

# ElectronicPDF.Com

## Instructions For Inserting Scanned Signatures With Adobe Reader

Form Does Not Require Adobe Reader Rights Enabled To Use This Feature

**Step 1:** Sign a clean white sheet of paper - using your scanner, scan this signature at 600 DPI, if possible. Once scanned, save your jpeg file to a location that is easily remembered - suggest the folder with the PDF file.

**Step 2:** To get around security settings, **your jpeg file will need to be converted to pdf format** - this is the only way we have found to do this. If your scanner software allows the scanned signature to be **saved as a pdf**, then **use this option** - do not worry about the size of the signature on pdf page.

**Step 3:** Open your PDF file that has a signature block - click on this signature block and **Add Digital ID** window will open

**Step 4:** Click the Add new digital ID I want to create now, then click Next - in the new window, leave the New **PKCS#12** marked

**Step 5:** In the new window you will **enter your Name + e-mail address**. Optional is Organizational info. The Country/Region should be set to your location [United States] Once done, click Next.

**Step 6:** In this window you will **add your password** - this is **required** for Digital ID - **please write it down**. Once done, click the Finish button - your **text digital id has been set** and the new window will pop up - your scanned signature image **is not** included at this point.

**Step 7:** In the new Sign Document window, you will need to enter the password. Now click the **Appearance arrow** - click the **create new appearance**.

**Step 8:** In the new window, you will need to **enter a title** for your scanned pdf signature. At the bottom of window there are **check boxes** as to other information that will be included - uncheck all that you do not want to include.

**Step 9:** Now click on the **Import Graphic button** - now click on the **File button**. In the new **Select Picture window**, you will need to click on the Browse button and **find the scanned pdf signature image file** - highlight file, then **OK** and it will now show in the Sample window. Now click OK and your new scanned signature image will show in your appearance window from now on for this ID.

**Step 10:** Once you have signed your document, you **must save it as a different file name** - the save window will have popped up. Once you have entered the new file name and saved it, your signature and all entered information will now show in this new file.

**Note:** Once you have set up your scanned Electronic Signature, you only need to **enter the password created in order to open your Digital ID and sign any pdf documents with Electronic Signature box included**. If you are using multiple computers, [Work - Home] you will need to set up your Digital ID on each system.

Adobe does not make this easy - these step by step instructions do work and were tested with Adobe Reader 10.1.4. By **converting the signature file to a pdf** is the only way to get scanned signature image into your digital id using Adobe Acrobat Reader. With the full Acrobat version, scanned signature file does not need to be converted to pdf.

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With iPad and Android Tablets, the applications for filling out PDF forms allow users to electronically sign documents on tablet screen then flatten them.

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**Android** Tablets - [RepliGo Reader](#) - Cerience | [EZ PDF Reader Pro](#) - UniDocs [We have not tested their iPad app]