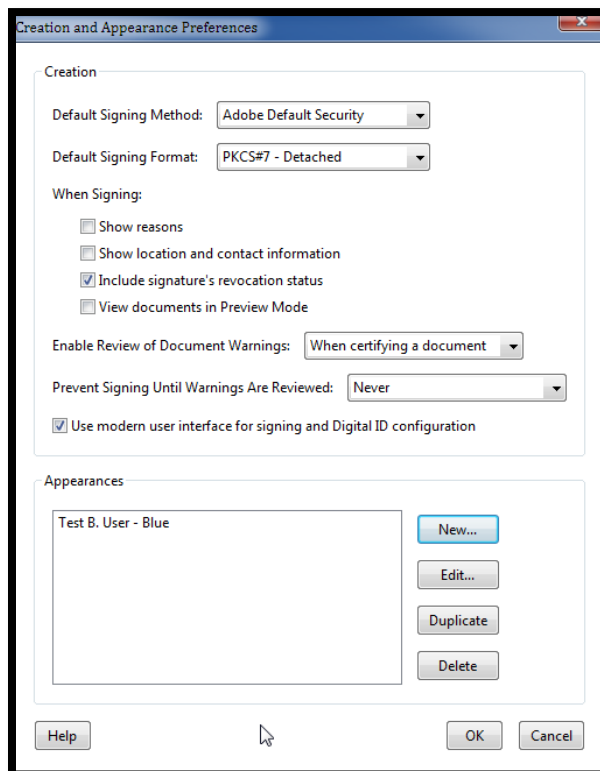
r. Now you have an appearance. You can create as many appearances as you want. You do not need to create a new certificate to create new appearances.