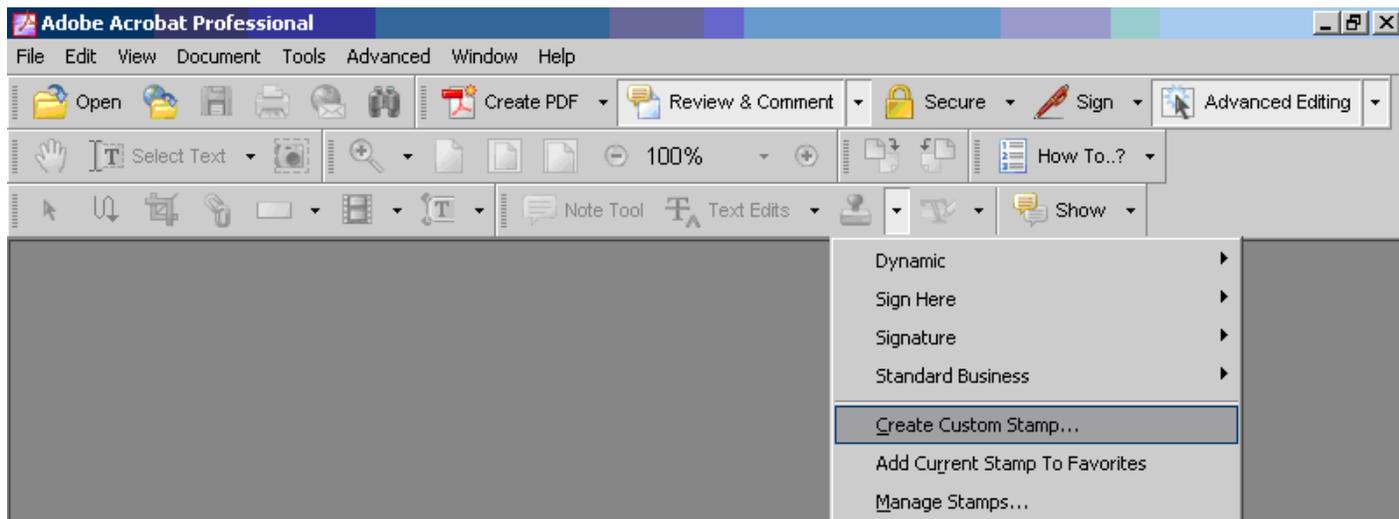


Adding Signature Stamp to PDF Documents

1. Scan in signature. Crop so only signature is displayed instead of the whole sheet of paper. Save signature as a PDF file to your PC. Make sure you remember the location of the signature graphic.
2. Create a custom signature stamp as follows:
 - a. Open Adobe Acrobat 6.0 or 7.0.
 - b. Show "Commenting Toolbar (if it is not already displayed). Tools > Commenting > Show Commenting Toolbar



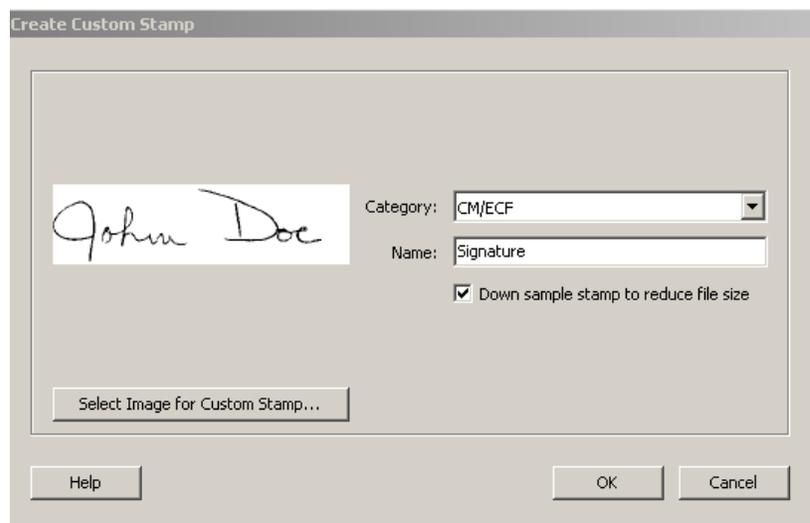
- c. From the "Commenting Toolbar", select the down arrow and select "Create Custom Stamp" from the drop-down window.



- d. In the “File” text box, browse to the location of the signature PDF document, highlight the file, and click “OK”

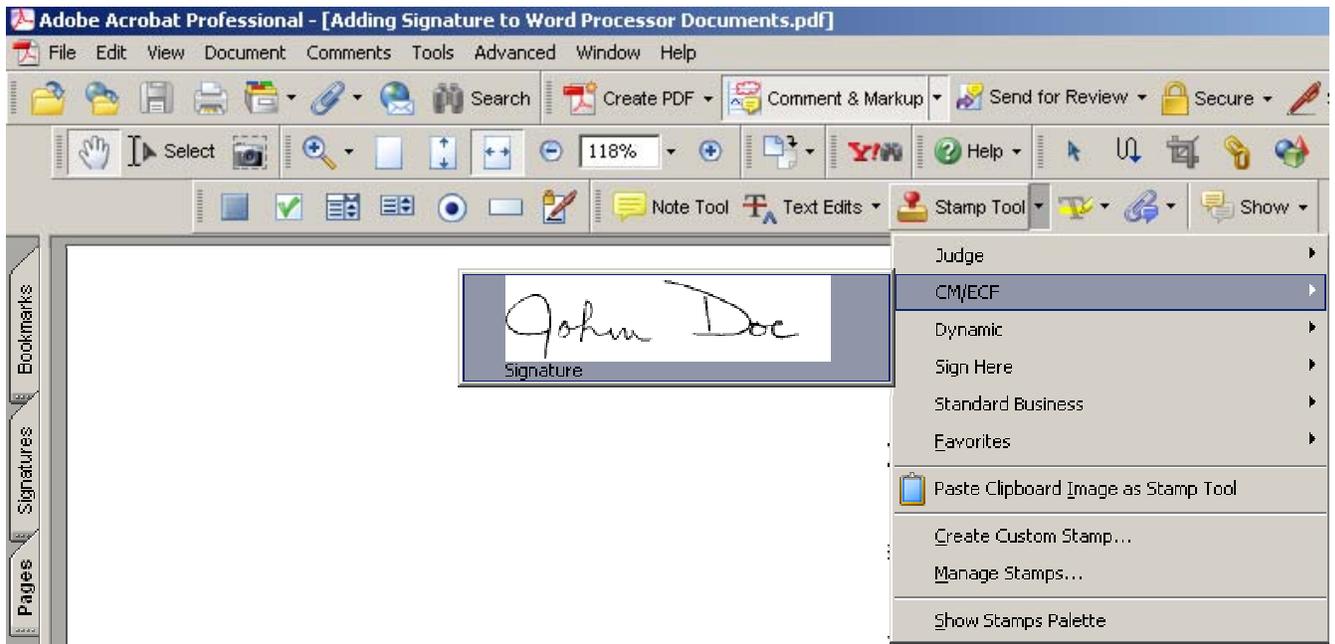


- e. Type in a category name (i.e., CM/ECF, signature, etc) for the category and “signature” for the stamp name. Click the “OK” button.



- f. The signature stamp is now created.

3. Using the signature Stamp
 - a. To insert the digital signature into the PDF document, select the down arrow from the "Commenting Toolbar", and select "Create Custom Stamp" from the drop-down window. Highlight the "Category Name" you chose when naming your stamp and the click on the stamp.



- b. This makes the stamp active and you can move it to the desired location on your PDF document. When you have selected where you want the stamp inserted, click your left mouse button to insert the signature.
 - c. To embed the signature within the PDF document, go to File > Print and Select Adobe PDF as your printer. Select option to show document and comments (version 6.0) or Document and Stamps (version 7.0). Select "OK" to print, select a location. The signature is now embedded into the document.

