## 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"**.

1. Menu ゐ ☆ doc2.pdf	X + Create	E Menu ☆ ☆ doc2.pdf	X + Create
All tools Edit Convert Sign		All tools Edit Convert Sign	
All tools ×		All tools ×	
Export a PDF	₽,	Export a PDF	⊕_
Edit a PDF	L_	Edit a PDF	I.
Create a PDF	e,	Create a PDF	e,
Combine files	IA]	Combine files	IA)
Organize pages	Q2	Organize pages	Qu,
Add comments		🔁 Add comments	
Request e-signatures		Request e-signatures	
Scan & OCR		📓 Scan & OCR	
Protect a PDF		Protect a PDF	
Redact a PDF		🖀 Redact a PDF	
Compress a PDF		Compress a PDF	
Prepare a form		Prepare a form	
2. Chill & Sign		💪 Fill & Sign	
휹 View more		Convert to PDF	
		3. 🐣 Add a stamp	
		🙆 Use a certificate	
		Use print production	
		Measure objects	
		🔀 Compare files	
3 <del></del>		_ <b>TR</b> _ + 11 + 1. [5	



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.

✓     Use a certificate     ×       1.     Image: Comparison of the second	*, 9, 2, 0,	
<ul> <li>Gertify (visible signatures)</li> <li></li></ul>	α,	Adobe Acrobat  A signature was not created. To sign the document hold down the mouse button and drag out the area of the document in which you would like the signature to appear.  2.  CK

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.

Sign as "To	máš Kout"	×
Appearance	Standard Text 🗸	Create
To Ko	omáš out	Digitally signed by Tomáš Kout Date: 2023.09.01 09:50:50 +02'00'
Lock docu	ument after signing ment content that may affect signing	View Certificate Details
40		Back

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.