

# Appendix: How to Create the Appearance of a Certificate-Based Signature

**IMPORTANT:** You must create your graphic to be imported prior to following the steps below, which were taken from the Adobe Acrobat Web site; in addition, please ensure your graphic has alternate text in order to be compliant with the Section 508 of the Rehabilitation Act, as amended.

You determine the look of your certificate-based signature by selecting options in the Signatures panel of the Preferences dialog box. For example, you can include an image of your handwritten signature, a company logo, or a photograph. You can also create different signatures for different purposes. For some, you can provide a greater level of detail.

A signature can also include information that helps others verify your signature, such as the reason for signing, contact information, and more.

The image shows two examples of certificate-based signatures, labeled A and B. Example A is a text signature with the name 'Lisa Jones' in a large, bold font. To the right of the name is a red, stylized signature graphic. Below the name and graphic is a block of text: 'Digitally signed by Lisa Jones', 'DN: cn=Lisa Jones, o=Kahili Coffee Company, ou=Marketing, email=lisa@kahili.com, c=US', 'Reason: I have reviewed this document.', and 'Date: 2006.08.07 09:59:53 -07'00''. Example B is a graphic signature. It features a small rectangular image on the left with the text 'Approved by' above a handwritten signature and a photograph of a woman. To the right of this image is a red, stylized signature graphic. Below the graphic is a block of text: 'Digitally signed by Lisa Jones', 'DN: cn=Lisa Jones, o=Kahili Coffee Company, ou=Sales', 'Reason: I have reviewed this document', and 'Date: 2004.07.14 13:17:03 -07'00''. The labels 'A' and 'B' are positioned to the right of their respective signature boxes.

## Signature formats

### A. Text signature B. Graphic signature

1. (Optional) If you want to include an image of your handwritten signature in the certificate-based 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**.

**Note:** You can also create an appearance using the Signature preferences:

Edit > Preferences > Signatures (Windows)

or

Acrobat > Preferences > Signatures (Mac OS).

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 icon and other information specified in the Configure Text section.

#### **Imported Graphic**

Displays an image with your certificate-based 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 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**.
8. (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 set them as your preferences in the Creation and Appearance Preferences dialog box (Edit > Preferences > Signatures > Creation & Appearance > More).