Adding digital signatures to a PDF

Examinations & Results Section – Student Administration Australian Catholic University

Adding signatures to a PDF

Table of Contents

Introduction

There are three ways to add your signature to a PDF file. The change of grade form used at ACU is set up to accept all three methods.

1. [Create and use a digital signature](#)
2. [Copy and paste a scanned signature from a word document](#)
3. [Add a signature stamp](#)

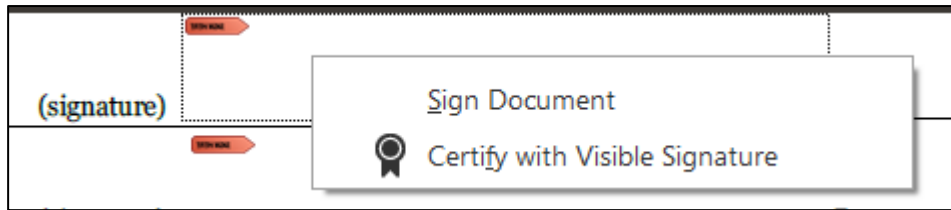# How to sign a form using a digital signature

Creating your signature
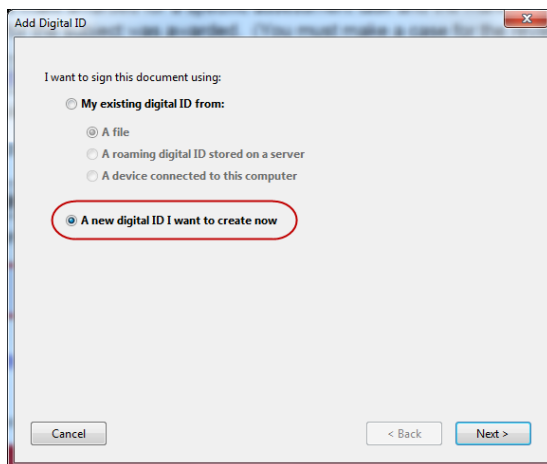
Open the PDF that requires signature.

In order to add a digital signature you must first open a pdf that has been set up to accept signatures.

The [Change of Results form](#) is set up as such.
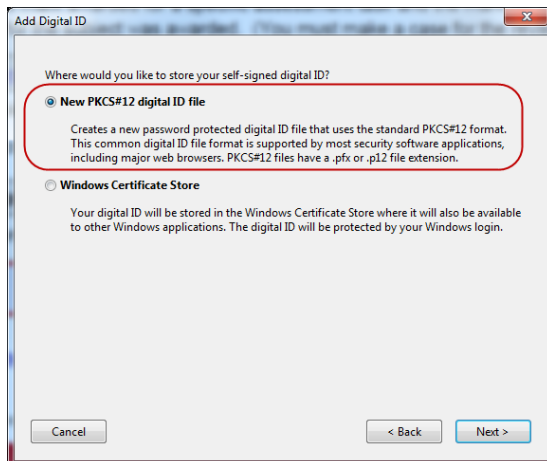
Adding signatures to a PDF

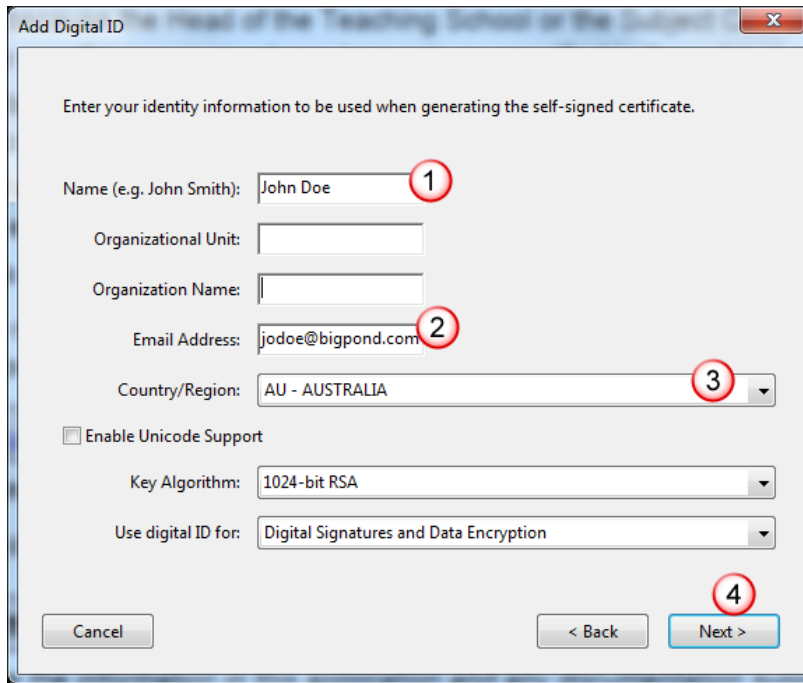1. Hover your mouse over the signature field and left click to create your signature

2. Select "A new digital ID I want to create now"

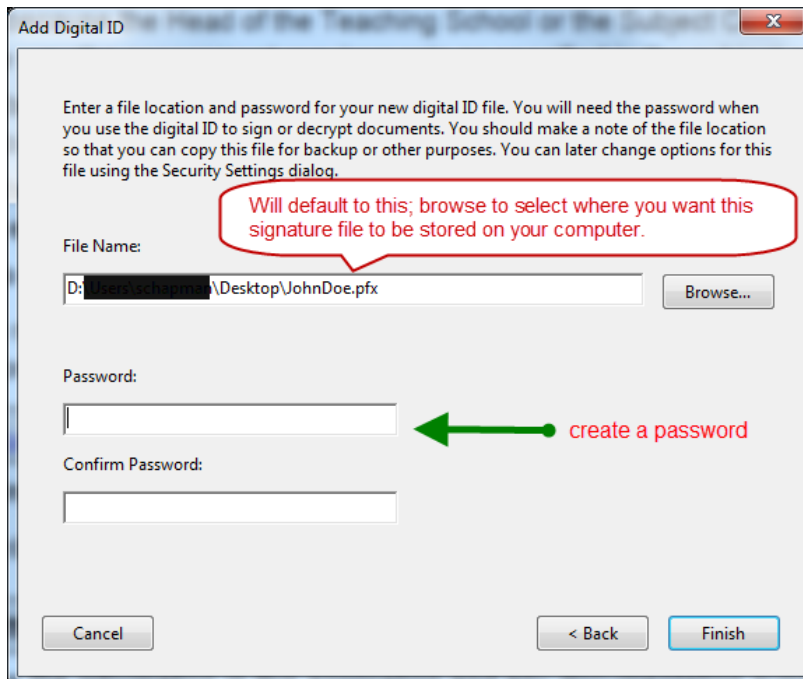3. Select "New PKCS#12 digital ID file"

4. Add you name, email address and country (Org Unit and Name are Optional), click Next

5. Choose a folder where you will save you signature, create a password and click finish


Your signature has been created

Adding signatures to a PDF

Using your digital signature

Once your signature has been created you will be able to add it to any form with a signature block. Once you click in the block you will see the signature screen pop up. You will need to enter your password and click sign to populate your signature.
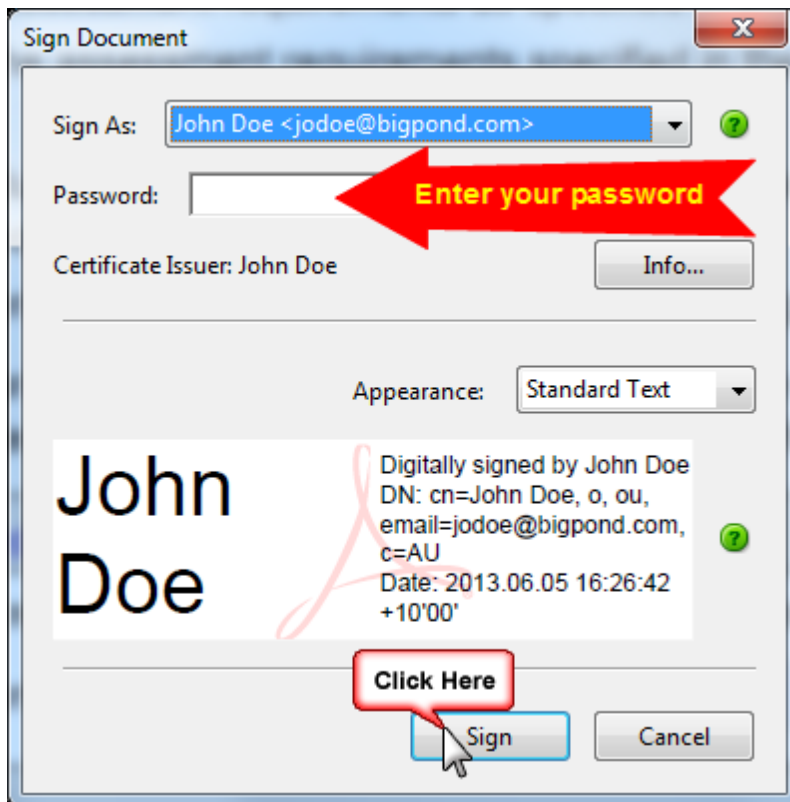
Your signature will now appear in the form. Please note you may be prompted to save the PDF document on your computer before your digital signature will appear in the form.
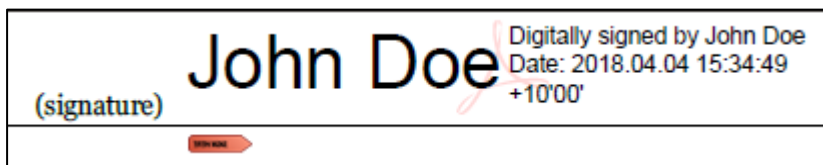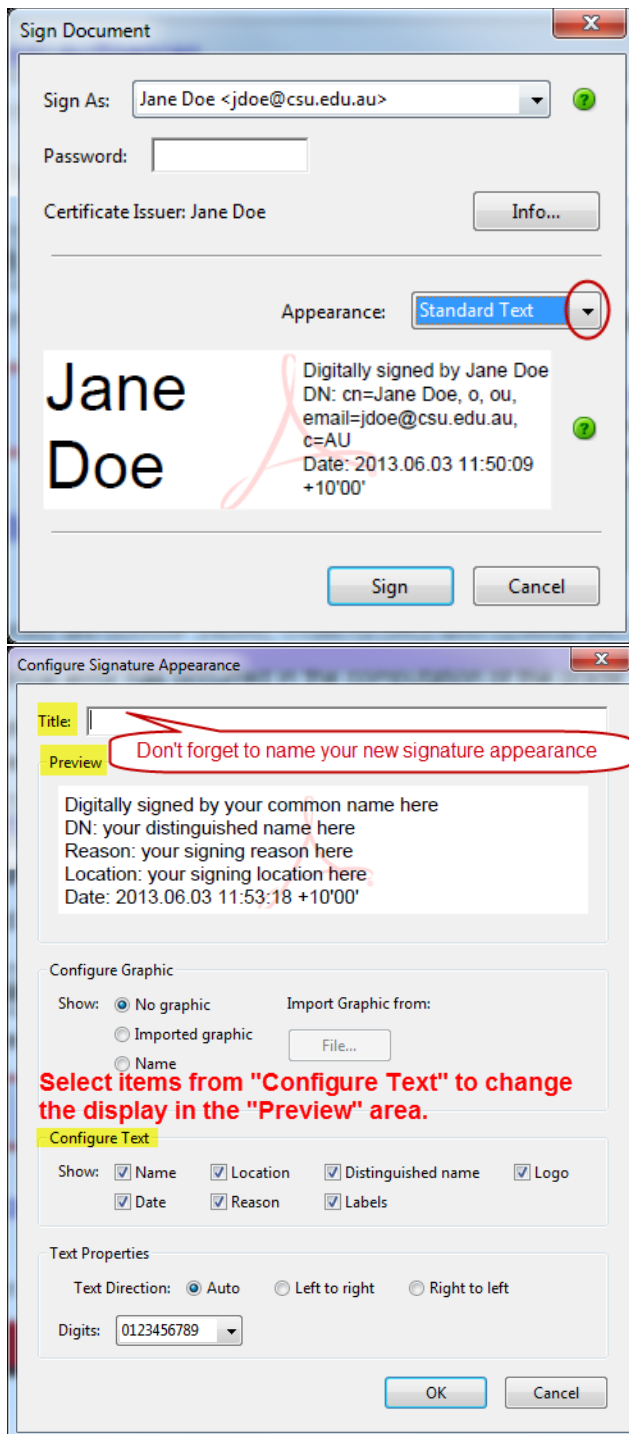

To remove your signature, right click on the signature panel and slect 'Clear Signature'.

Adding signatures to a PDF
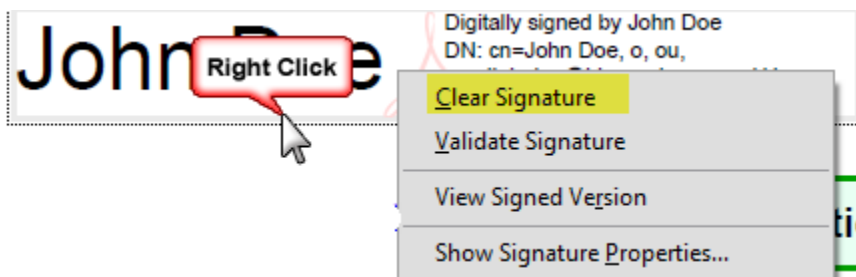
Changing your signature style

By clicking on the Appearance link you can alter the style of your signature. Once changed ensure you preview your new style before accepting the change.

Adding signatures to a PDF

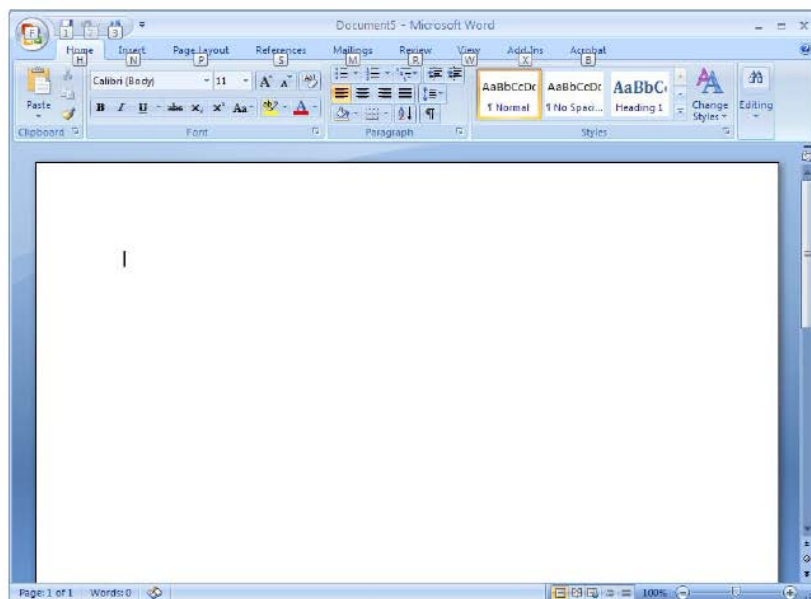## Copy paste method for adding a graphical signature

Create signature

1. Scan your signature using the tool of your choice
2. Save your scanned image as a JPG file
3. Open the image in the editor of your choice
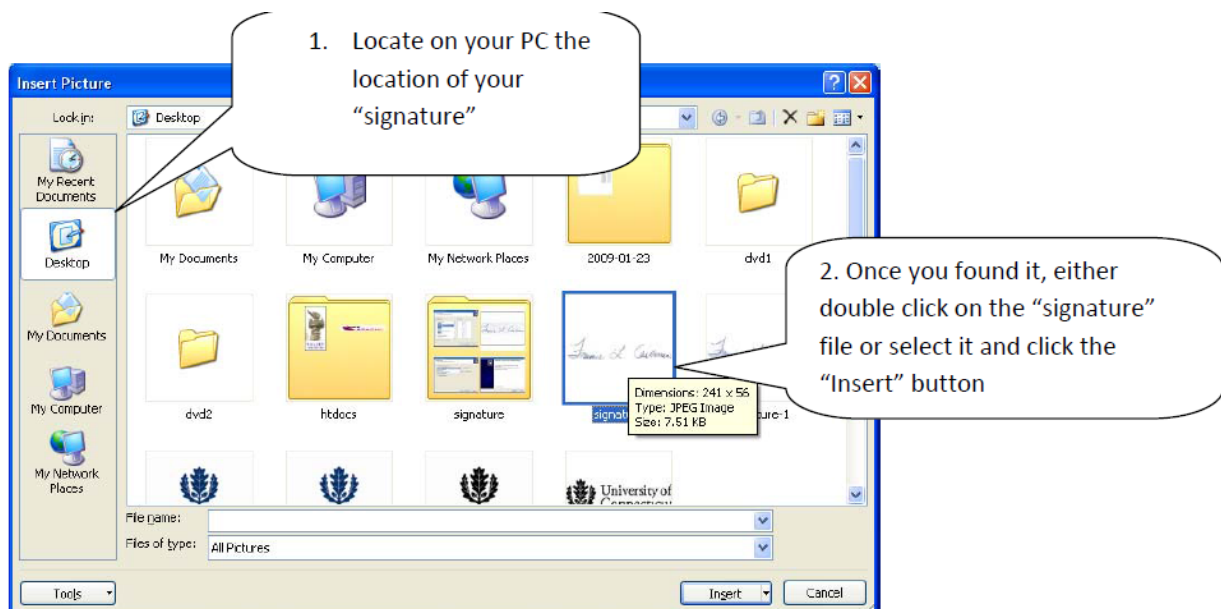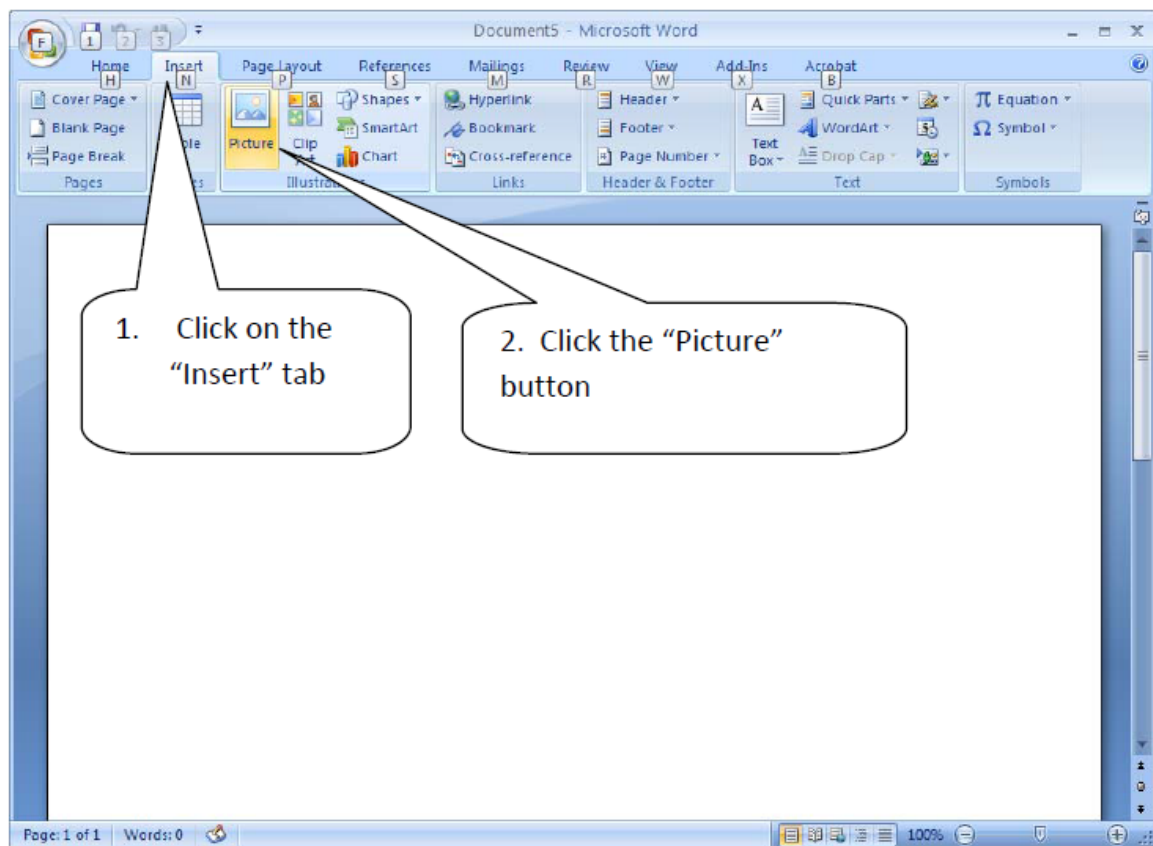4. Crop the image so that is about 250(width) by 75(height) Save the file as, "signature.jpg"

> **Important**
>
> If you are not able to add a signature using the Adobe reader on your computer contact IT Service Desk through the IT Service Portalfor assistance as you may need to upgrade your software.

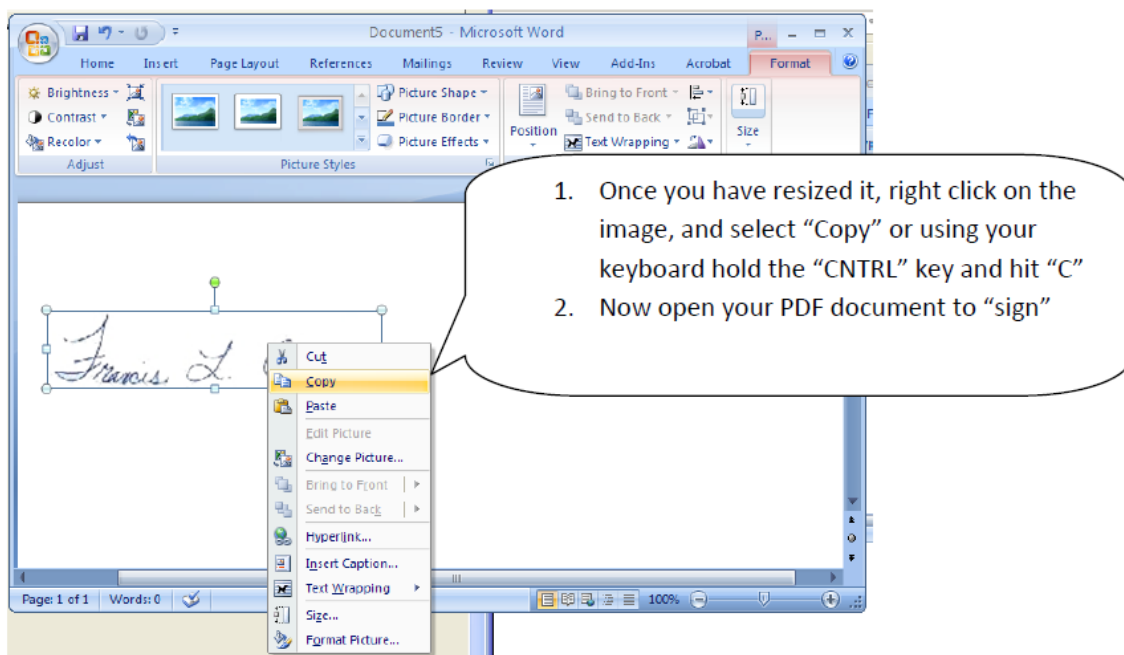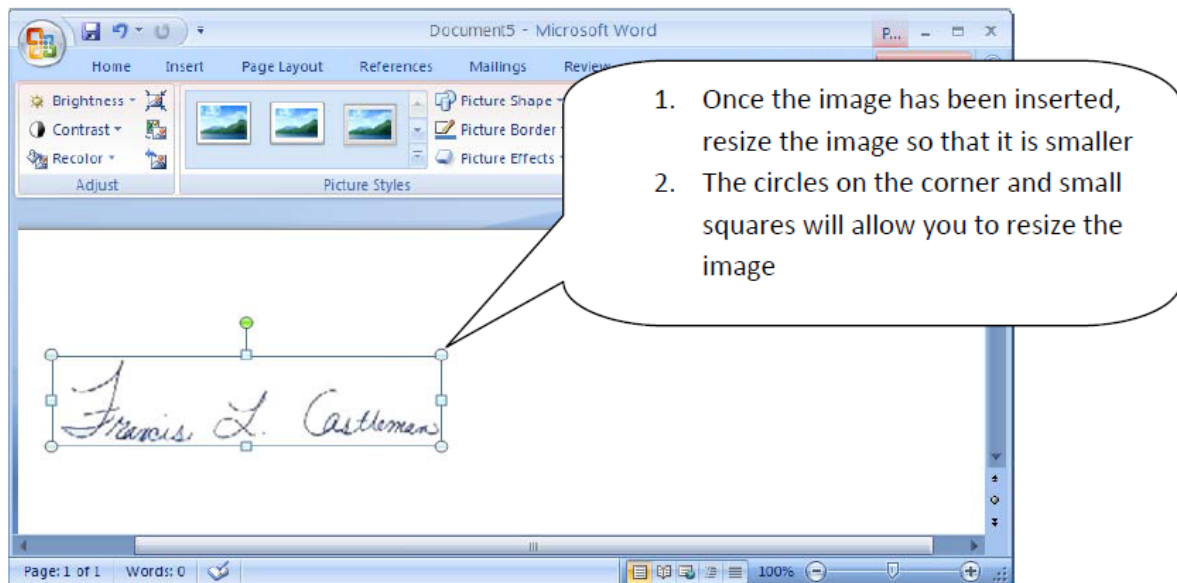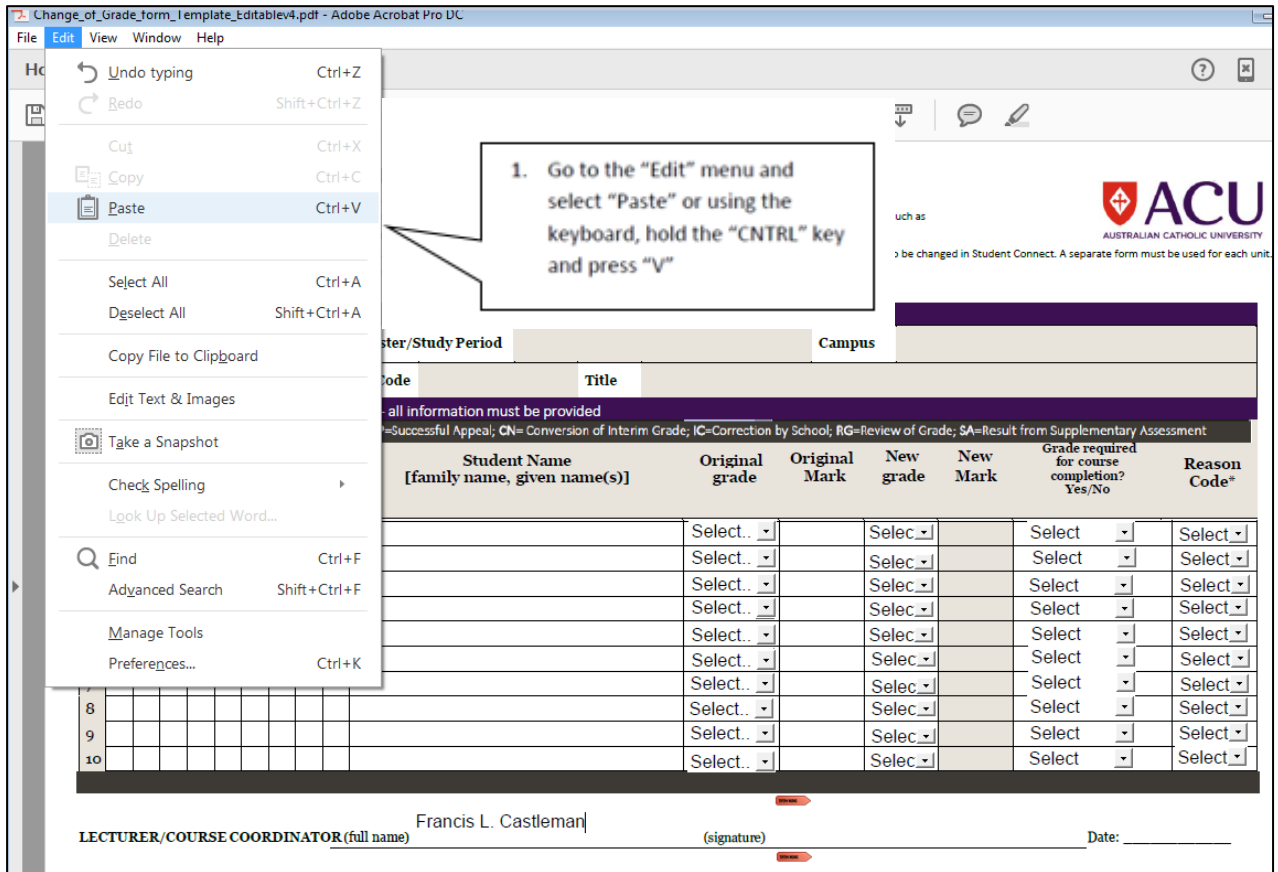### Copy signature into Word

1. Open Microsoft Word

Adding signatures to a PDF

1. Click on the "Insert" tab

2. Click the "Picture" button

1. Locate on your PC the location of your "signature"

2. Once you found it, either double click on the "signature" file or select it and click the "Insert" button

Adding signatures to a PDF

1. Once the image has been inserted, resize the image so that it is smaller
2. The circles on the corner and small squares will allow you to resize the image

1. Once you have resized it, right click on the image, and select "Copy" or using your keyboard hold the "CNTRL" key and hit "C"
2. Now open your PDF document to "sign"

Adding signatures to a PDF

Paste signature into your PDF

Adding signatures to a PDF

1. Once moved and resized, your "signature" should like this.
2. In this example, we used the signature "Francis L. Castleman"

Francis L. Castleman

LECTURER/COURSE COORDINATOR (full name)   (signature)

---

1. Now save your document and you are ready to email, print or upload to any storage media of your choice.

Francis L. Castleman

LECTURER/COURSE COORDINATOR (full name)   (signature)   Date: _____
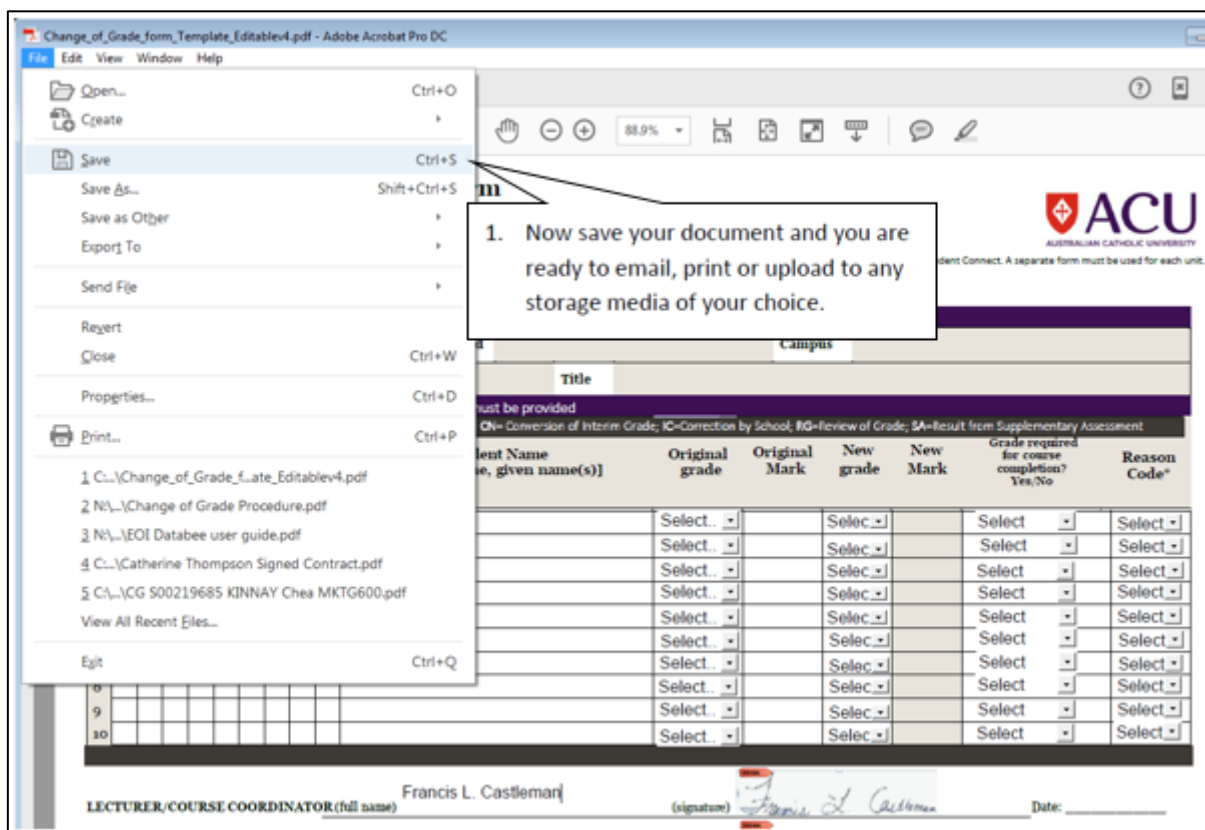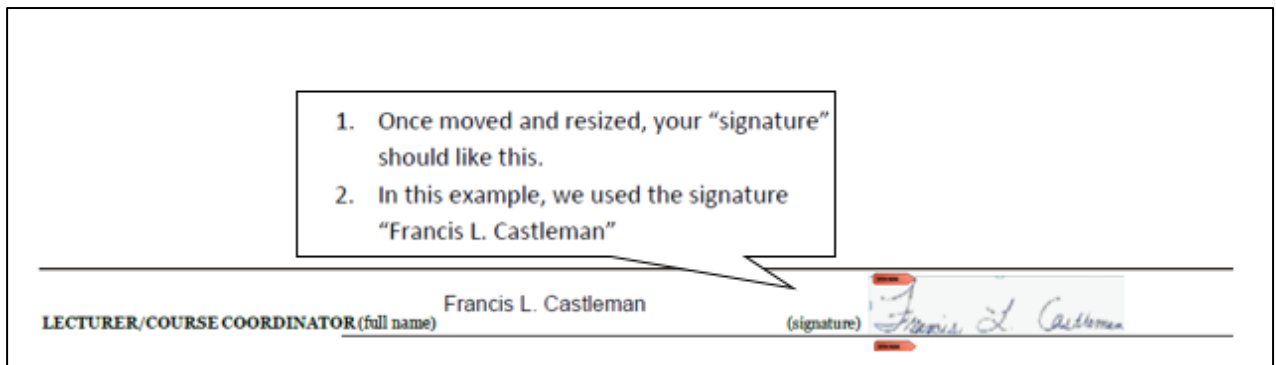
Alternate method - Adding a stamp

An alternate way to sign the form is to add a stamp. Follow the link to Adobe instructions on adding stamps.