

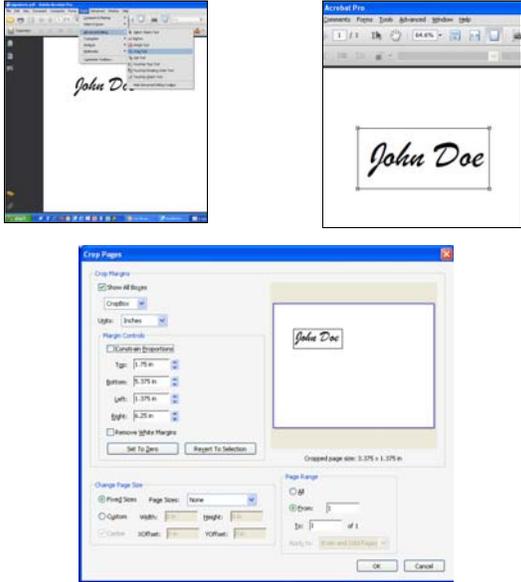
Inserting a Graphic Signature into a PDF Document

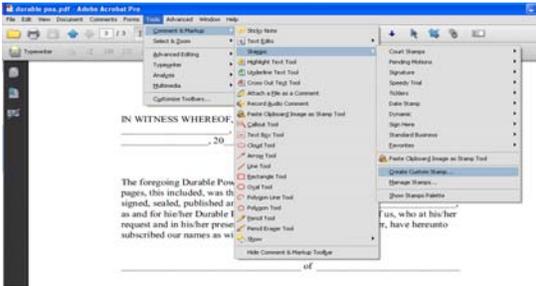
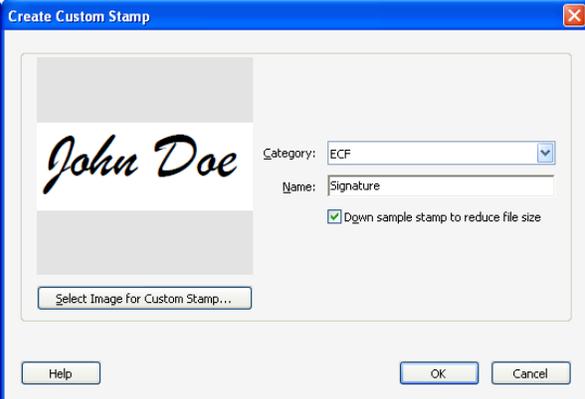
Introduction

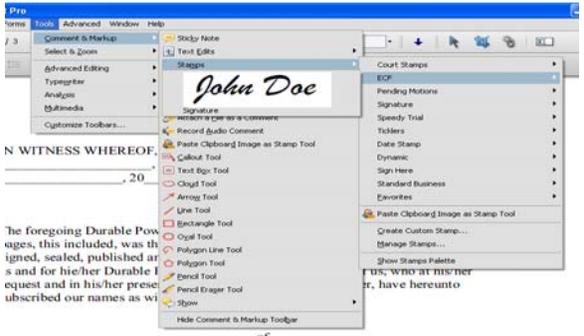
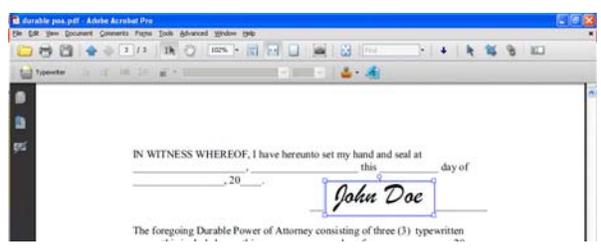
For most ECF filings, the s/signature is acceptable. However, there are times when a graphic signature is needed (see [Judges Filing Preferences](#)).

Steps to Insert Graphic Signature

Adobe Standard and Adobe Professional have a **Stamp** feature on the **Comment & Markup** toolbar. Follow these steps to use that feature.

STEP	RESULT
<p>Sign a blank piece of paper. Scan and save as a PDF.</p>	
<p>Crop so only the signature is displayed instead of the whole sheet of paper.</p> <p>Choose the Crop tool. Use the mouse and drag the cross-hairs (+) to draw a box around the signature. Click Crop again to access the dialog box.</p> <p>Depending on your version of Adobe, make adjustments. In the screen capture, the margin controls were used to select the box. Click OK. (NOTE: Adobe may show the result in a large, zoom view. That's not a problem.)</p> <p>Resave. Close.</p>	

STEP	RESULT
<p>With a document open, select Tools > Comment & Markup > Stamps > Create Custom Stamp. (NOTE: Depending on the version of Adobe, this function may be located under a different menu.)</p>	
<p>Browse to the location of the saved PDF and select it. A preview will appear in the sample window. Click OK.</p>	
<p>Enter a Category name, e.g., ECF and a stamp Name, e.g., Signature. Click OK.</p> <p>The stamp will now appear on your list of available stamps.</p>	

STEP	RESULT
<p>To use the stamp, select it from your available stamps.</p> <p>NOTE:If your Comment & Markup toolbar is displayed, the stamp can be selected from the tool instead of the menu.)</p>	
<p>Drag and drop the signature into the appropriate location in the document.</p> <p><u>Note:</u> It can be resized, if necessary, by dragging the borders or corners.</p> <p>Resave the document.</p>	
<p>To ensure the signature is embedded in the document, choose Print and select Adobe PDF as the printer. Select the option to show Document and Comments (or Markups or Stamps) depending on the version of Adobe.</p> <p>This is equivalent to resaving and Adobe may prompt to replace the existing (former) document.</p>	