# Signing a PDF

Open PDF Document:

**CREATE CERTIFIED SIGNATURE** – before signing a document, you must first create your own certified signature on your system, **you will only need to do this once, and it will then be stored on your system for any future signatures needed.**

If a signature box is designated with a red tab, click on box and

(If you are working in a document that does not have a designated signature line, choose "Place Signature" and a window will pop up directing you to create/drag a rectangle over the area you want to sign.)

"Add digital ID" will pop up.

Choose "A new digital ID I want to create now" and click NEXT

Choose "Windows Certificate Store" and click NEXT

Enter your name as you want it to appear as a signature

Enter email address and click NEXT or FINISH

> When you type in your name, if certificate information does not appear, and only your typed name appears, look for a drop down next to signature name and follow below:

> Choose drop down "Appearance" then choose "Create New Appearance" (certified signature information should automatically populate your signature) and put name in the "Title" box and click OK

Now, your Certified Signature is stored on your system, and signing any Adobe PDF will be easy!

**SIGN PDF DOCUMENTS**

For PDF documents where there is a designated signature line with a red tab:

Click on signature line, "Sign Document" window appears, click "Sign"
Click to save document, and rename if want new name, or click save to replace existing
Once document is saved, your signature will appear

If you are working in a document that does not have a designated signature line, click on the "Sign" menu in top toolbar and choose "Place Signature" - a window will pop up directing you to create/drag a rectangle over the area you want to sign.

Once you create the signature box, window will pop up with your saved Certified Signature

Click "Sign"

Save As and rename or Save and Replace document as same name

To remove signature, right-click on signature and choose "clear signature" then resave document