

Step 6

How to Customize Signature Appearance & Sign Documents

How to Customize Signature Appearance (only if required)

To sign a PDF document or form, you can insert an image of your handwritten signature or add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF. To be able to digitally signing, you need to install Adobe Acrobat Reader version.

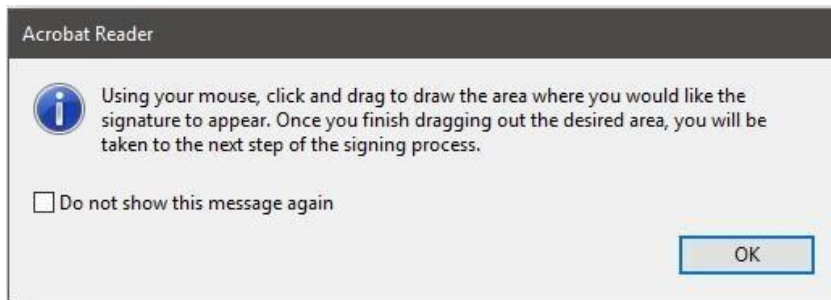
- 1) Open a sample PDF document or form.



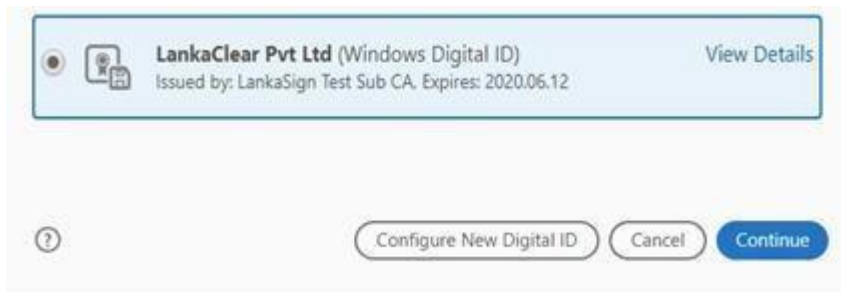
- 2) Choose **Tools > Certificates** icon Certificates.



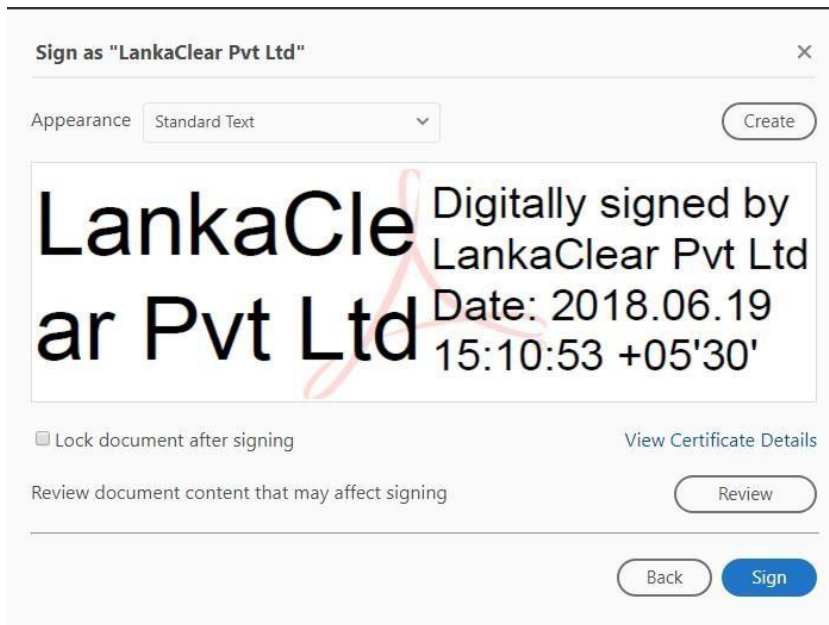
- 3) Then click the **Digitally Sign** icon in the toolbar, and will come popup window. Click **OK**.



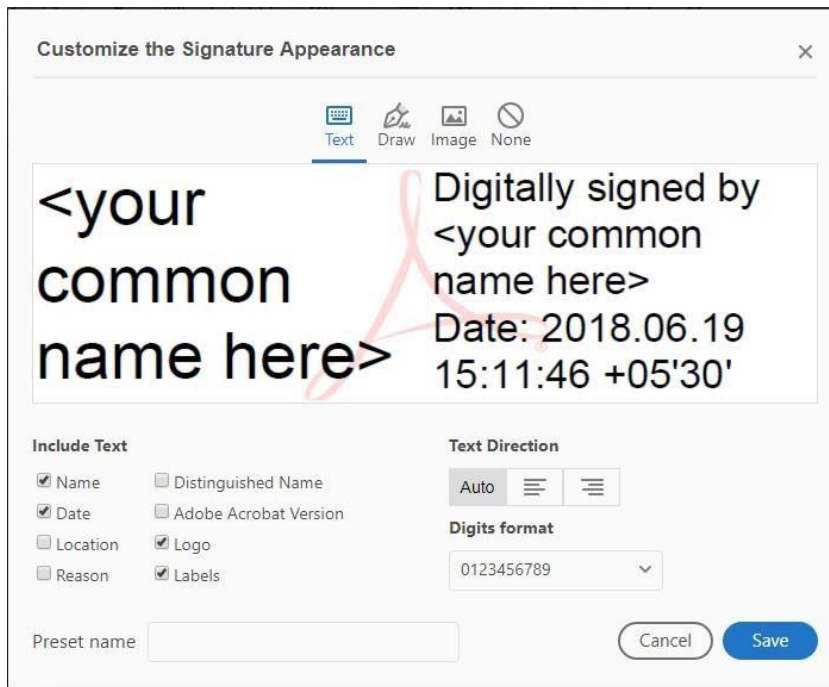
- 4) After that, choose whether you want to add your signature. Click the **Continue** button.



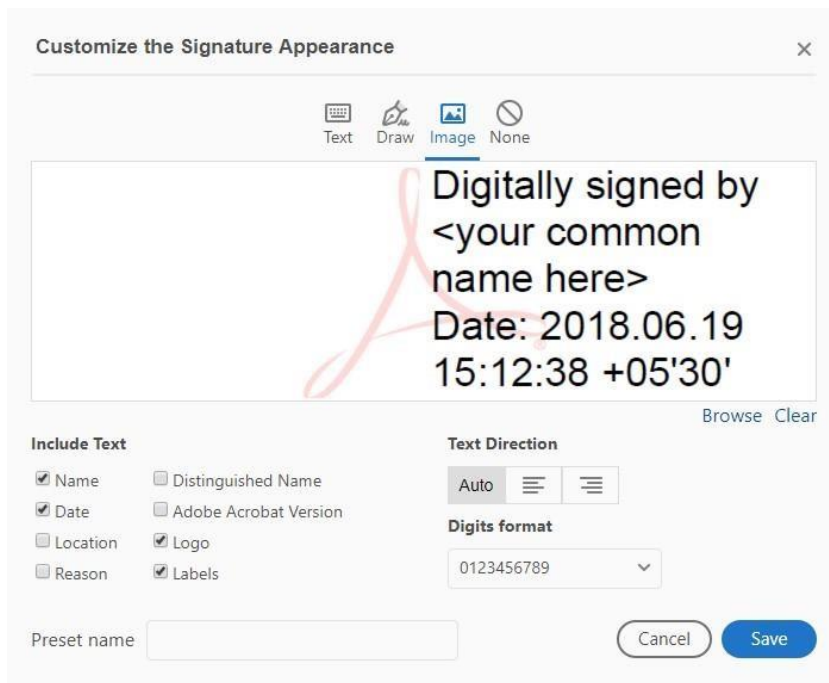
- 5) If you need insert an image of your handwritten signature. Click **Continue** button.



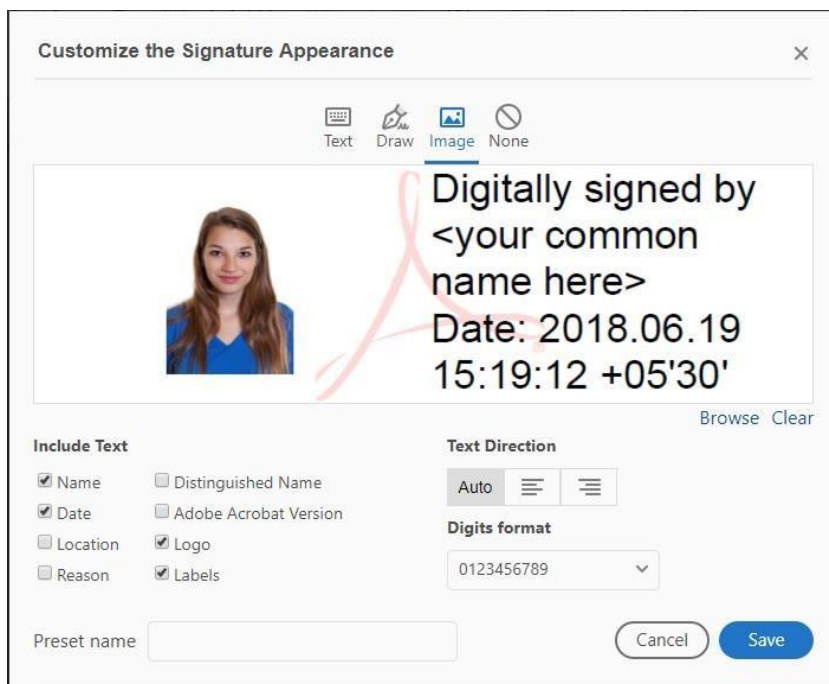
6. Select **Create**.



7. Select **Image**.



8. Select **Browse**>Select the Image in Pdf format.>**Open**



9. Click **Save** button.

This is required only once.

How to Sign a PDF

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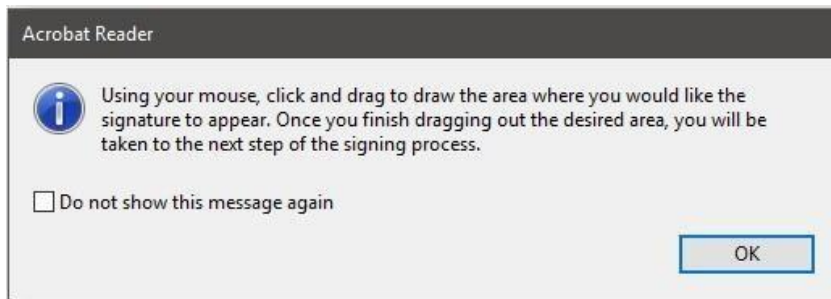
- 1) Make sure your Security Token is plugged to your PL/laptop
- 2) Open the PDF document or form you need to digitally sign.



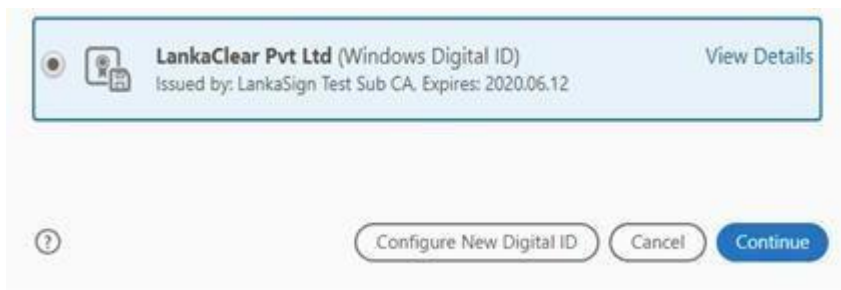
- 3) Choose **Tools > Certificates** icon Certificates.

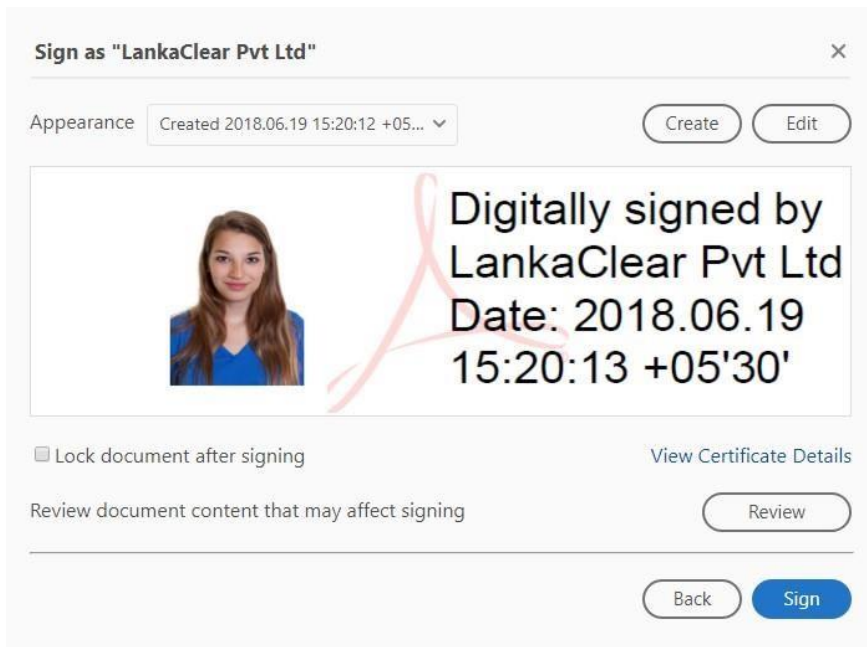


- 4) Then click the **Digitally Sign** icon in the toolbar, and will come popup window. Click **OK**.

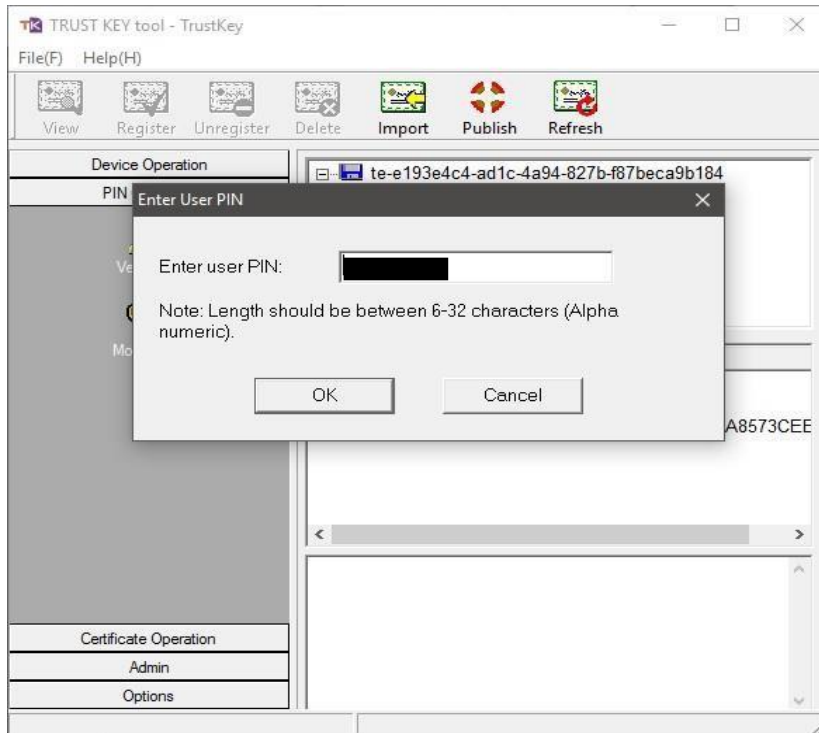


- 5) Click the **Continue** button.





5. Click **Sign** Button



6. Enter your Security Token PIN and click OK > Click **sign**



You have digitally signed the document now. If the document is changed or edited after signing the document, the signature will be removed automatically.

Now you can attached the document to your email application and send it to recipient.