

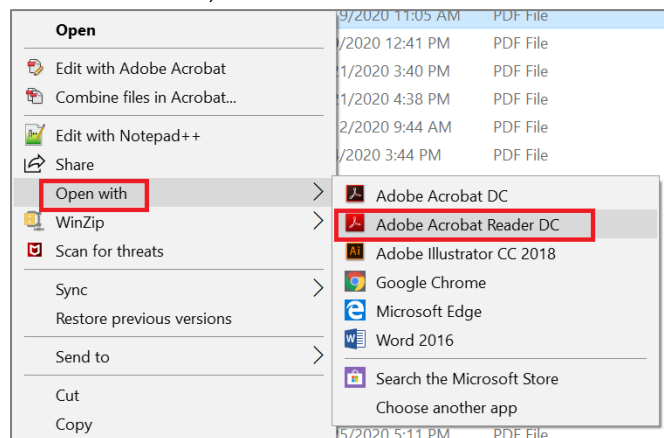
Signing PDF Documents

Perform the following procedures to sign PDF documents.

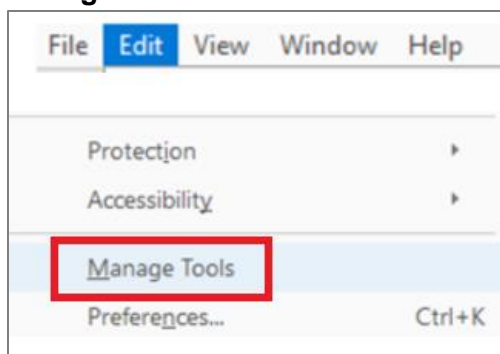
- A. [Create a Signature File to Sign a PDF Document](#)
- B. [Sign a PDF Document using an Existing Signature File](#)
- C. [Sign Additional PDF Documents](#)

A. Create a Signature File to Sign a PDF Document

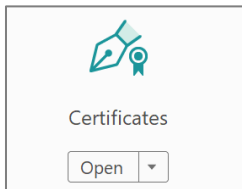
1. Open your PDF document using Adobe Acrobat Reader.
 - a. If your PDF document does not open in Adobe Acrobat Reader automatically, right-click the file name on your desktop and select **Open with**.
 - b. From the menu, select **Adobe Acrobat Reader DC**.



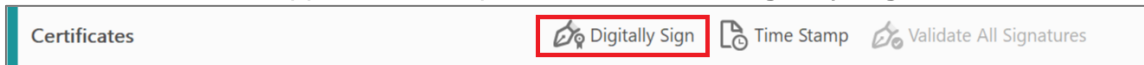
2. Once the PDF is open in Adobe Acrobat Reader, click **Edit** in the menu bar and select **Manage Tools**.



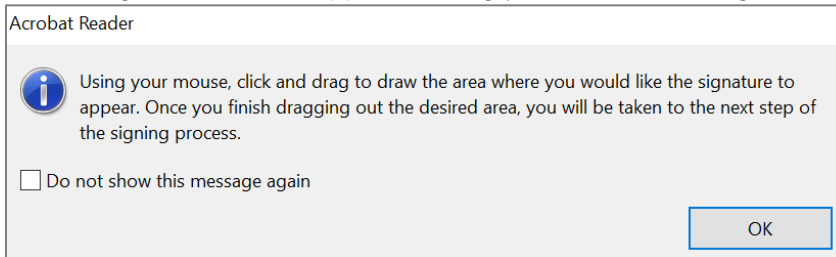
3. Click **Certificates**.



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.



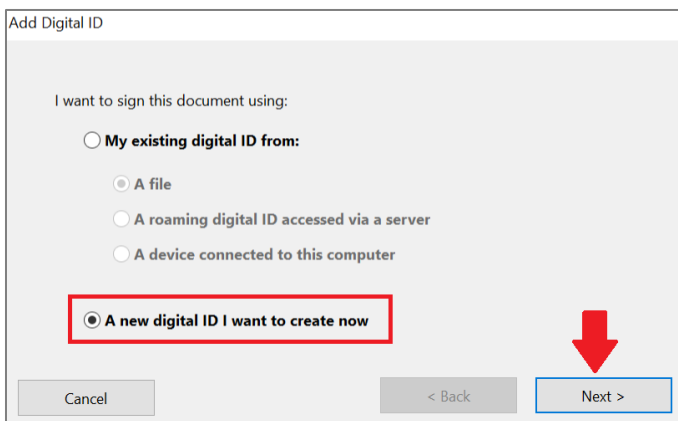
- a. Click **OK**, then drag your cursor to where you want the signature to appear in the document.



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



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



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

Add Digital ID

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

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

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Full Name

Organizational Unit: Org Information

Organization Name: Library of Congress

Email Address: Email@loc.gov

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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

Add Digital ID

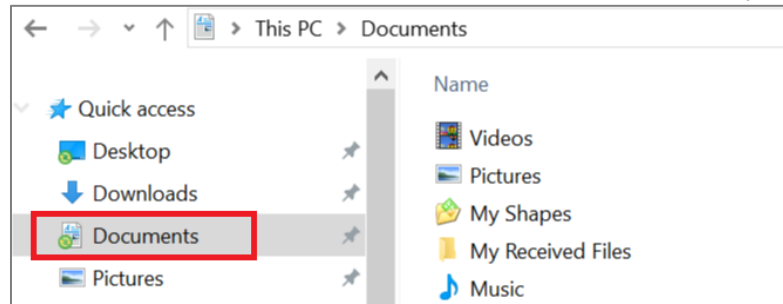
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

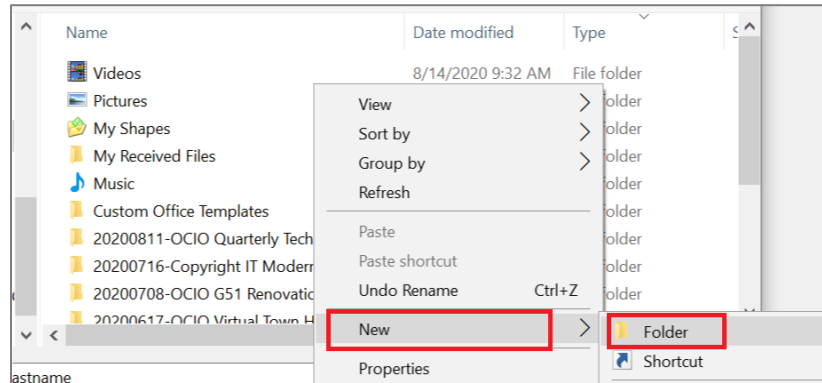
C:\Users\Users\AppData\Roaming\Adobe\Acrobat\DC\Security\Users\j

Browse...

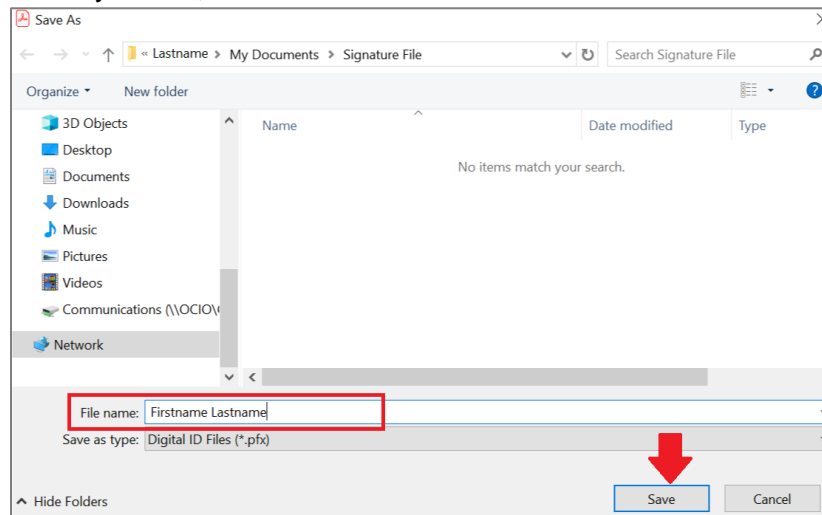
- a. **IMPORTANT:** Select **Documents** to save the new file in your Documents folder.



- 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.

File Name:
\\cdataserver\LOC\PROF.002\bwarr\My Documents\Digital Signature File

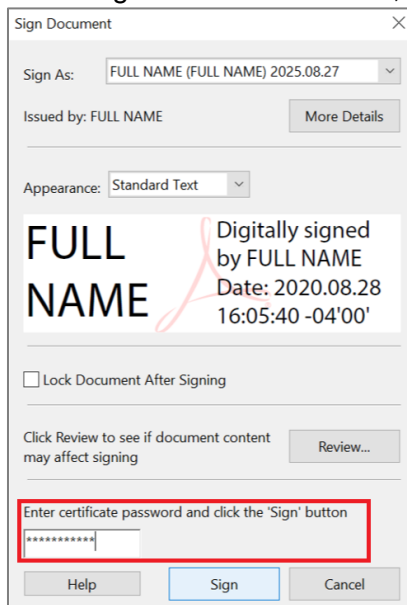
Password:

■■■■■ Strong

Confirm Password:

11. Click **Finish**.

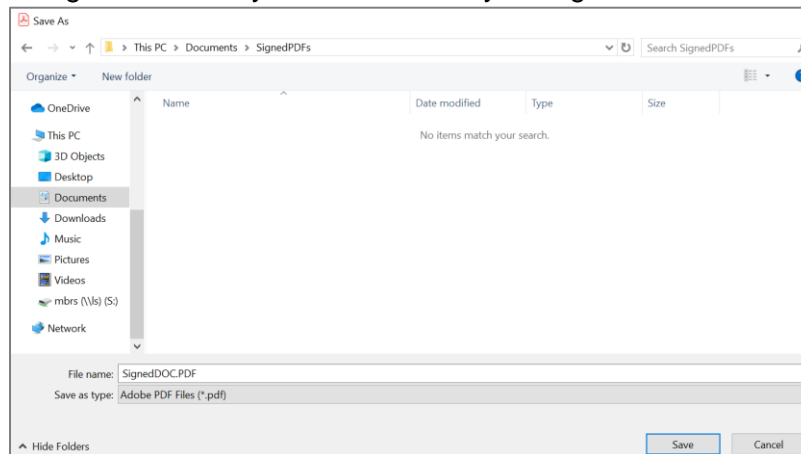
12. In the Sign Document window, enter the password you created.



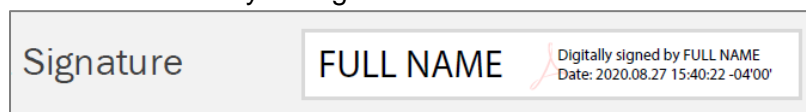
- a. DO NOT click the **Lock Document After Signing** checkbox if others will also be signing the document.
- b. Click **Sign**.

13. A File Explorer window will open.

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



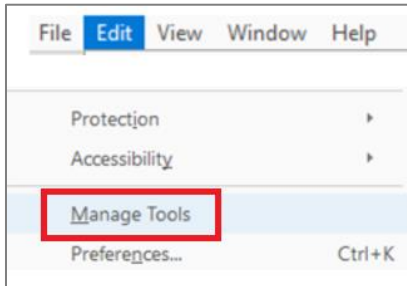
- b. Click **Save** to add your signature to the document.



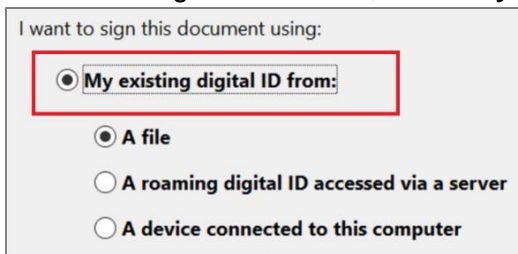
B. Sign a PDF Document using an Existing Signature File

The following procedure describes how you can sign PDF documents using the signature file you created in [procedure A](#).

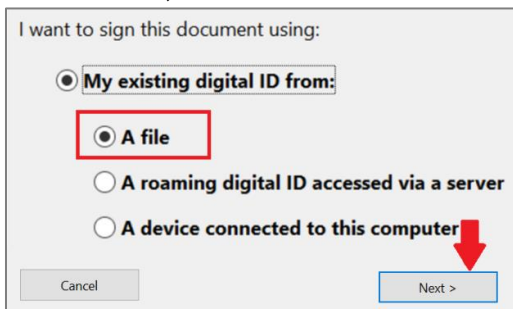
1. With a PDF document open in Adobe Acrobat Reader, click **Edit** in the menu bar and select **Manage Tools**.



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**.



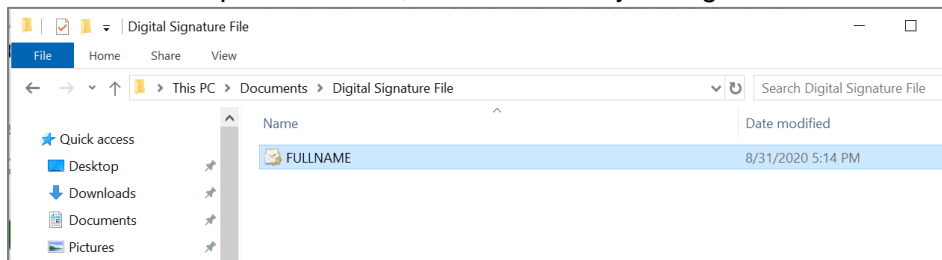
7. In the next window, click **Browse** to open your File Explorer.

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

File Name:

Password:

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



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:

Password:

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

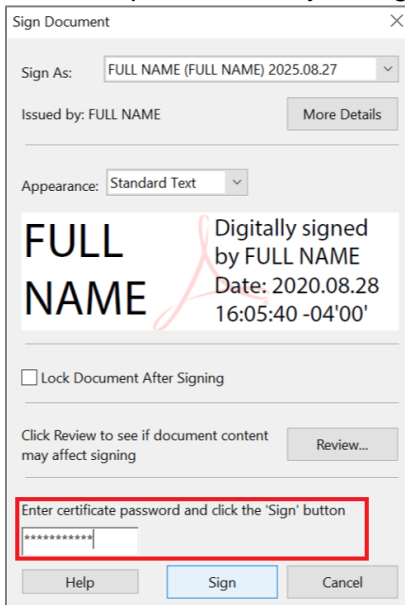
The following digital IDs will be added to your list of digital IDs that you can use for signing or encryption:

Name	Issuer	E:
FULL NAME	FULL NAME	2

< >

11. The Sign Document window will open.

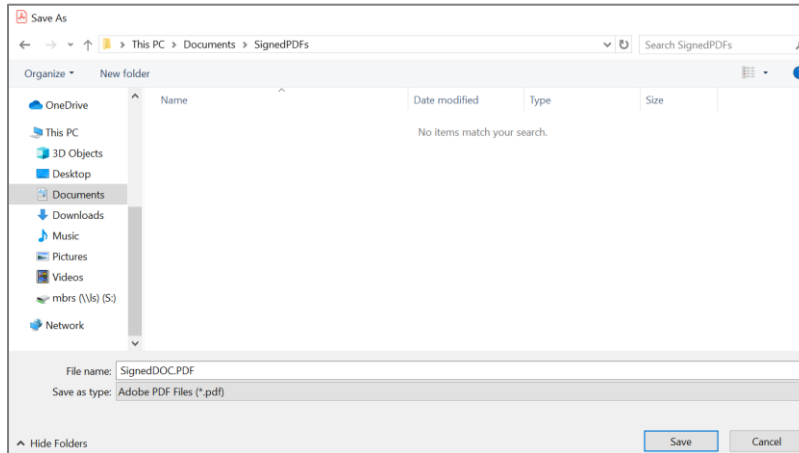
12. Enter the password for your signature file.



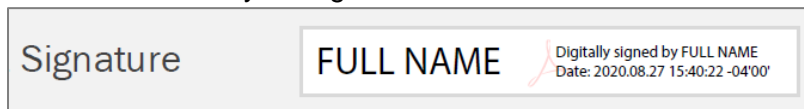
- a. DO NOT click the **Lock Document After Signing** checkbox if others will also be signing the document.
- b. Click **Sign**.

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.

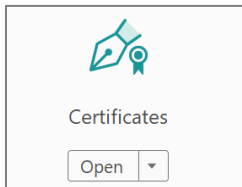


C. Sign Additional PDF Documents

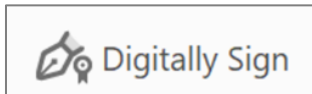
The following procedure describes how you can sign additional PDF documents after you've signed a PDF using your existing signature file.

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

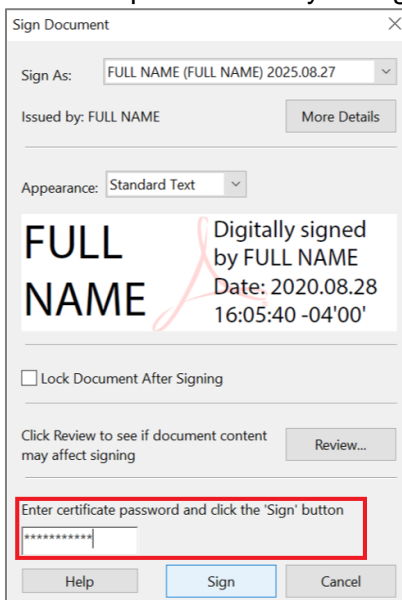
2. Click **Certificates**.



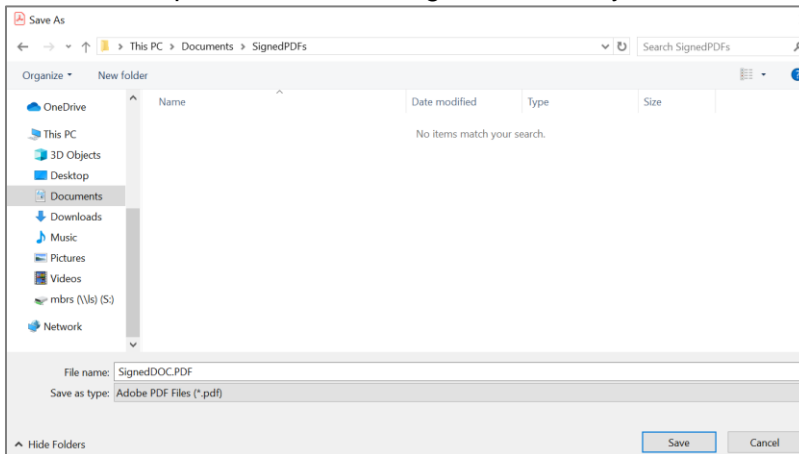
3. Click **Digitally Sign** at the top of the PDF.



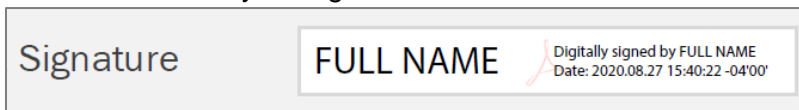
4. When the message displays for you to draw the signature box:
 - a. Click **OK** and drag the cursor to where you want the signature to appear in the document.
 - b. If the PDF already has a signature block, draw the box within the area you need to sign.
5. Enter the password for your signature file in the Sign Document window.

A screenshot of the 'Sign Document' dialog box in Adobe Acrobat Reader. The dialog has a title bar with a close button. It contains several sections: 'Sign As:' with a dropdown menu showing 'FULL NAME (FULL NAME) 2025.08.27'; 'Issued by: FULL NAME' with a 'More Details' button; 'Appearance:' with a dropdown menu showing 'Standard Text'; a preview area showing 'FULL NAME' next to a red signature line and the text 'Digitally signed by FULL NAME Date: 2020.08.28 16:05:40 -04'00''; a checkbox for 'Lock Document After Signing'; a section with the text 'Click Review to see if document content may affect signing' and a 'Review...' button; and a section with the text 'Enter certificate password and click the 'Sign' button' and a password input field. At the bottom are 'Help', 'Sign', and 'Cancel' buttons. The password input field is highlighted with a red rectangle.

- 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 ocioservicedesk@loc.gov, (202) 707-7727, or ex. 7-7727.