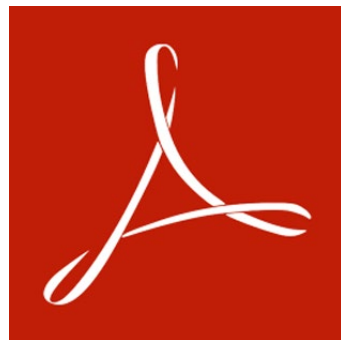


Adobe Acrobat Pro DC

Signing a PDF

Version 2019.021.20061

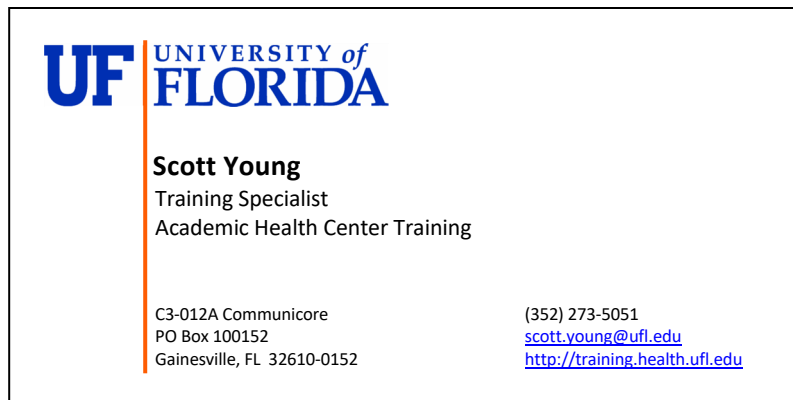


Adobe Acrobat Pro DC: Signing a PDF

45 Minutes

Two types of signatures.....	3
Certificate-based signature.....	3
Image-based signature.....	4

*Note: A walkthrough for creating signatures is included with both document signing lessons.



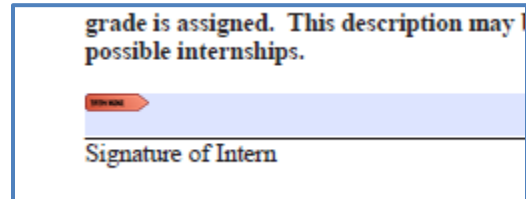
Class Evaluation: https://ufl.qualtrics.com/jfe/form/SV_10jkl6lRsKV3XT

Two types of signatures

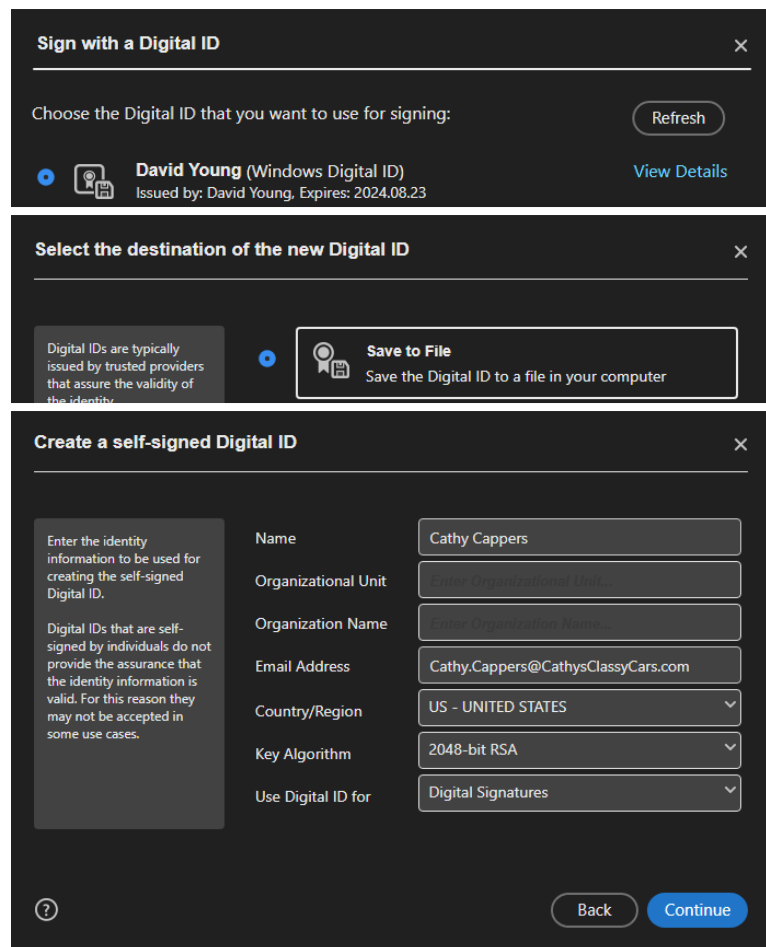
There are two different types of signatures in Acrobat that depends on how the PDF is setup. The first is a *certificate-based signature*. This type of signature contains encrypted information and can be easily verified and informs recipients whether the document was modified after the signer initially signed the document. It requires an interactive form and a Signature Form Field. The second is an image-based signature. This type of signature does not require an interactive form. You can sign your form using the *Fill & Sign* tool by typing or drawing your signature, or using an image.

Certificate-based signature

If your PDF is an interactive PDF with fillable fields you will see a signature field that looks like this. This



1. Click in form field
2. If you have a digital signature set up already go to Step 9 otherwise continue with step 3
3. Click Configure New Digital ID
4. Choose Save to File
5. Fill in Name and Email
6. Click Continue
7. Add a password and confirm it
8. Click Save
9. Choose your signature
10. Type in your password
11. Click Sign



When the document is signed it will look similar to this.

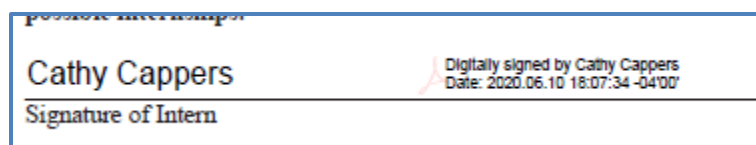
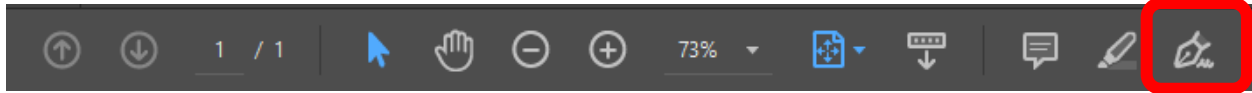


Image-based signature

IF your form does not have interactive fields. You will either have to optimize the form for form filling or use the Fill & Sign tool.

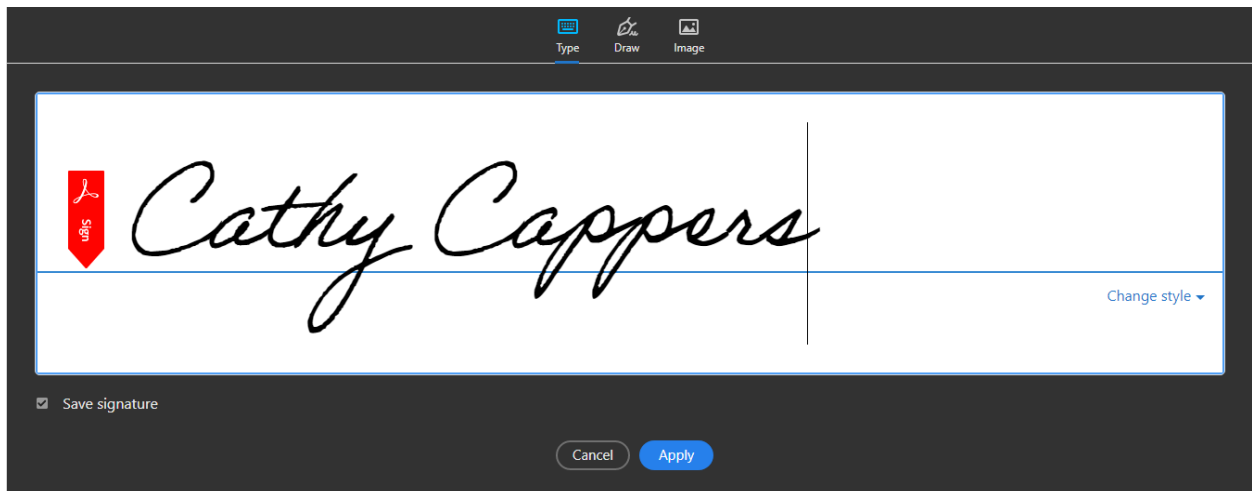
1. Click on the Fill & Sign icon in the toolbar



2. If you have a digital signature set up already go to Step 5 otherwise continue with step 3
3. Click on the plus sign + next to Add Signature or Add Initials
4. Choose between Type, Draw, and Image methods for making your signature



- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.



5. Click Apply
6. Click at the place in the PDF where you want to place the signature or initial