

How to Digitally Sign an Adobe PDF

When using Adobe Acrobat, after an electronic signature has been added to the PDF file the file is no longer able to be edited. For this document, you can digitally sign and continue to edit the file by following the below steps:

- 1) **Open** the PDF file in Adobe Acrobat.
- 2) In the upper right-hand corner, **click** on **Tools**.
- 3) **Select** the option **Certificates**.
- 4) **Navigate** to the signature line that you are wanting to sign.
- 5) At the top of the page **click** on **Digitally Sign**.
- 6) **Click** and **drag** your mouse cursor above the signature line to create a textbox.
- 7) A pop-up box will appear. If you already have a **Digital ID** that you would like to use, **click** the **Continue** button. Otherwise, **click** the **Configure New Digital ID** button to create a **Digital ID**.
 - a. If creating a new **Digital ID**, **select** the **Create a new Digital ID** option and then **click Continue**.
 - b. **Select** how you would like to save the **Digital ID**: **Save to File** or **Save to Windows Certificate Store** (recommended). Then **click Continue**.
 - c. **Enter** your name and email address, then **click Save**.
 - d. **Select** your newly created **Digital ID** and then **click** the **Continue** button.
- 8) A pop-up window will appear showing a preview of your digital signature. If you would prefer, you can keep the **Digital ID** as how it appears, or you can **click** the **Create** button in the upper right-hand corner to customize a signature.
- 9) Please make sure that the **Lock document after signing** option is left UNCHECKED.
- 10) Then **click** the **Sign** button.
- 11) A pop-up window will appear of your files area to select where to save the file. **Select** where you would like to save your file to your computer and rename your file if necessary.
- 12) The digital signature should then appear on the PDF file and you should also be able to continue editing the file if necessary.