Sign a PDF file with Adobe® Acrobat® XI

Place your signature anywhere on a PDF file and send your document. Choose from a typewritten or hand-drawn appearance, or import a signature image.

1. Open the PDF file you want to sign.
2. At the top right in Acrobat, click the Sign pane. Open the I Need to Sign panel.
3. Click Place Signature.
4. Select one of the following options for signing in the drop-down box. To use a certificate, see the "Use an existing Certificate" section below.
   a. Type My Signature
      - In the Enter Your Name box, type your name.
      - To toggle between appearance options, click Change Signature Style. Click Accept.
      - Scroll to the desired location, and click to place the signature.
   b. Draw My Signature
      - Use your mouse or stylus to draw your signature in the box. If needed, click Clear Signature to start over. Click Accept.
      - Scroll to the desired location, and click to place the signature.
   c. Use an Image
      - Physically sign a piece of paper and scan the paper to a PDF file. See ***Scan paper to PDF and apply OCR with Acrobat XI***.
      - Browse to the file that contains your handwritten signature. Click Accept.
      - Scroll to the desired location, and click to place the signature.
5. To sign your file more than once, click Place Signature again. Scroll to the desired location, and click to place the signature.
6. To permanently merge the signature into the PDF, save the file. Click Confirm to finalize the changes. Type a name for your file. Click Save.
7. You are presented with an option to send the signed document to others with Adobe EchoSign. To continue, click Upload and see step 6 of ***Get others to sign a PDF file with Acrobat XI.*** If do not want to use the Adobe EchoSign service, click Not Now.

Tip: Acrobat sets the first signature method chosen as the default method of signing. To change methods, click the down arrow next to Place Signature, and select Change Saved Signature to return to the full list of options. The method you choose becomes the default.

Use an existing Certificate

1. Open the PDF file you want to sign.
2. At the top right in Acrobat, click the Sign pane. Open the I Need to Sign panel.
3. Click Place Signature.
4. With your mouse, draw a box where you want the signature to appear. When you finish drawing, the Sign Document dialog box opens.
5. Select your digital ID and type the password. Click Sign.
6. Type a name for your file, and click Save. The file shows a blue bar at the top of the screen indicating that the PDF file is signed.

To learn more about certificate signatures, visit ***http://helpx.adobe.com/acrobat/kb/certificate-signatures.html***.

Tip: Acrobat sets the first signature method chosen as the default method of signing. To clear out Digital IDs in Acrobat, select Edit > Preferences > select Signatures on the left side of the screen > click More after Identities & Trusted Certificates > select the relevant Digital ID > click Remove ID > confirm that you want to remove the Digital ID> enter the password > click OK

Tip: To learn more about other signature options, see ***Get others to sign a PDF file with Acrobat XI****.*

For more information
www.adobe.com/products/acrobat

Popular Searches: PDF e-sign, Sign PDF review, PDF files e-signatures, PDF version control, Password protect PDF files

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Adobe, the Adobe logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2012 Adobe Systems Incorporated. All rights reserved. Printed in the USA.

91073509 7/12