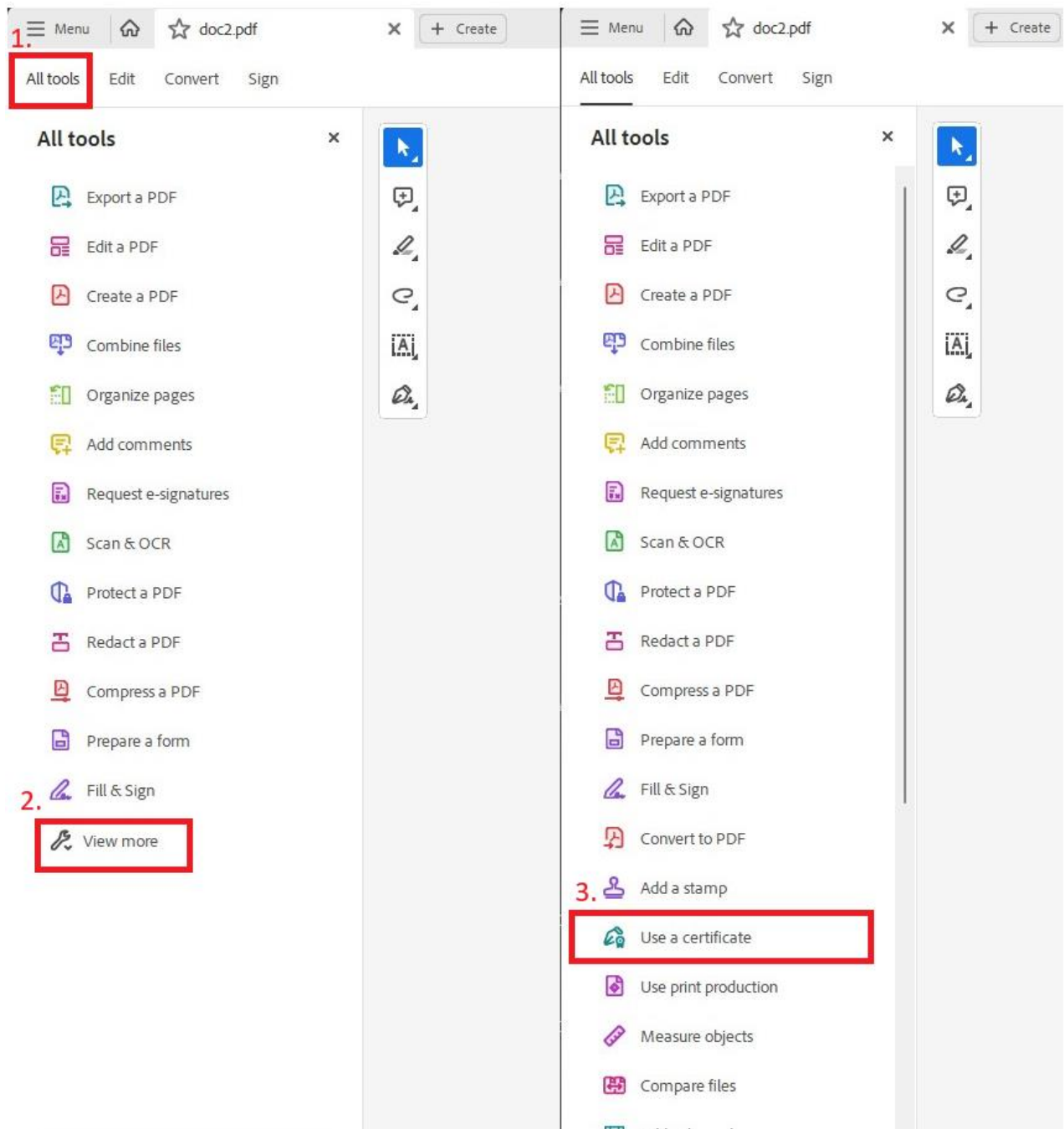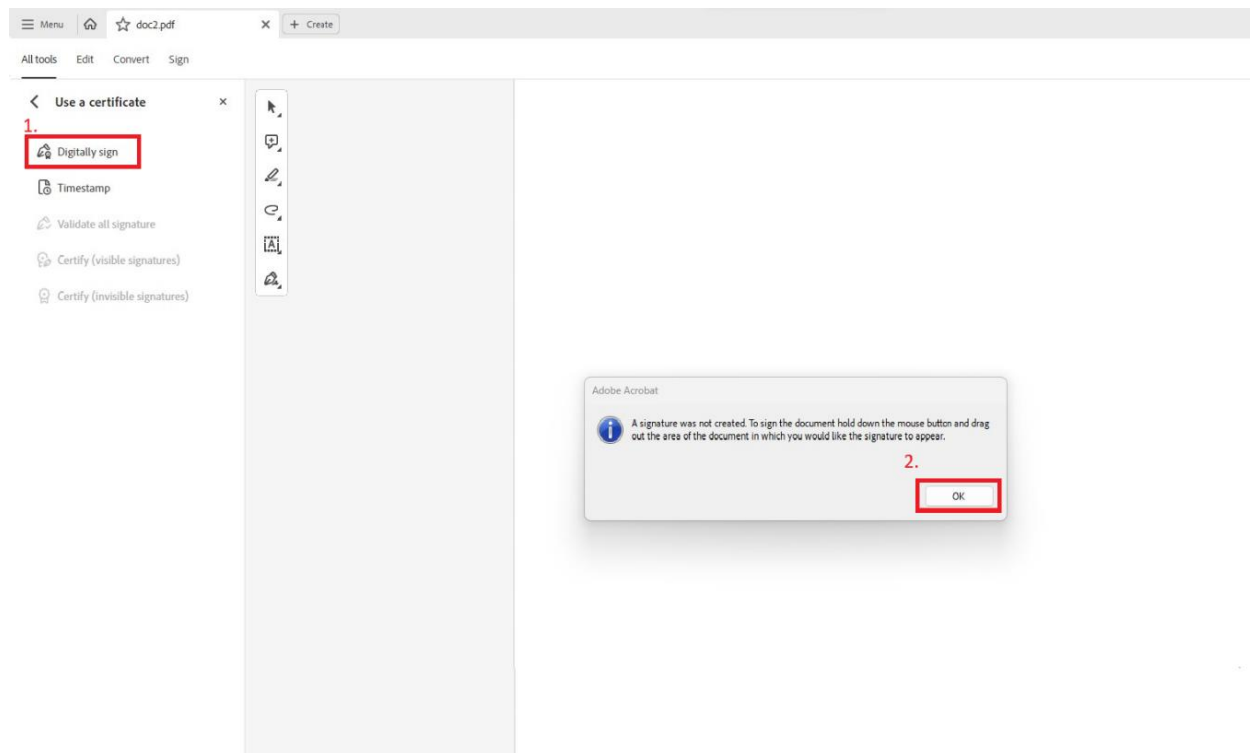# Signing PDF documents in Acrobat Reader

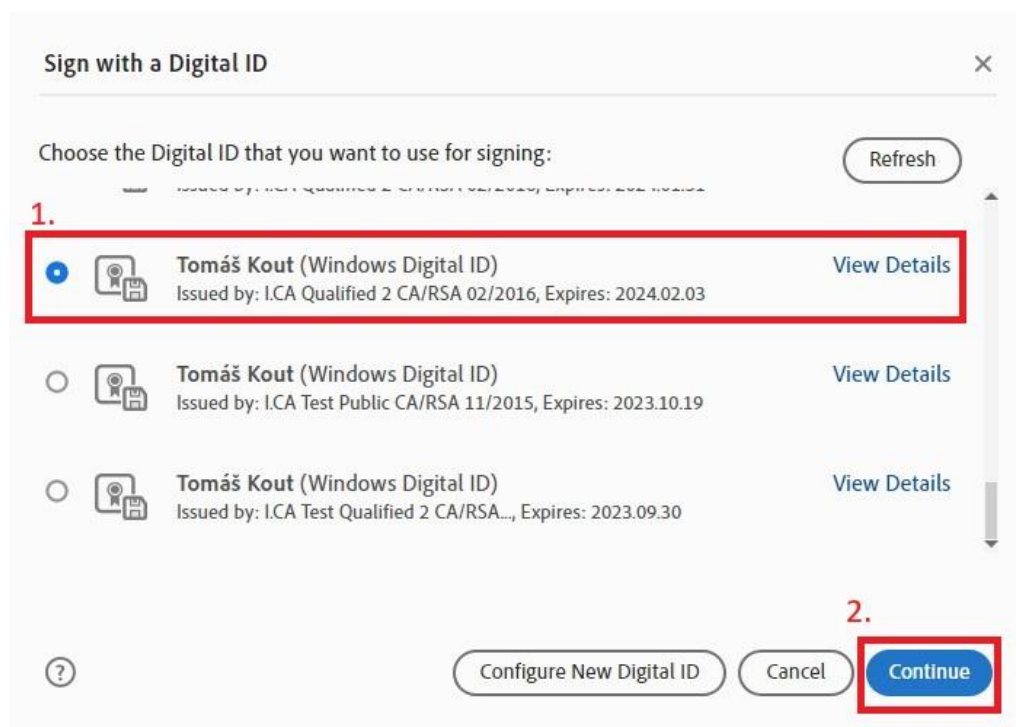To sign a PDF document, you first need to click **„All tools"** a poté **„View more"**. V rozšířené nabídce zvolíte možnost **„Use a certificate"**.

In the next step, you click on digitally sign, a window appears with instructions on how to proceed, which you confirm and mark the area in the document where the signature will be displayed.

A window will pop up where you select the certificate you want to use and confirm with the **"Continue"** button. A qualified certificate is intended for the signature, so you will need to select the certificate that has the **"Issued by" (I.CA Qualified 2 CA/RSA 02/2016)** or **(I.CA EU Qualified CA2/RSA 06/2022)**.

In the next step, confirm the signature with the **"Sign"** button.

The application will ask you to save a signed document that can be renamed. After confirming the saving of the document, you will be asked for a PIN if the certificate is stored on a smart card.