

## Creating a Custom Signature Appearance in Adobe Reader 9

This document explains the process for creating a custom signature appearance in Adobe Reader 9 using a pdf file. Other image files (e.g. \*.jpg, \*.gif, \*.png) are supported only in Adobe Acrobat Pro, but use the same steps as those outlined below. These steps assume that the ACES digital certificate is installed on the same machine that will be used to sign the document.

### Locate an Image Saved as a PDF File

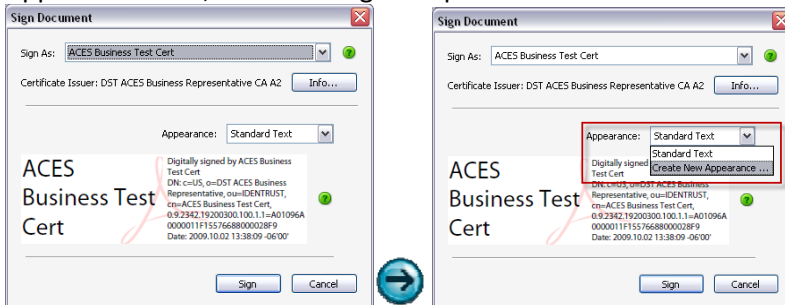
- Probably the trickiest part of this process is getting an image file saved as a pdf; there are various ways of accomplishing this task and are beyond the scope of this document. The steps below assume one has already been created and is available.

### Sign a Document Enabled for Digital Signatures

- Open the document you wish to sign and scroll to the Signature field:



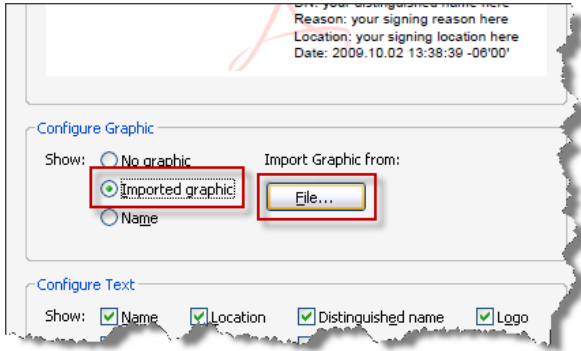
- Click the signature block; if the digital certificate was successfully installed, you should see the following window. Click the drop-down menu titled "Appearance" and select 'Create New Appearance...OR, click on the green question mark for further instructions:



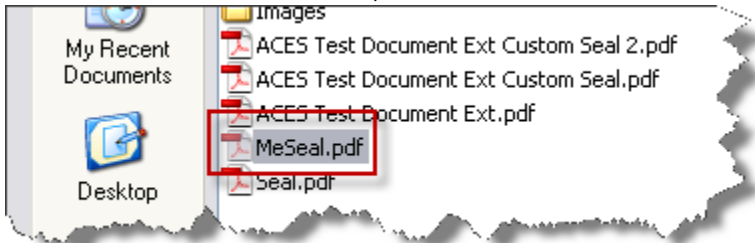
- At the "Create Signature Appearance" window, give your custom signature a title – this title will show in the "Appearance" drop-down menu for easier identification when signing documents:



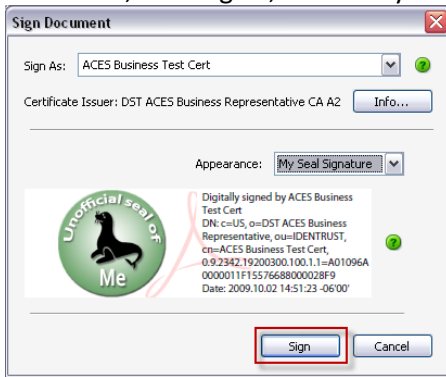
- Select the "Imported graphic" radio button and then "File..."



5. At the “Select Picture” window, click the “Browse...” button and navigate to your PDF image:



6. Click “OK”, “OK” again, and finally click “Sign”:



7. Save the document; your custom signature appearance should now display in the Signature field:

