How to Create a PDF for Digital Signature in Adobe

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Note: This example is Adobe Acrobat Pro. If you find these instructions do not work for your version of Adobe, please contact your system administrator.

1) Open the document in Adobe Acrobat. Once the document is open look on the right column and select **Prepare Form.**

2) The next step involves selecting the Add a digital signature icon.

3) Place the pointer over the area where the signature is supposed to be and click. At this point you would add the field name by double clicking inside the Field Name box and typing the desired name. Adjust the size by selecting the squares and dragging in the direction you desire. Once you are pleased with the size of the box, right click inside the signature box and select properties if you desire to customize it.

4) If you need to sign the document, just click inside the box. Select the desired Digital ID and click continue. The next window will display the signature and at the bottom it will ask you for the Digital ID PIN or Password. Enter the password and click sign. If you do not have one then select Configure New Digital ID and follow the prompts.





5) Lastly save the file. If you signed the document then save it as whatever the name of the original document was and signed at the end (ex. Test_signed.pdf). Otherwise, you will be unable to edit your signature on the document.

