



# **Signing a PDF Form User Guide for Adobe Acrobat XI or Reader XI**



Inspector's Name Printed: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

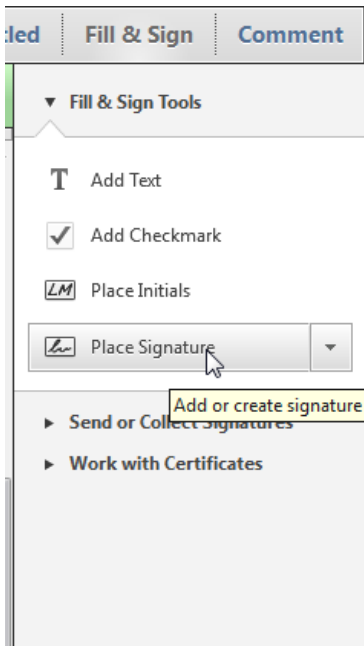
DATE: \_\_\_\_\_

Unsigned signature field (Click to sign)

6. If only a Signature Line exists (no area with the signature flag), then click on the Fill & Sign menu area



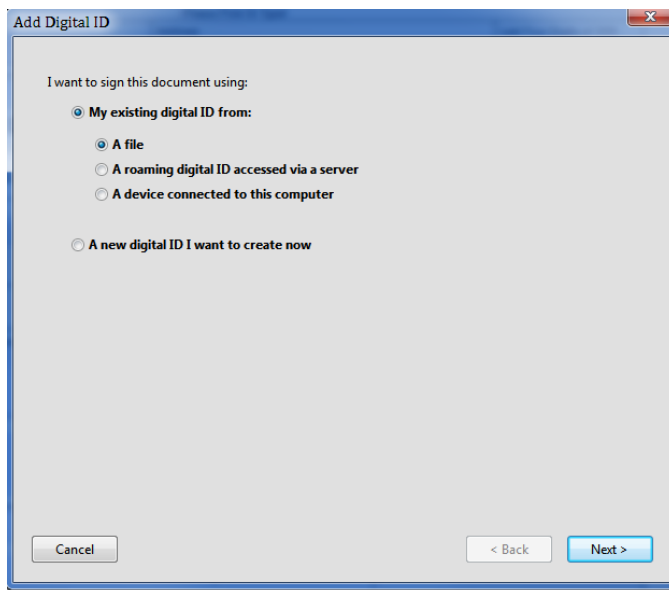
7. Click on Place Signature



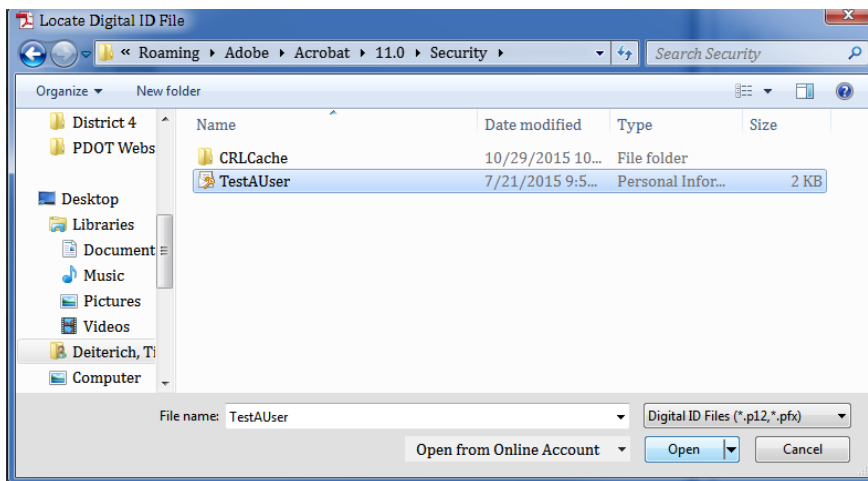
8. A Popup will open, click on Drag New Signature Rectangle....



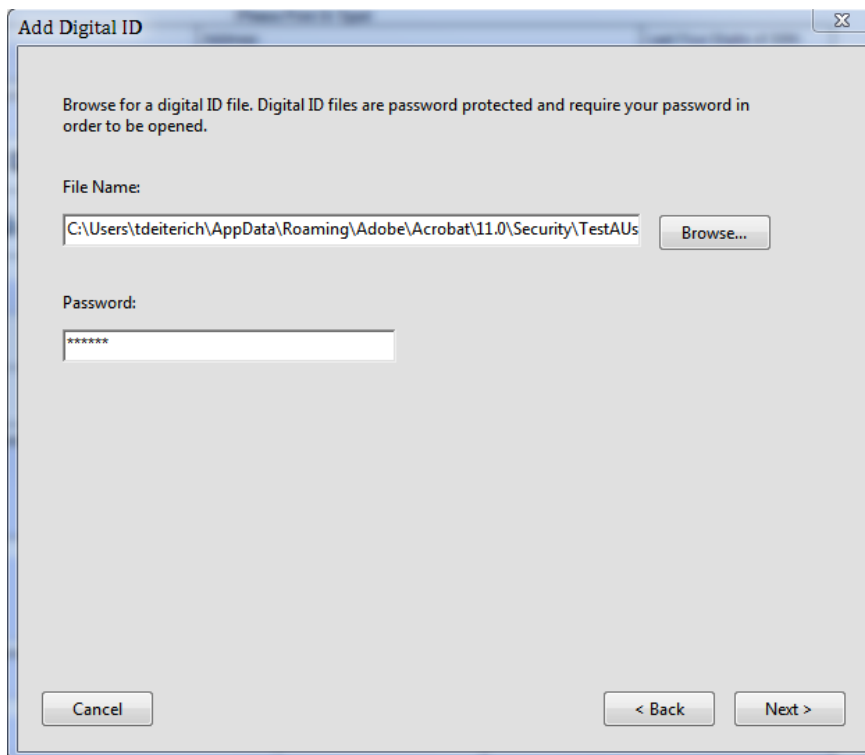
9. Holding the left button down on the mouse, select an area to add your signature
10. If this is not the first time you are signing a document, go to Step 16
11. If this is the first you are signing a document, you will receive the following window:



12. Select My existing digital ID from a File and click on the Next Button
13. Select the Browse Button in the next window, locate your digital certificate and click on the Open Button

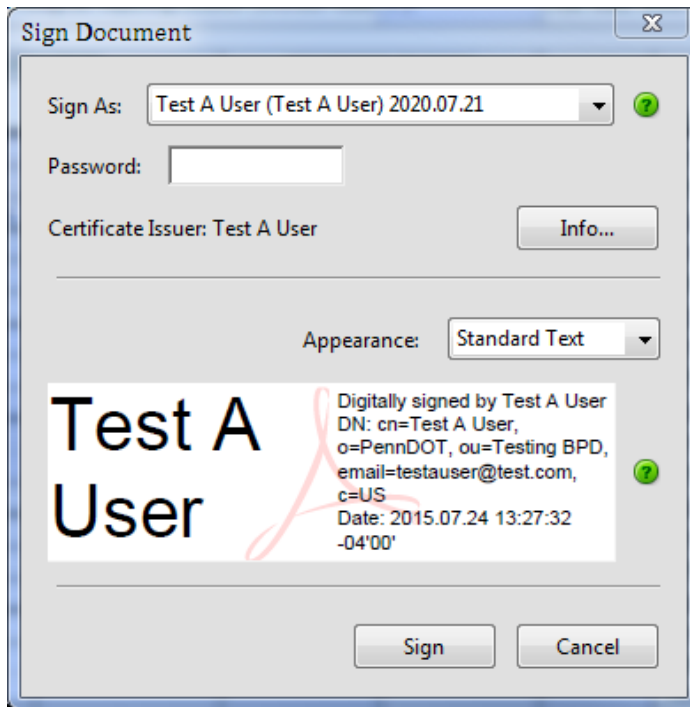


14. You will need to enter your certificate's password and then click on the Next Button

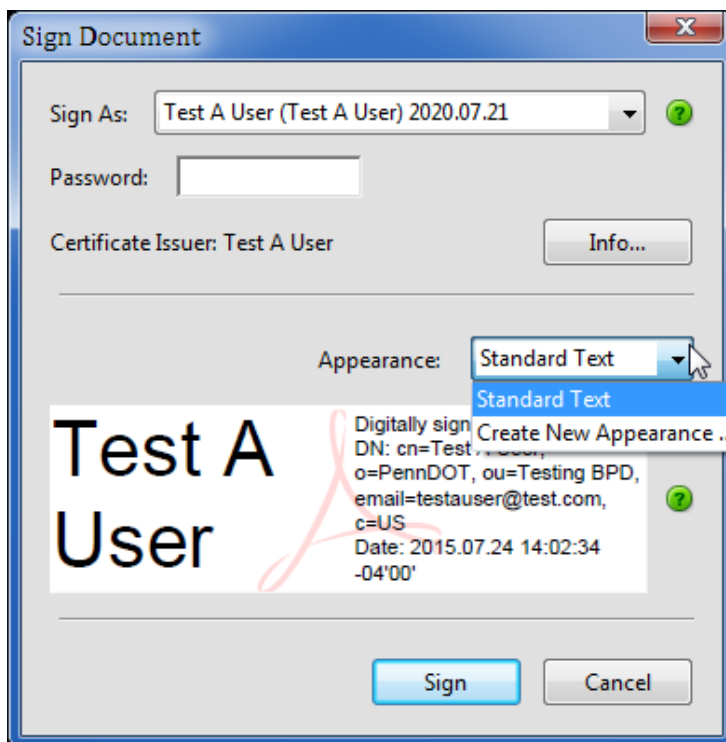


15. Click on the Finish button

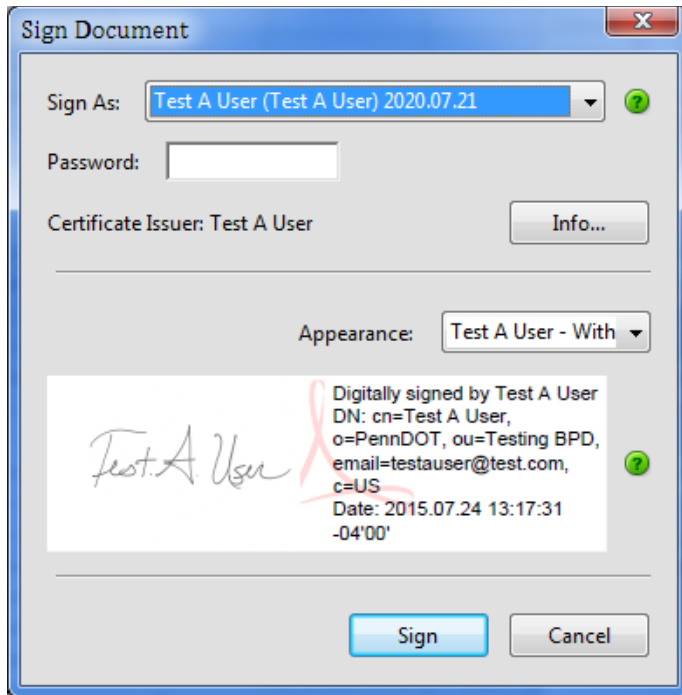
16. The Sign Document window will open



17. If you do not see a graphic signature next to the Adobe information, then click the dropdown arrow in the Appearance Field. This will display a listing of all Appearances that have been created

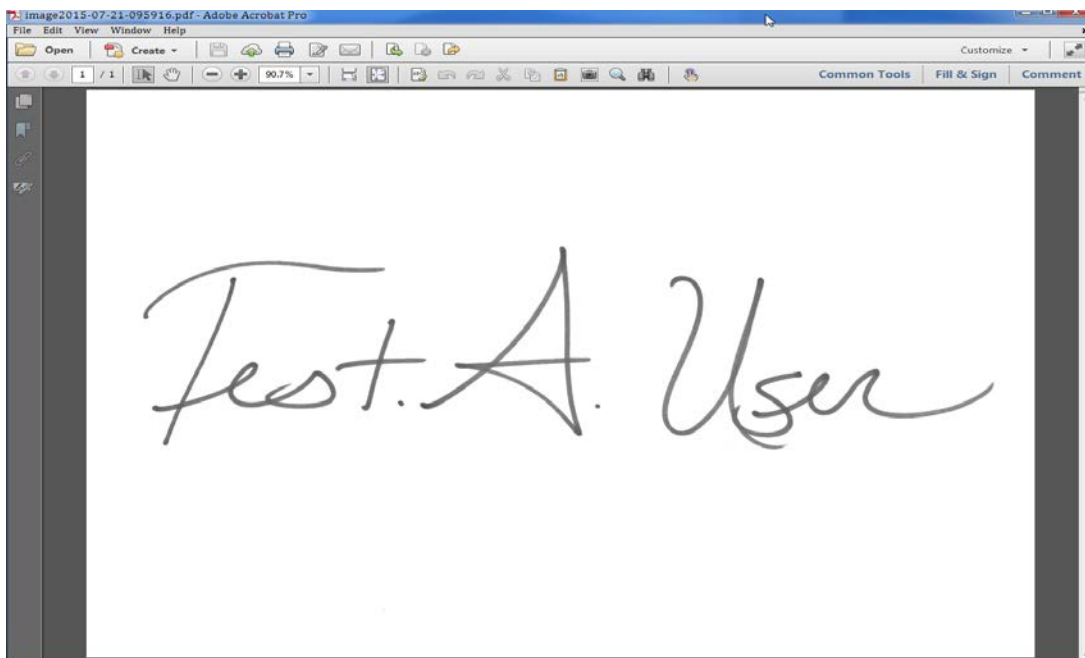


18. Select the Appearance that contains a graphic of your ink signature.

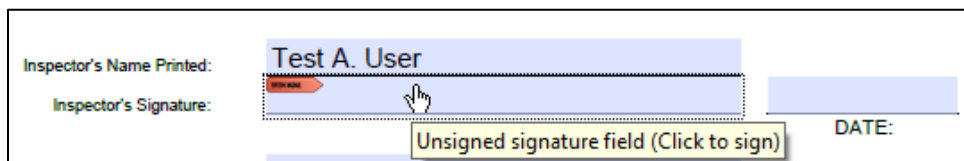


19. You should now see a graphic image of your signature next to the Adobe information.

20. If there is no Appearance that contains a graphic of your ink signature, click cancel.
21. Save the PDF form so that you can sign it later.
22. You will need to scan a copy of your ink signature and save that as a PDF before you can proceed.
23. For the signature, use a sharpie and sign your name using the entire sheet of 8 1/2 x 11 paper. Scan the image as a PDF in at least 600 DPI and save the file to a location you can access later.
24. If you are using Adobe Reader, refer to the [Create and Export Adobe Reader Signature Certificate User Guide](#) on how to scan your graphic and import it into Adobe Reader to use with your signature.

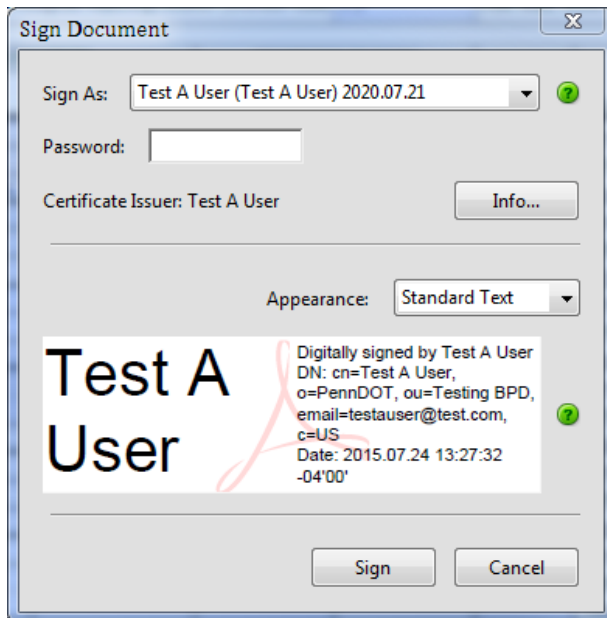


25. Open the PDF form that requires your signature that you saved in Step 11.
26. Click on the Unsigned Signature Field to electronically sign the form

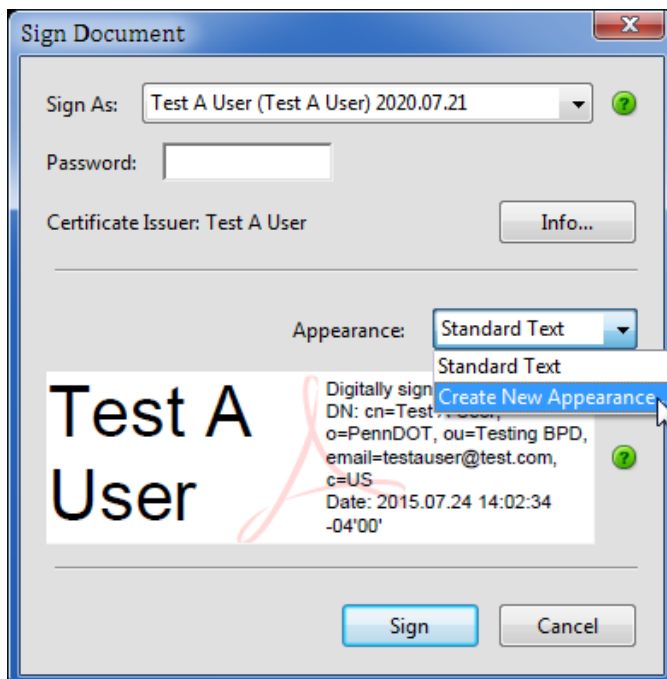
A screenshot of a PDF form. The form contains two rows of input fields. The first row is labeled "Inspector's Name Printed:" and contains the text "Test A. User". The second row is labeled "Inspector's Signature:" and contains a blue rectangular field with a dotted border. A mouse cursor is pointing at the center of this field. Below the signature field, there is a yellow tooltip that reads "Unsigned signature field (Click to sign)". To the right of the signature field, there is a label "DATE:" followed by a blue rectangular field.



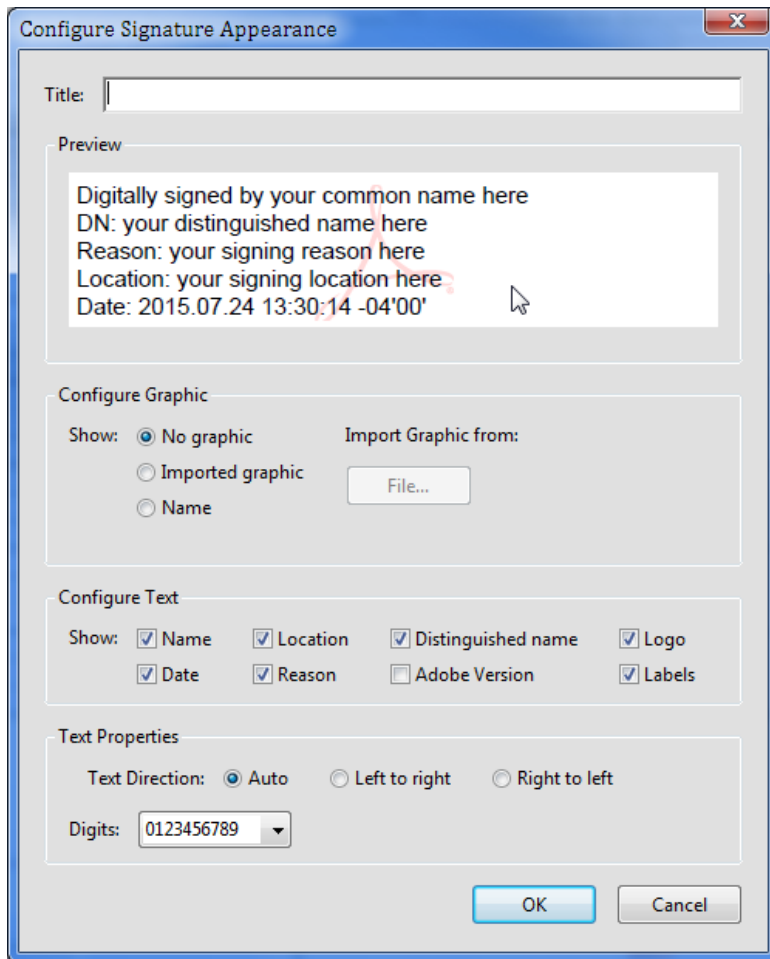
27. The Sign Document window will open



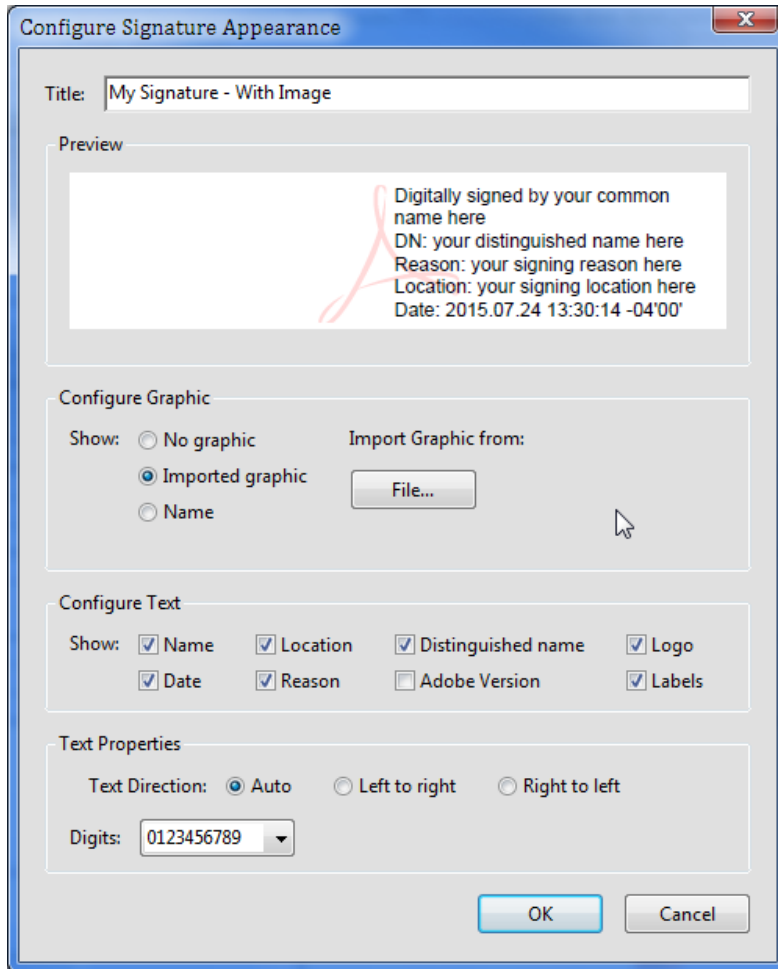
28. Select Create new Appearance in the dropdown next to Appearance



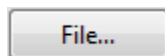
29. The Configure Signature Appearance window will display



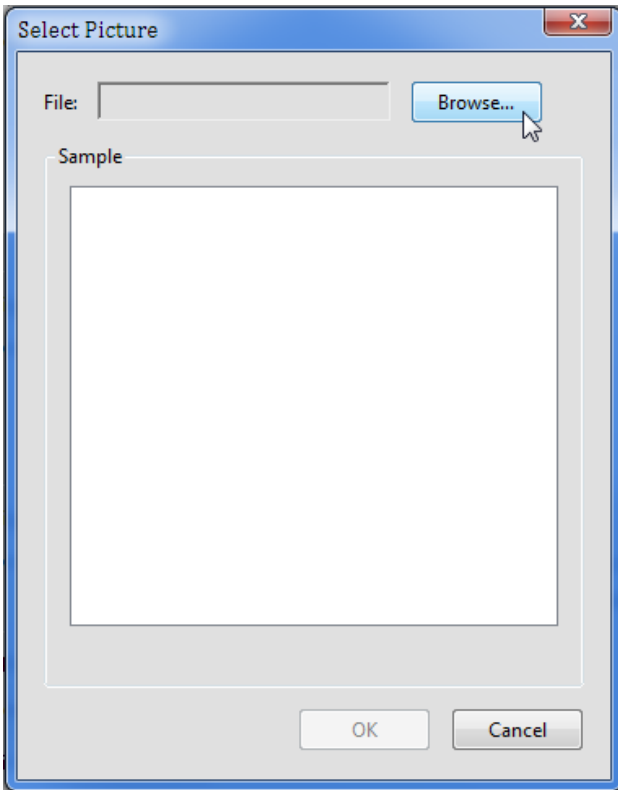
30. Give the Signature Appearance a title and select Import Graphic



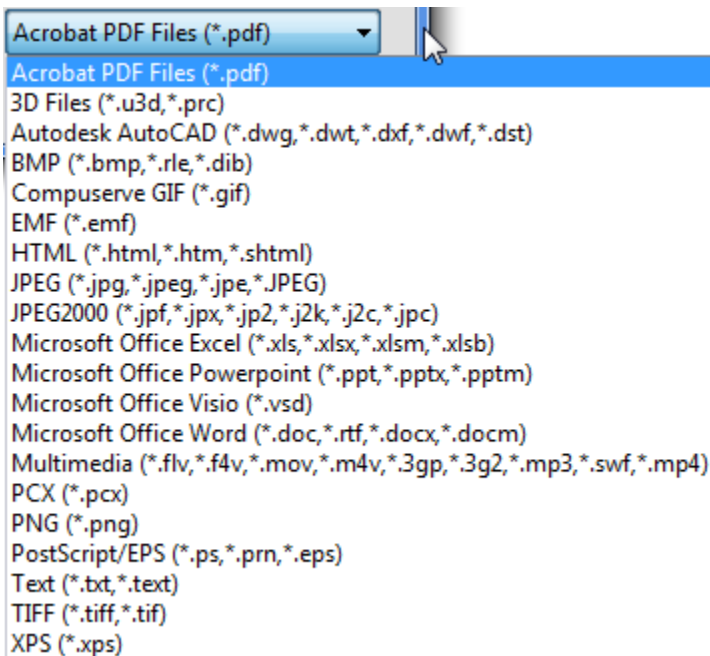
31. Click on the File button under Import Graphic From:



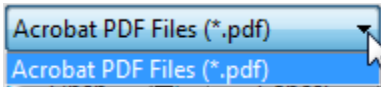
32. Click the Browse button to locate the file with your signature graphic.



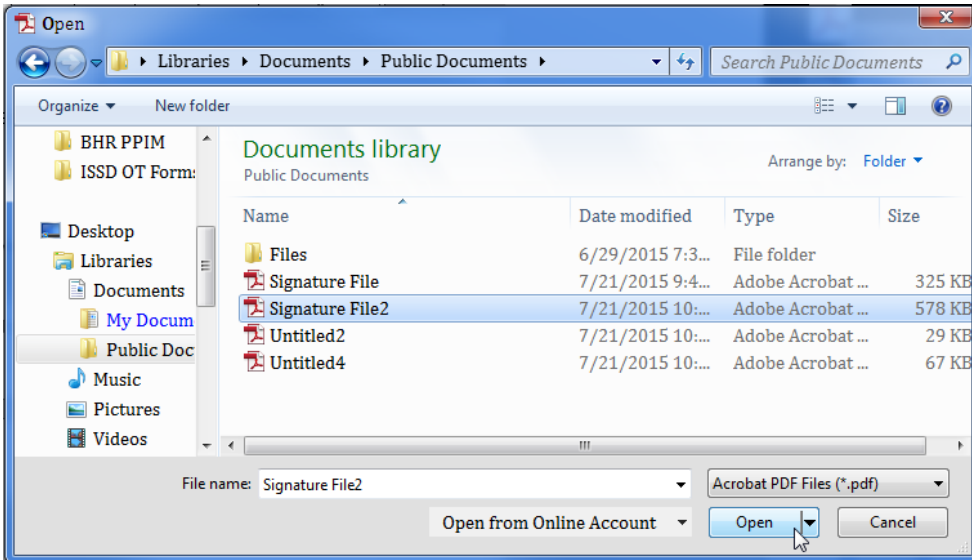
33. If you are using Adobe Acrobat XI, the file can be any of the types listed below:



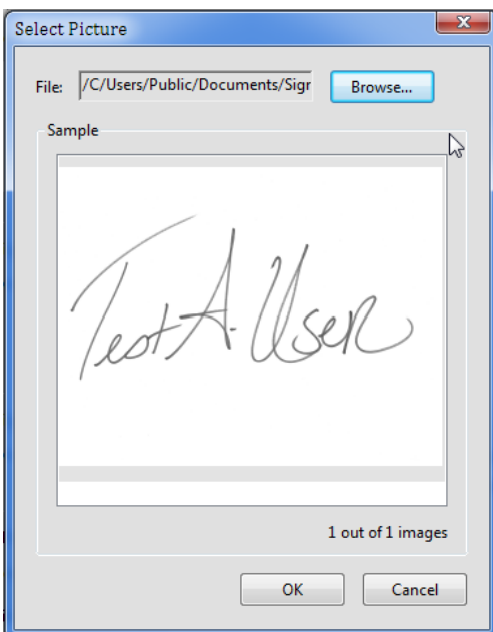
34. If you are using Adobe Reader XI, the file can only be a pdf. Refer to the [Create and Export Adobe Reader Signature Certificate User Guide](#) for specifics on importing your graphic into Adobe Reader.



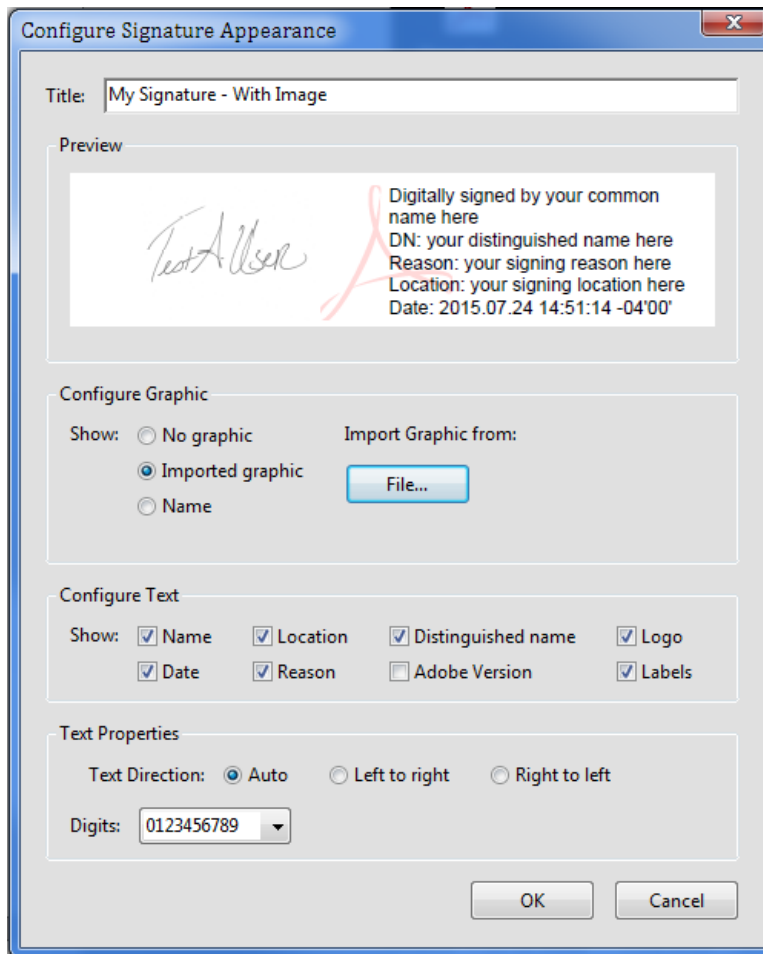
35. Select the file and click Open



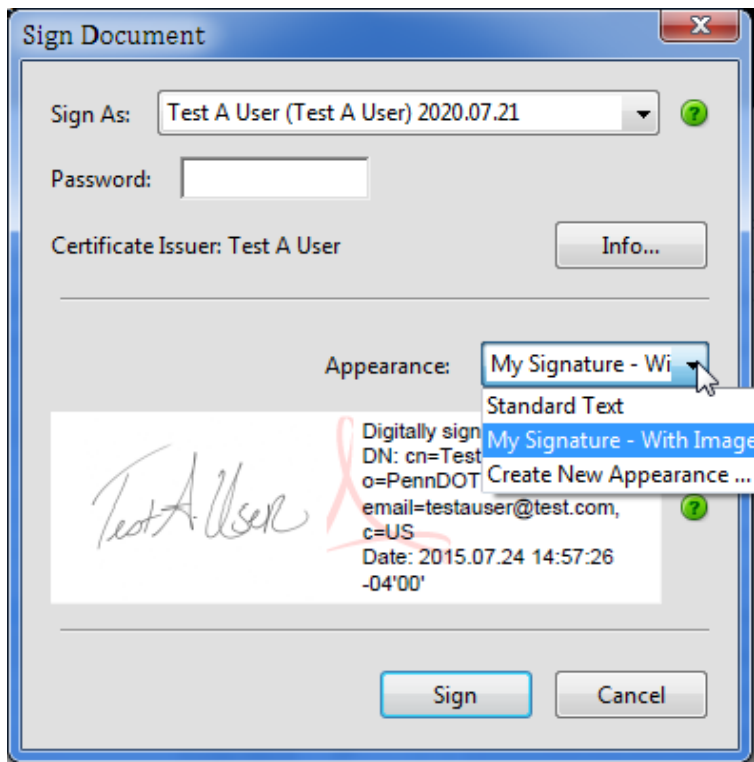
36. The signature graphic will now display and you can click Ok to return to the Configure Signature Appearance window



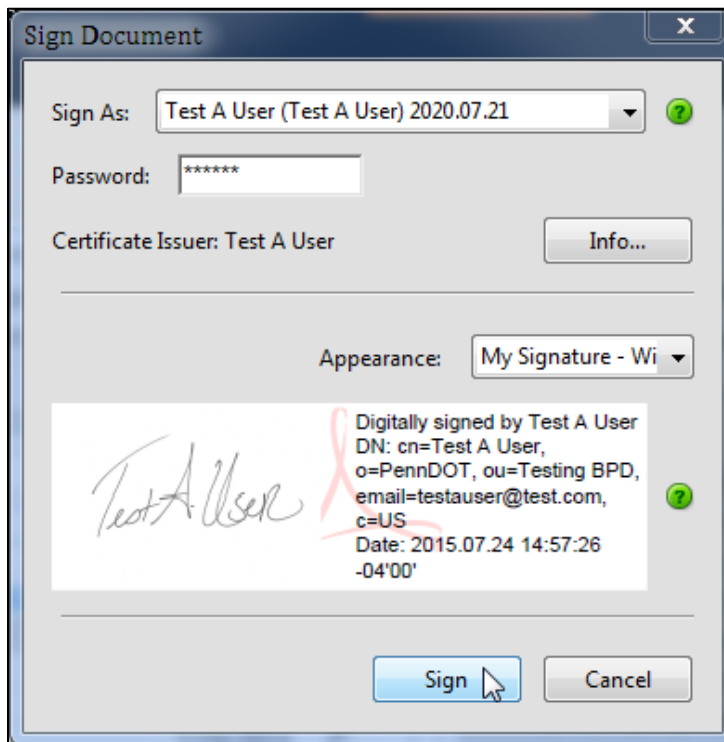
37. The graphic of your signature will now display next to the Adobe information:



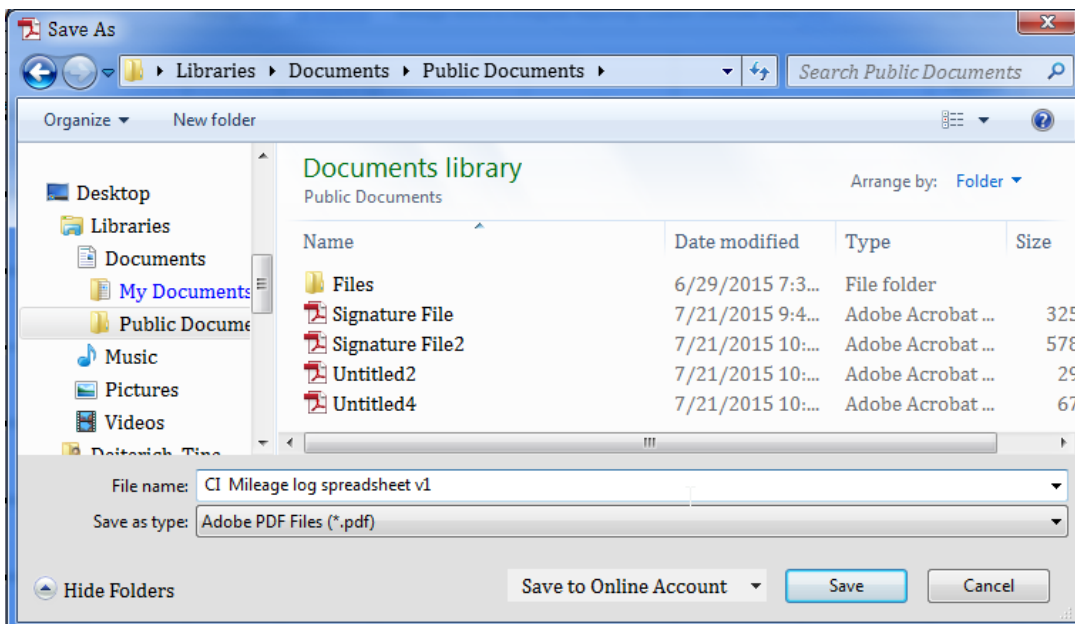
38. Click ok and you will be returned to the Sign Document window, where you can now select the Appearance containing your graphic signature



39. Enter the password associated with your digital signature and click Sign to sign the document



40. You will need to Save the Document. Save it in a location, where you can access it later.





41. The PDF will now display your graphic signature next to the certificate information.

I hereby certify that the information above is correct and that the mileage has been used only in the fulfill  
Commonwealth of Pennsylvania.

Inspector's Name Printed:

Test A. User

Inspector's Signature:



Digitally signed by Test A User  
DN: cn=Test A User, o=PennDOT, ou=Testing BPO, email=TestAuser@test.com, c=US  
Date: 2015.07.24 15:11:19 -0400

[1]