# Signing PDF Documents
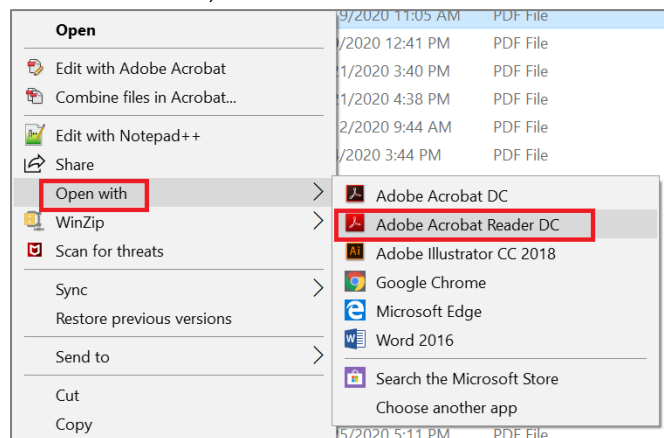
Perform the following procedures to sign PDF documents.
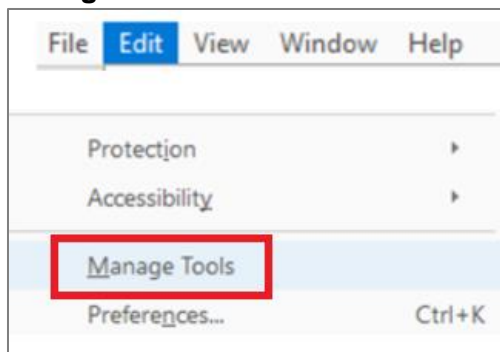
## A. Create a Signature File to Sign a PDF Document

1. Open your PDF document using Adobe Acrobat Reader.

   a. If your PDF document does not open in Adobe Acrobat Reader automatically, right-click the file name on your desktop and select **Open with**.

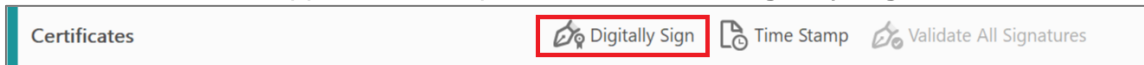   b. From the menu, select **Adobe Acrobat Reader DC**.



2. Once the PDF is open in Adobe Acrobat Reader, click **Edit** in the menu bar and select **Manage Tools**.
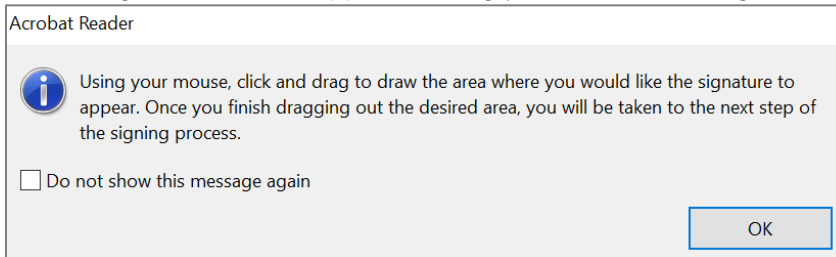
3. Click **Certificates**.
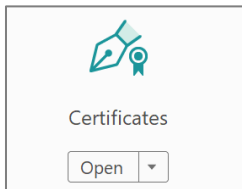


4. A new menu bar will appear at the top of the PDF. Click **Digitally Sign**.



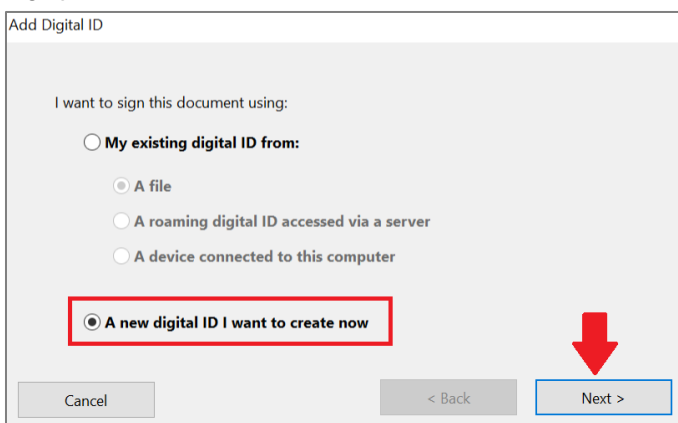5. A message window will appear asking you to draw the signature box.



Acrobat Reader

Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.

☐ Do not show this message again

OK

   a. Click **OK**, then drag your cursor to where you want the signature to appear in the document.



   b. If the PDF already has a signature block, draw your box within the area you need to sign.



Signature

6. In the Add Digital ID window, select **A new digital ID I want to create now**. Then click **Next**.



Add Digital ID

I want to sign this document using:

○ **My existing digital ID from:**

   ⊙ A file
   ○ A roaming digital ID accessed via a server
   ○ A device connected to this computer

⊙ **A new digital ID I want to create now**

Cancel          < Back          Next >

7. In the next window, select **New PKCS#12 digital ID file** and click **Next**.



8. Fill in the top four data fields with your information, then click **Next**.



9. In the next window click **Browse**.



   a. *IMPORTANT:* Select **Documents** to save the new file in your Documents folder.

b. Create a new subfolder within your Documents folder. To do so, right-click anywhere in the Documents folder. Then, click **New** from the menu and select **Folder**.



c. Name your new subfolder (e.g., *Signature File*).

d. Double click to open your signature file subfolder.

e. Name your file, then click **Save**.



10. Once you've saved the file, enter and confirm a new password for your signature.



11. Click **Finish**.

12. In the Sign Document window, enter the password you created.



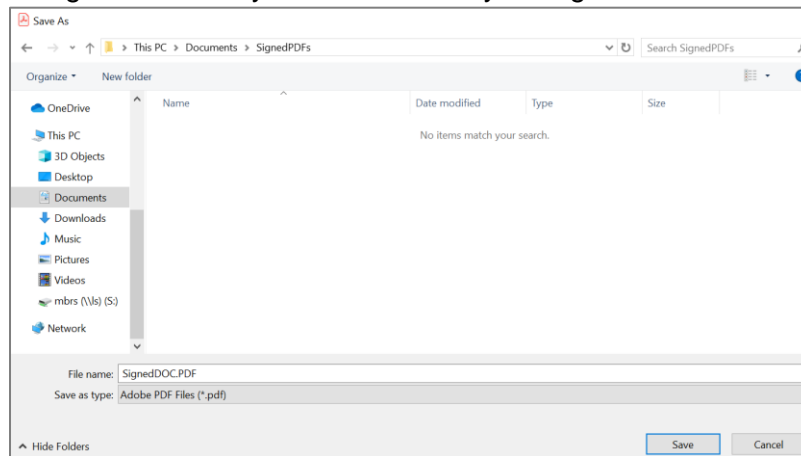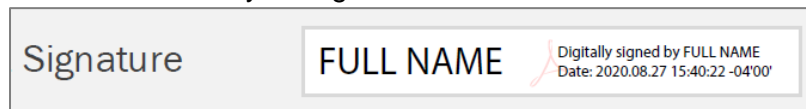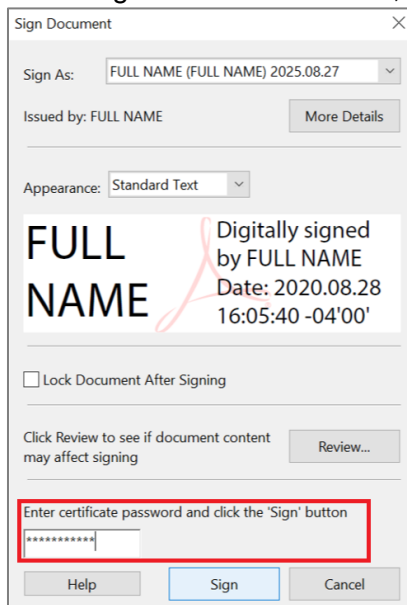    a. DO NOT click the **Lock Document After Signing** checkbox if others will also be signing the document.

    b. Click **Sign**.

13. A File Explorer window will open.

    a. Navigate to where you want to store your signed document.



    b. Click **Save** to add your signature to the document.

## B. Sign a PDF Document using an Existing Signature File

The following procedure describes how you can sign PDF documents using the signature file you created in procedure A.

1. With a PDF document open in Adobe Acrobat Reader, click **Edit** in the menu bar and select **Manage Tools**.
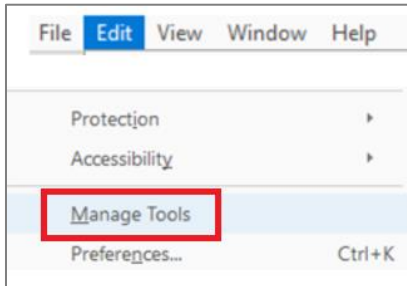
   

2. Click **Certificates**.

3. Click **Digitally Sign** at the top of the PDF.

4. When the message displays for you to draw the signature box:

   a. Click **OK** and drag the cursor to where you want the signature to appear in the document.

   b. If the PDF already has a signature block, draw the box within the area you need to sign.

5. In the Add Digital ID window, select **My existing digital ID from**.
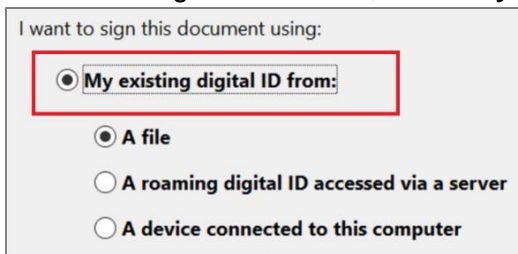
   

6. Select **A file**, then click **Next**.

7.  In the next window, click **Browse** to open your File Explorer.

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened.

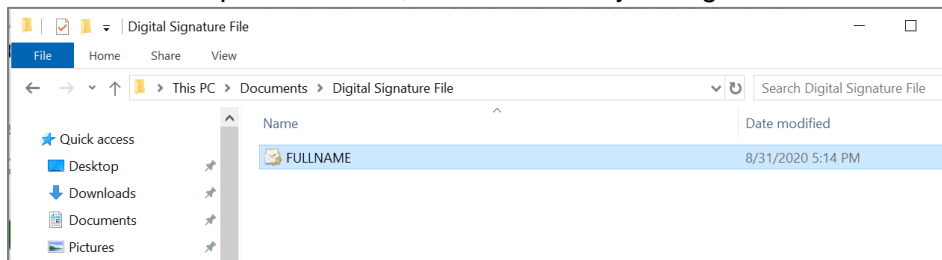File Name:

Browse...

Password:

8.  From the File Explorer window, find and select your signature file.

Digital Signature File

File    Home    Share    View

This PC > Documents > Digital Signature File       Search Digital Signature File

Name                                              Date modified

Quick access
Desktop
Downloads
Documents
Pictures

FULLNAME                                          8/31/2020 5:14 PM

9.  Enter the password for your signature file and click **Next**.

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened.

File Name:

\\lcdataserver\LOCPROF.002\lcong\My Documents\Digital Signature File\FULLNAME       Browse...

Password:

***********

Next >

10. Click to select your signature file, then click **Finish**.

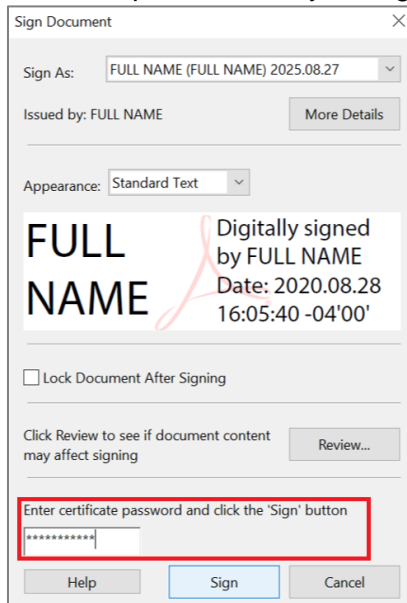The following digital IDs will be added to your list of digital IDs that you can use for signing or encryption:

| Name | Issuer | E |
|------|--------|---|
| FULL NAME | FULL NAME | 2 |

11. The Sign Document window will open.

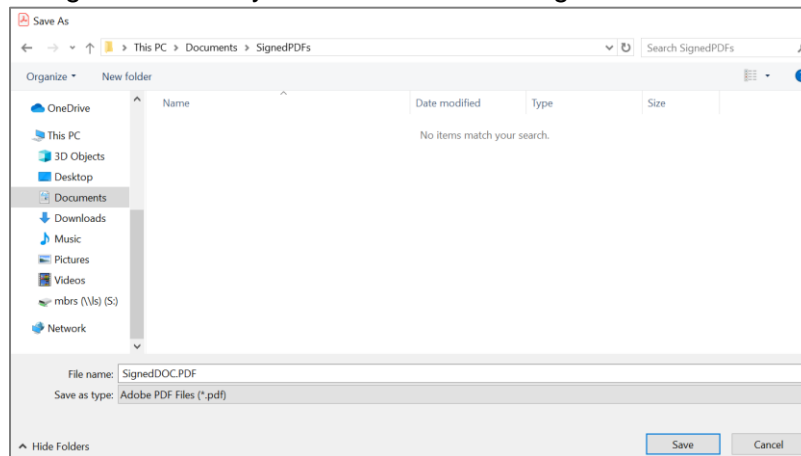12. Enter the password for your signature file.



    a. DO NOT click the **Lock Document After Signing** checkbox if others will also be signing the document.
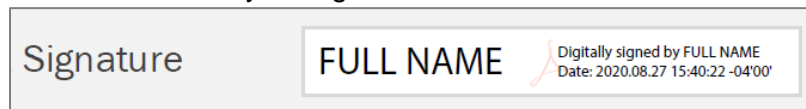
    b. Click **Sign**.

14. A new File Explorer window will open.

    a. Navigate to where you want to store the signed document.



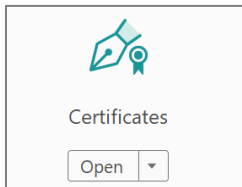    b. Click **Save** to add your signature to the document.
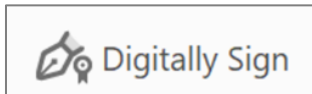
## C. Sign Additional PDF Documents

The following procedure describes how you can sign additional PDF documents after you've signed a PDF using your existing signature file.

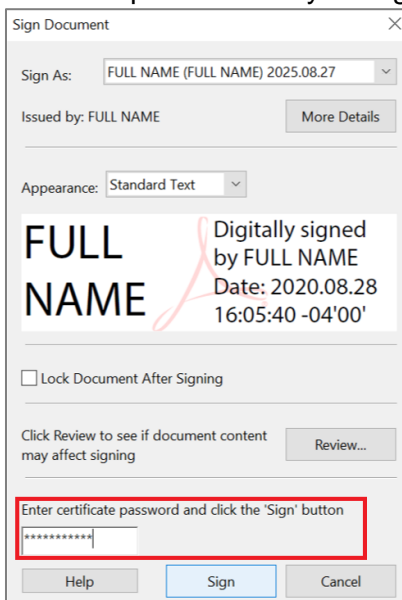1. With a PDF document open in Adobe Acrobat Reader, click **Edit** in the menu bar and select **Manage Tools**.

2. Click **Certificates**.



3. Click **Digitally Sign** at the top of the PDF.



4. When the message displays for you to draw the signature box:

    a. Click **OK** and drag the cursor to where you want the signature to appear in the document.

    b. If the PDF already has a signature block, draw the box within the area you need to sign.

5. Enter the password for your signature file in the Sign Document window.

a. DO NOT click the **Lock Document After Signing** checkbox if others will also be signing the document.

b. Click **Sign**.

6. In the File Explorer window, navigate to where you want to store the signed document.
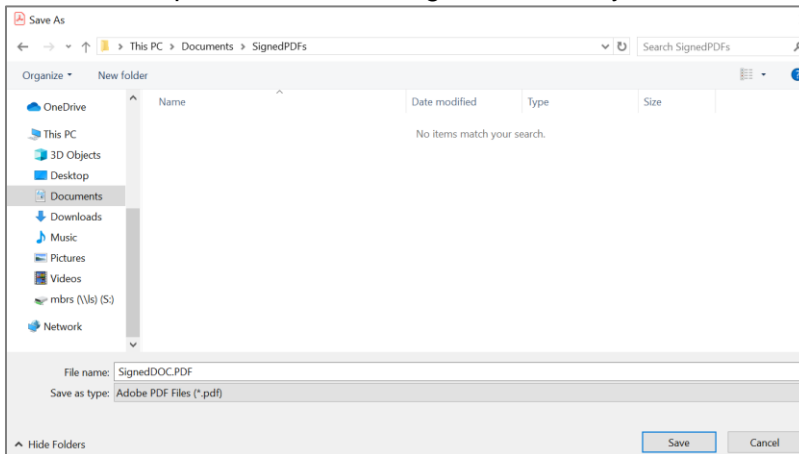


15. Click **Save** to add your signature to the document.
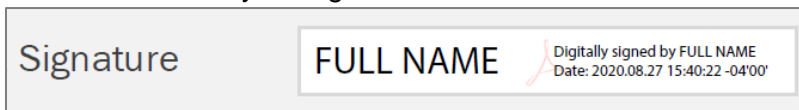


**If you need assistance, contact the OCIO Service Desk at <u>ocioservicedesk@loc.gov</u>, (202) 707-7727, or ex. 7-7727.**