

## How to Create a Electronic Signature

1. Write your name on a piece of paper at normal size.
2. Scan your signature or take a clear photo of it.
3. Crop scan to just around your signature area.
4. Save your signature as a .pdf, .jpg, or .tif to your computer
5. Import into the signature line as the applicants signature.

### To include a Graphic Signarute:

- 1.(Optional) If you want to include an image of your handwritten signature in the digital signature, scan your signature, and save it as an image file. Place the image in a document by itself, and convert the document to PDF.
- 2.Right-click the signature field, and select Sign Document or Certify With Visible Signature.  You can also create an appearance using the Security section of the Preferences dialog box. In the Appearance section, select one of the available options or click New to create an appearance.
- 3.From the Appearance menu in the Sign dialog box, select Create New Appearance.
- 4.In the Configure Signature Appearance dialog box, type a name for the signature you're creating. When you sign, you select the signature by this name. Therefore, use a short, descriptive title.
- 5.For Configure Graphic, choose an option:**No Graphic** Displays only the default digital signature icon and other information specified in the Configure Text section. **Imported Graphic** Displays an image with your digital signature. Select this option to include an image of your handwritten signature. To import the image file, click File, click Browse, and then select the image file. **Name** Displays only the default digital signature icon and your name as it appears in your digital ID file.
- 6.For Configure Text, select the options that you want to appear in the signature. Distinguished Name shows the user attributes defined in your digital ID, including your name, organization, and country.
- 7.For Text Properties, specify the writing direction and type of digits used, and then click OK.

(Optional) If the dialog box includes the Additional Signature Information section, specify the reason for signing the document, the location, and your contact information. These options are available only if you selected them using the Advanced Preferences section of the Preferences dialog box (Edit > Preferences > Security > Advanced Preferences > Creation tab).