



Because Business is Built on Trust™



How to configure your Acrobat Signature Appearance

An Acrobat Signature Appearance for use within SpeediSign is created within Adobe Acrobat Professional. This signature appearance is then called within the SpeediSign wizard and can be saved as part of the SpeediSign Profile.

Your signature appearance can include a photograph, a company logo or even an image of your handwritten signature. In addition, there are a number of configurable text options that you can specify to appear in the signature.

Configurable text options:

- Name: Your common name
- Location: Your signing location e.g. Corporate Headquarters, Dublin, Ireland.
- Logo: The Adobe Acrobat logo
- Date: The date and time you digitally signed the document
- Reason for Signing: The reason you signed the document e.g. I am the author of this document
- Distinguished name: The user attributes defined in your digital ID, including your name, organization, and count
- Labels: The configurable text labels e.g. Name, Location, will appear in the signature

Digitally signed by Pierce Penfold
DN: c=IE, email=trust@post.trust.ie, st=Dublin,
l=Dublin, ou=Solicitor, ou=Legal Dept.,
o=Penfold & Co. Solicitors, cn=Pierce Penfold
Date: 2010.02.17 14:38:39 Z



Pierce Penfold
Pierce Penfold
c=IE, email=trust@post.trust.ie,
st=Dublin, l=Dublin, ou=Solicitor,
ou=Legal Dept., o=Penfold & Co.
Solicitors, cn=Pierce Penfold
I am the author of this document
Pierce Penfold & Co Solicitors,
Dublin, Ireland
2010.02.17 17:18:47 Z

Figure 1. – Default graphic signature

Figure 2. – Sample graphic signature

You may wish to set up a number of different signature appearances for different purposes. For example, one signature appearance for formal letters and another signature appearance for invoices.



Steps to creating your Acrobat Signature Appearance

If you are within SpeediSign, you must first exit SpeediSign before creating an Acrobat Signature Appearance.

Launch Adobe Acrobat Professional.

Click **Edit** and then **Preferences**.

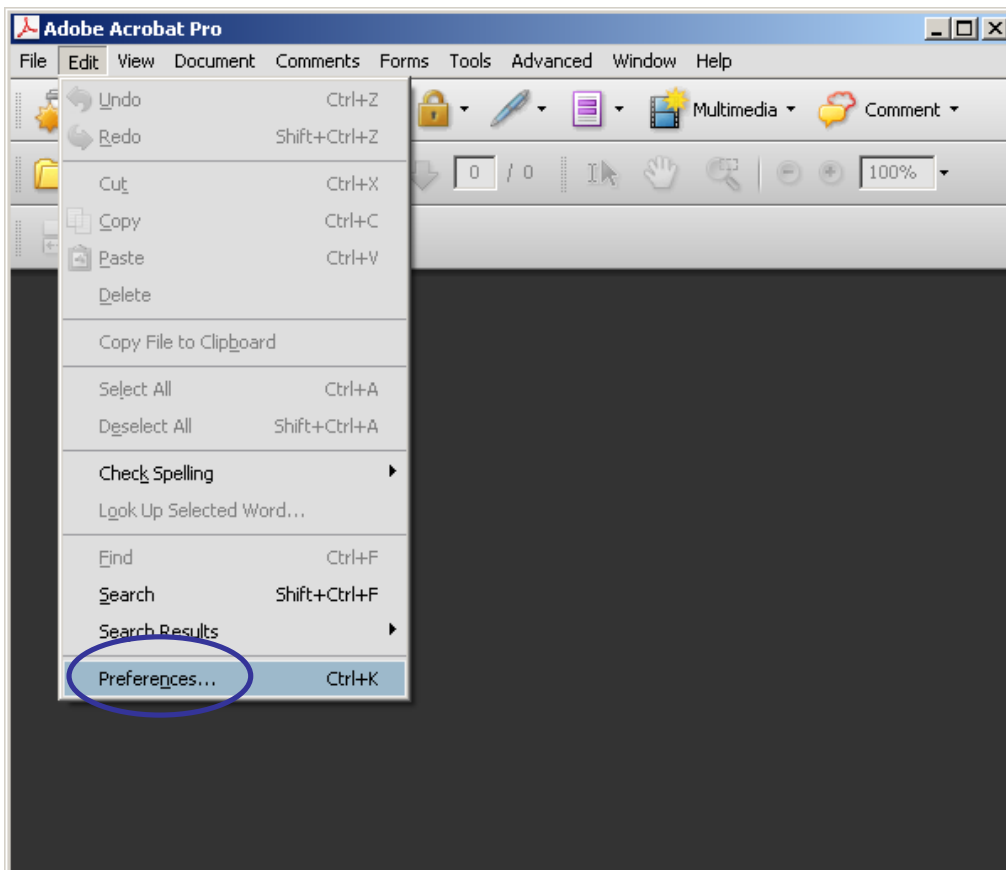


Figure 3. – Edit Menu

The Preferences window will appear.

Select **Security** from the Categories on the left-hand-side and select **New** from the Appearance section.

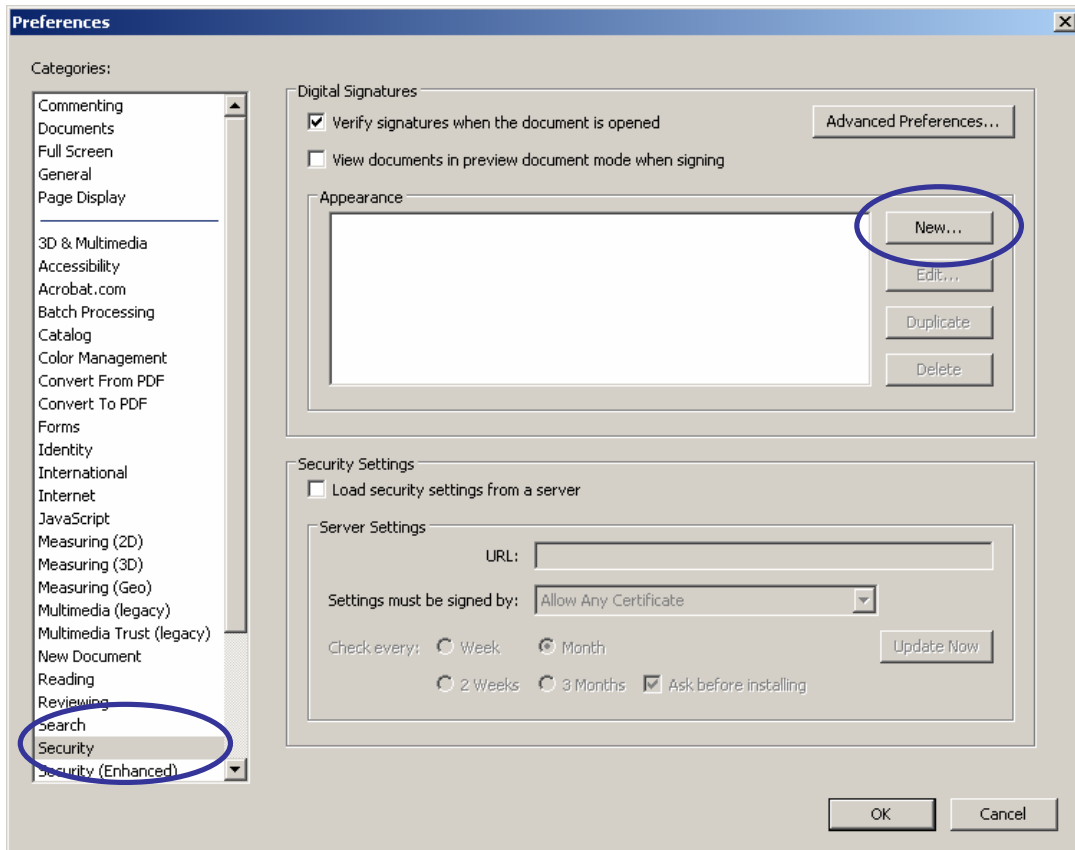


Figure 4. – Preferences Window

A Configure Signature Appearance window will appear.

Title: i.e. MyInvoiceSig

Preview
Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2010.01.28 12:39:49 Z
Preview Signature Appearance

Configure Graphic
Show: No graphic Imported graphic Name
Import Graphic from: You can import a graphic to use in the signature appearance

Configure Text
Show: Name Location Distinguished name Logo
 Date Reason Labels
Configurable text options for display in the signature appearance

Text Properties
Text Direction: Auto Left to right Right to left
Digits:

Distinguished Name shows the user attributes defined in your Post.Trust I.D.®, including your name, organisation, and country.
Logo is the Adobe Acrobat Logo and not your company logo.
Location i.e. physical location
Reason i.e. I am the author of this document.

Figure 5. – Configure Signature Appearance

Configure Text Options

These are the elements that will appear as part of your digital signature. There are two ways in which you can digitally sign an Adobe PDF document: manually within Adobe Acrobat Professional itself using your Post.Trust I.D. where, for example you may wish to sign a single document only, or in batch mode through the SpeediSign wizard interface in order to sign multiple documents.

1. Apply the Signature Manually

If you are applying a signature manually within Adobe Acrobat Professional using your Post.Trust I.D. digital credential then check the items you want to appear in the signature including any graphic you may want to use; give the signature appearance a name and click **OK**.



You are then returned to the Preferences window.

Click the **Advanced Preferences...** button.

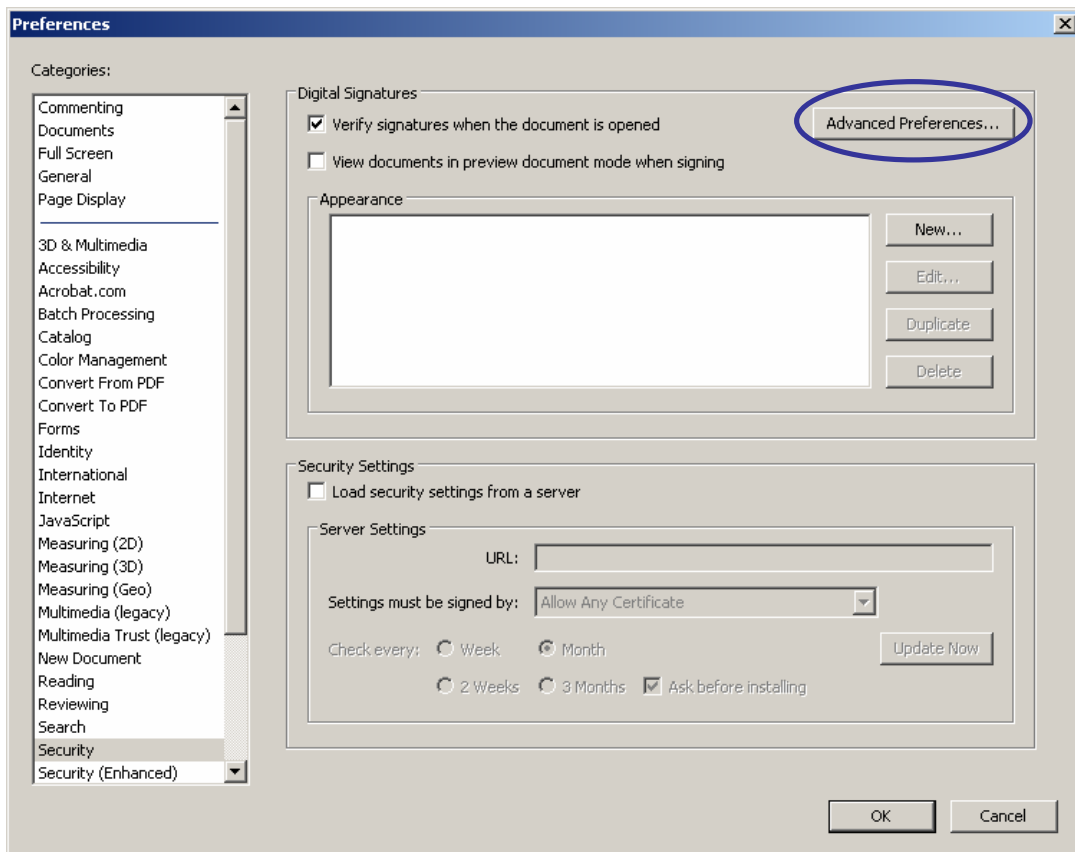


Figure 6. – Preferences Window

In the Digital Signatures Advanced Preferences window, click into the ‘Creation’ tab and ensure the options ‘Show reasons when signing’ and ‘Show location and contact information when signing’ are checked as per the screenshot below. Otherwise when you go to apply the signature in Adobe Acrobat Professional, you will not be prompted to provide this additional signature information.

Click **OK**.

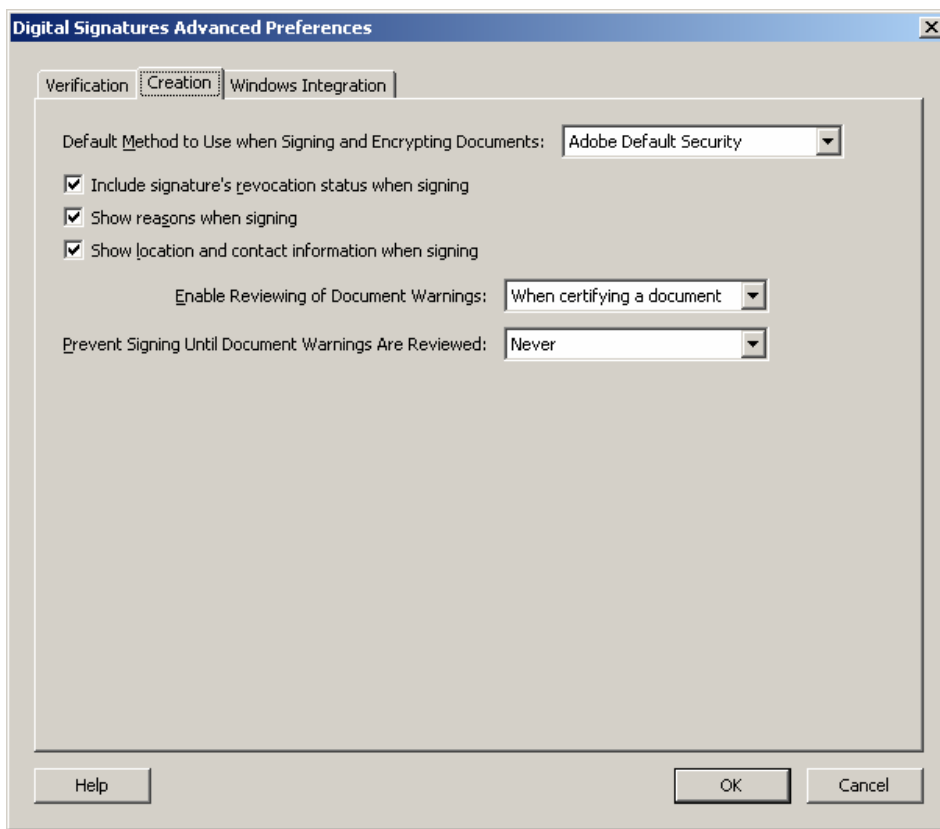


Figure 7. – Digital Signatures Advanced Preferences

2. Apply Signature through the SpeediSign Wizard Interface

If you are using SpeediSign to apply the digital signature you **MUST** leave the ‘Configure Text’ options ‘Location’ and ‘Reason’ checked in the ‘Configure Signature Appearance’ window, otherwise they will not appear in the signature - even if you specify them in the SpeediSign Wizard Signature Profile. **Remember:** You are defining the signature “Appearance” in Adobe Acrobat Professional. If you don’t specify it; it won’t appear.



When you are happy with the Signature Appearance Preview, click **OK**.



Figure 8. – Configure Signature Appearance

The profile name you created is now listed in the Appearance pane in the Preferences window.

Click **OK** and **Exit** Adobe Acrobat Professional.

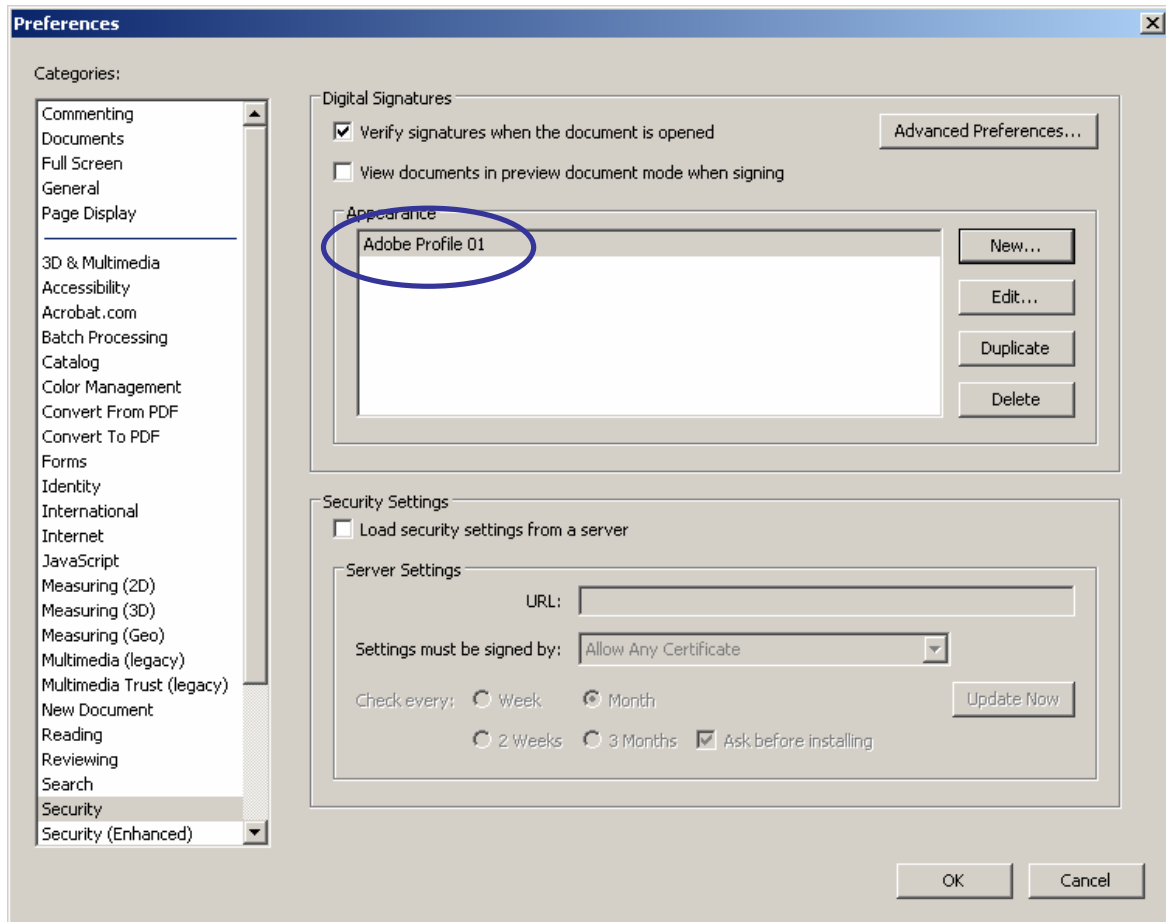


Figure 9. – Preferences window

When you return to SpeediSign™ the newly created Acrobat Signature Appearance will be available as an option in the 'Acrobat Signature Appearance' dropdown menu.

Note: If you are signing an Adobe PDF document and have not inserted your Post.Trust I.D. digital credential you should now do so. Select the signature you created i.e. 'MyInvoiceSig' and click **Next**.



Figure 10. – Apply Signature to Document

You will be prompted to save the SpeediSign Profile.

Click **Yes**.

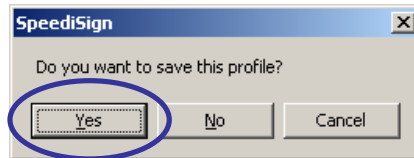


Figure 11. – Save SpeediSign Profile

Tip: Give the SpeediSign Profile a name that relates to the signature appearance name i.e. **MyInvoiceProfile**.

Digital signing is now in progress. Your unique Post.Trust I.D.® digital credential is now being accessed to digitally sign the document(s).

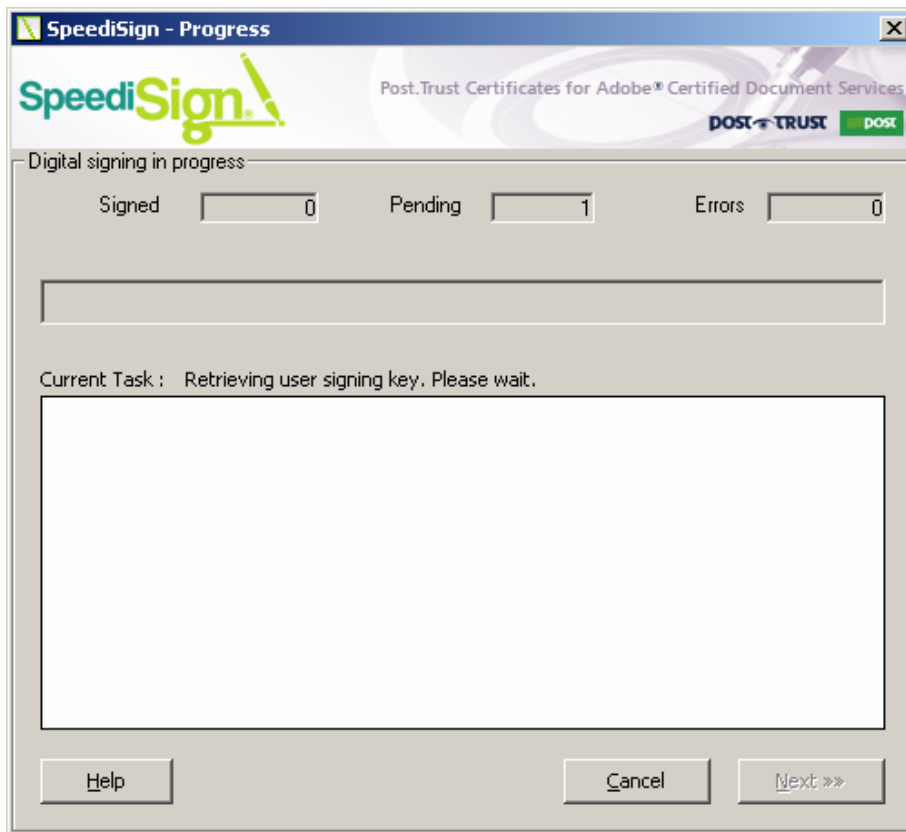


Figure 12. – Digital Signing in progress

The next time you use the SpeediSign wizard to sign a document(s), you can apply the same signature style by simply selecting the SpeediSign Profile you created i.e. MyInvoiceSig.



Figure 13. – Apply Signature to Document

Other Useful Resources

For further useful information resources, user manuals and user guides, visit the **Downloads** section of the InfoCentre on the Post.Trust website or call Post.Trust Customer Services Centre on +353 (0) 1890 617 171.

The terms and conditions which apply to use of SpeediSign are available on the Post.Trust website at the following location:

<http://www.post.trust.ie/Downloads/UserSubscriberAgreement-Post.TrustAdobeCDSert.pdf>

