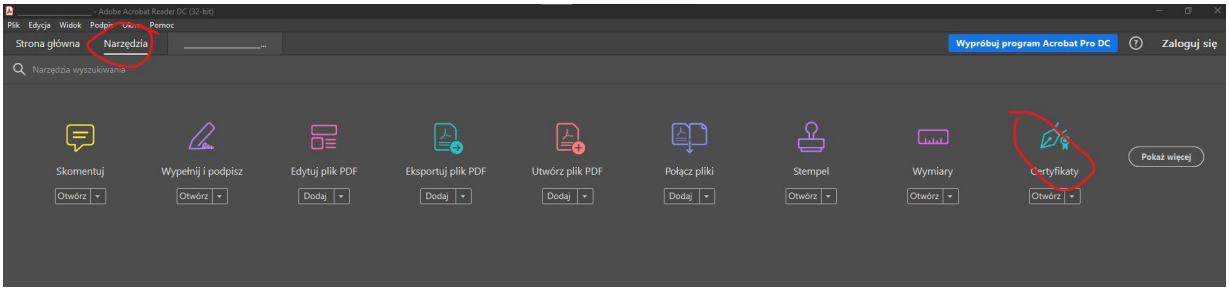
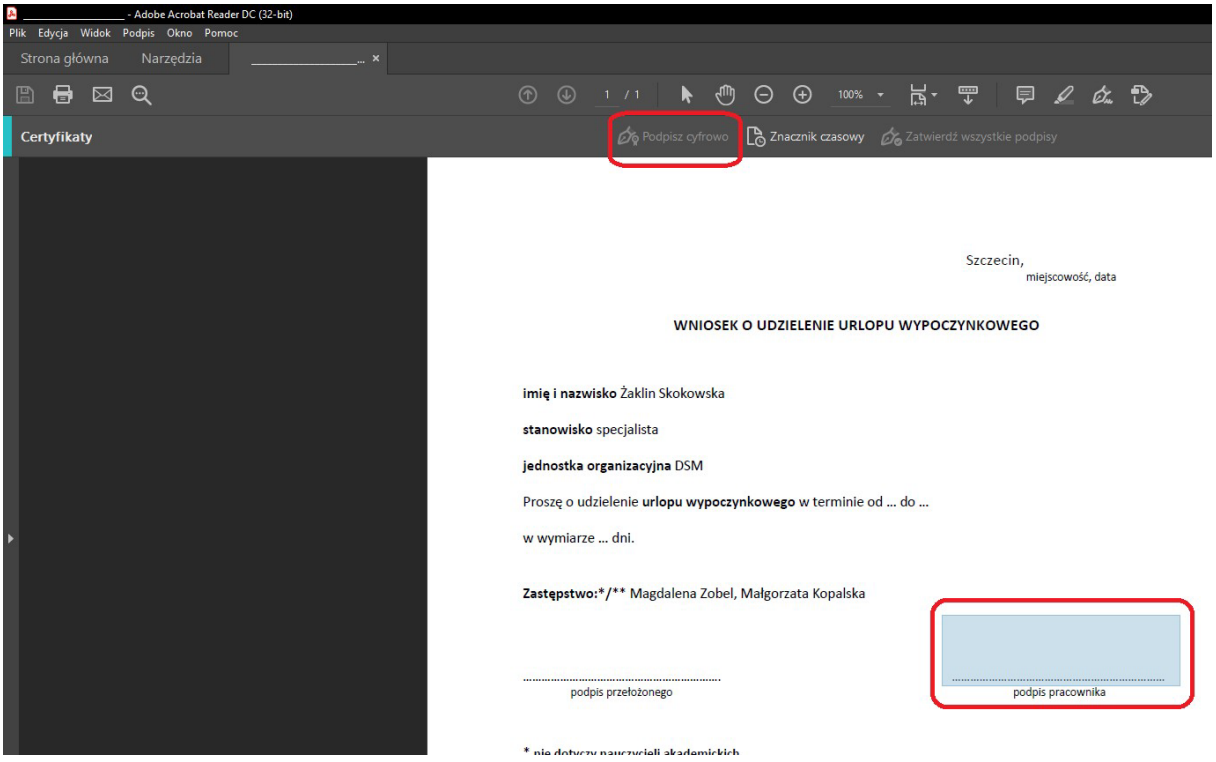
Signing documents

Of course, this can be done through the dedicated Certum programme, but an easier and much faster way is to sign PDF files (Word and Excel files must be signed through the programme) directly in Adobe Reader.

To do this, after opening the file in Adobe, click Tools and then Certificates.



A ribbon will then appear, where you should click Sign Digitally and then select the place on the document where you want to sign.



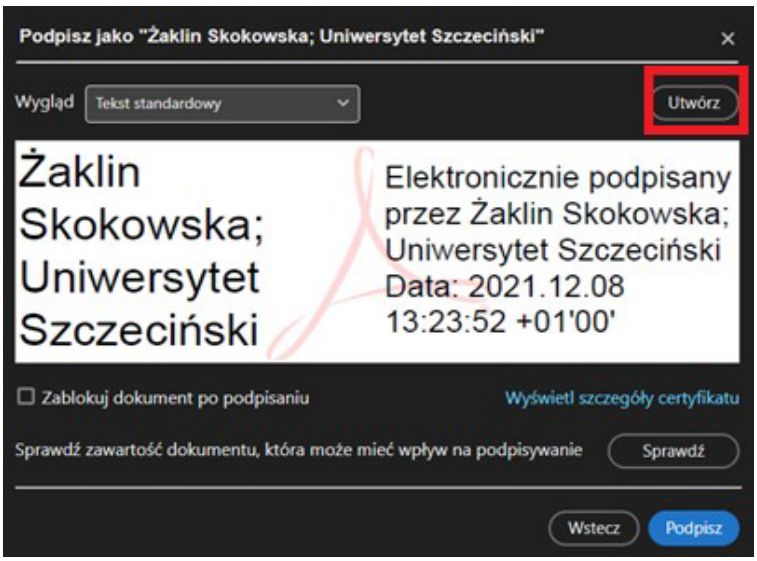
A signature window will then appear, where you can customize your signature. After selecting your signature, click Sign. The signature will then load and you can save the document.

Signature appearance

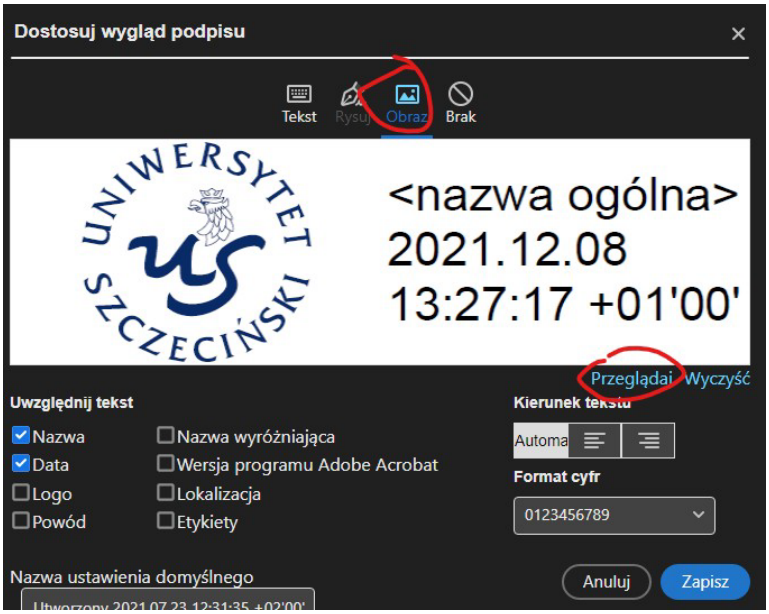
The appearance of the signature and the elements it includes can be customized almost freely. Multiple versions can be created (e.g., Polish and English) and used depending on the document being signed.

You can edit and create new signatures in the signature pane in Adobe (see above).

The standard signature appears first. To edit it, click Create at the top right corner, which will give you various options for adding/removing signature elements.



You can also add an image to the signature, e.g. the US emblem (if you want, I am sending it in the appropriate format) and insert another element next to it, such as a name:



If you don't select any text here, only the image you upload will be displayed. Images are inserted in PDF format into the signature, so you can create a signature in Word, save it as a PDF, and upload it as a signature.

