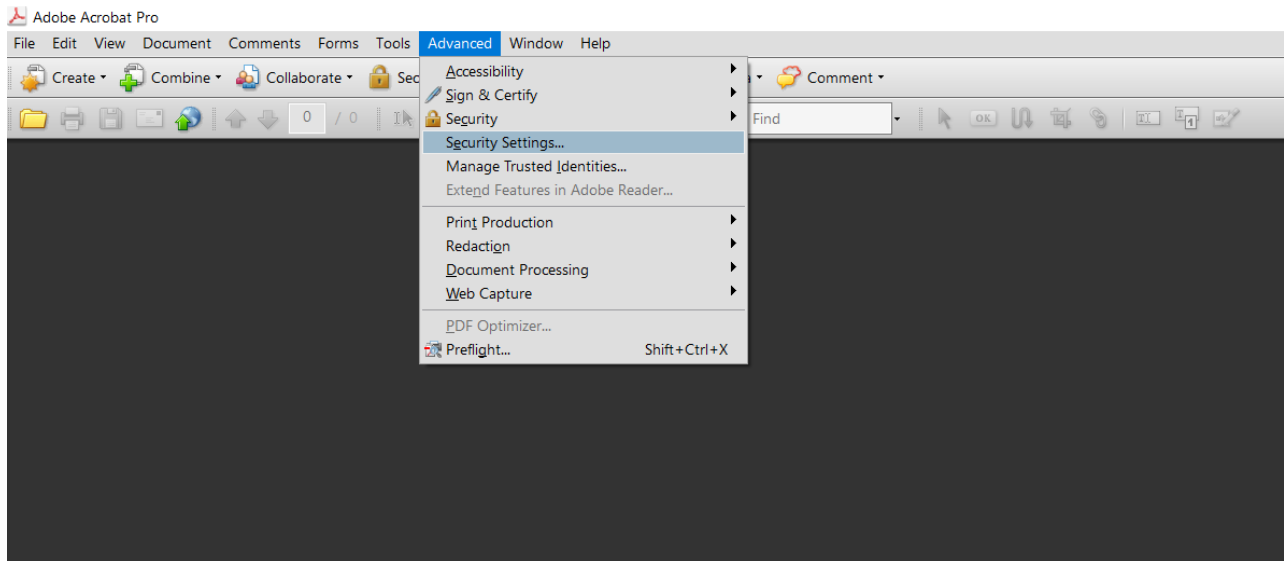# Adobe Acrobat Pro 9: Signatures

You will need to set up your **Digital ID** and **Signature Appearance** in order to obtain your Adobe Acrobat Pro 9 Digital Signature.
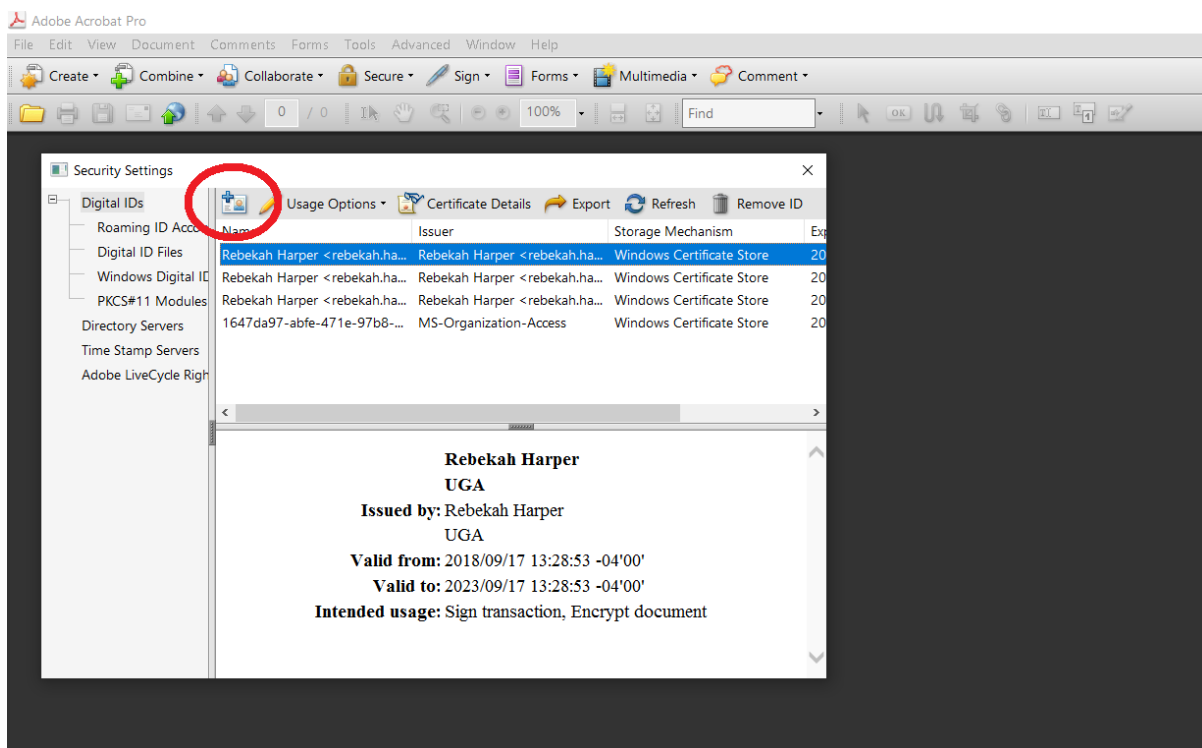
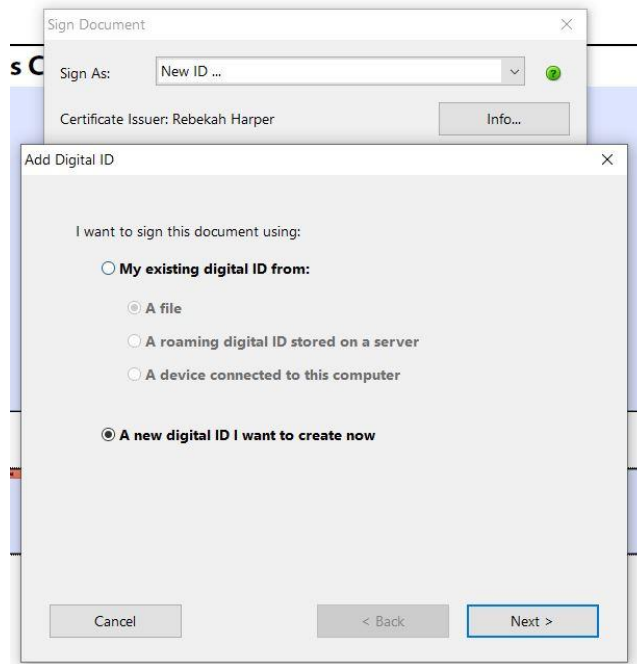**Setting up your Digital ID**

You can also see: https://www.adobepress.com/articles/article.asp?p=1272552

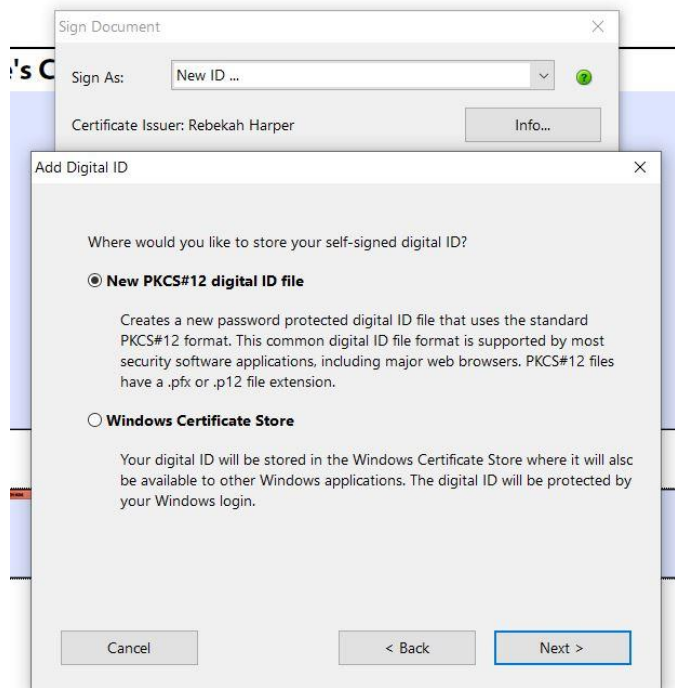1. In the upper left hand corner, click **Advanced -> Security Settings…**

2. To create a **New Digital ID** , click on the icon with the **+** symbol.
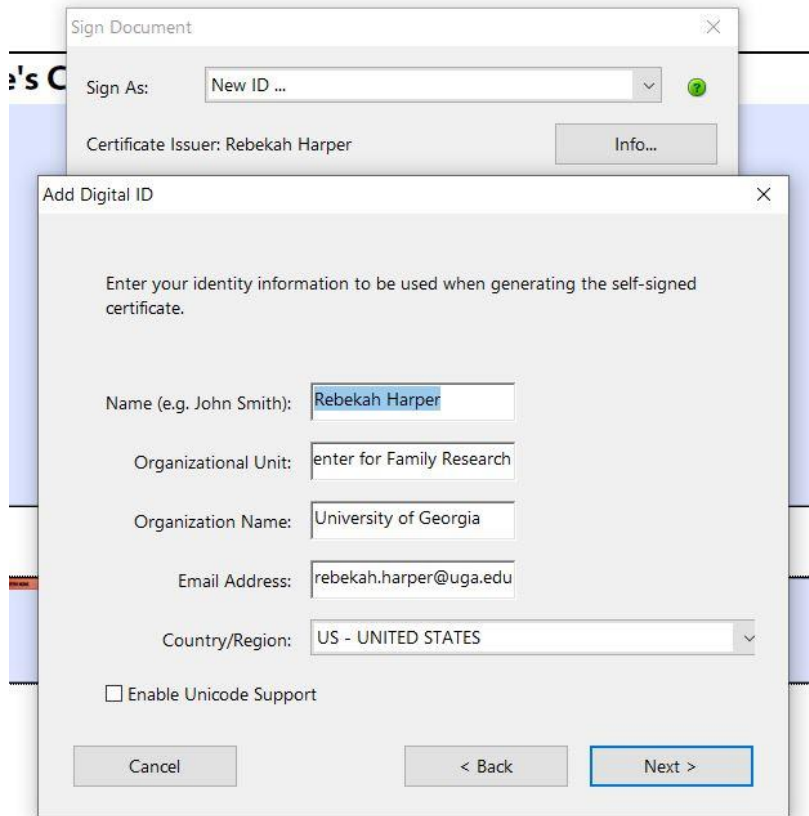
3. The **Add Digital ID** dialogue box will appear. Select **A new digital ID I want to create now**. Click **Next >**.
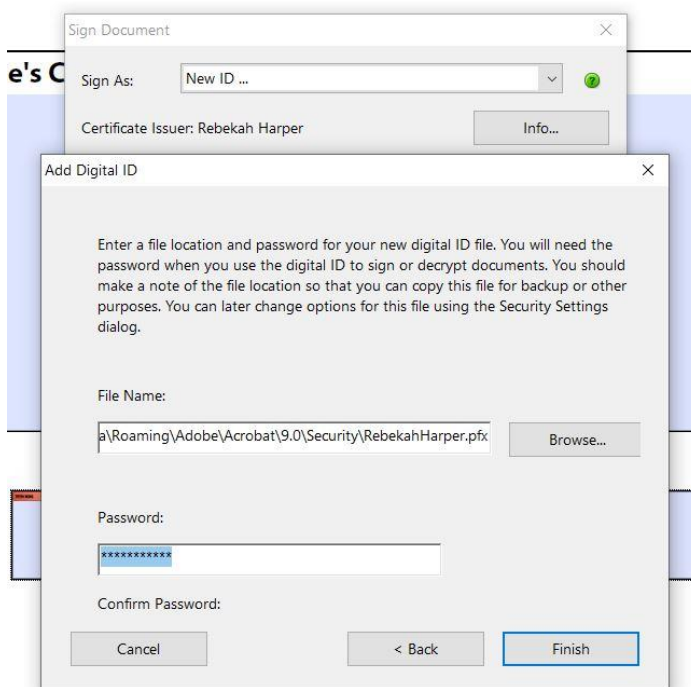

4. At the next window, select **New PKCS#12 digital ID file**. Click **Next >**.

5. Enter your identifying information in the fields below. Click **Next >** .
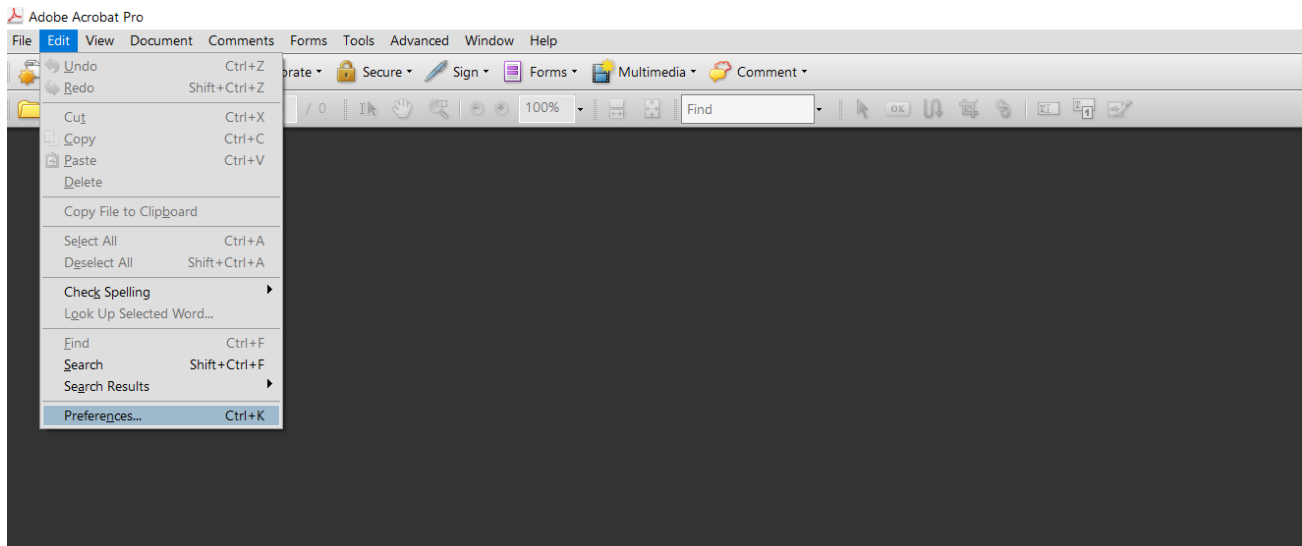

6. Create a Password for your Digital ID. Confirm the Password. Remember to save it! Click **Finish**.
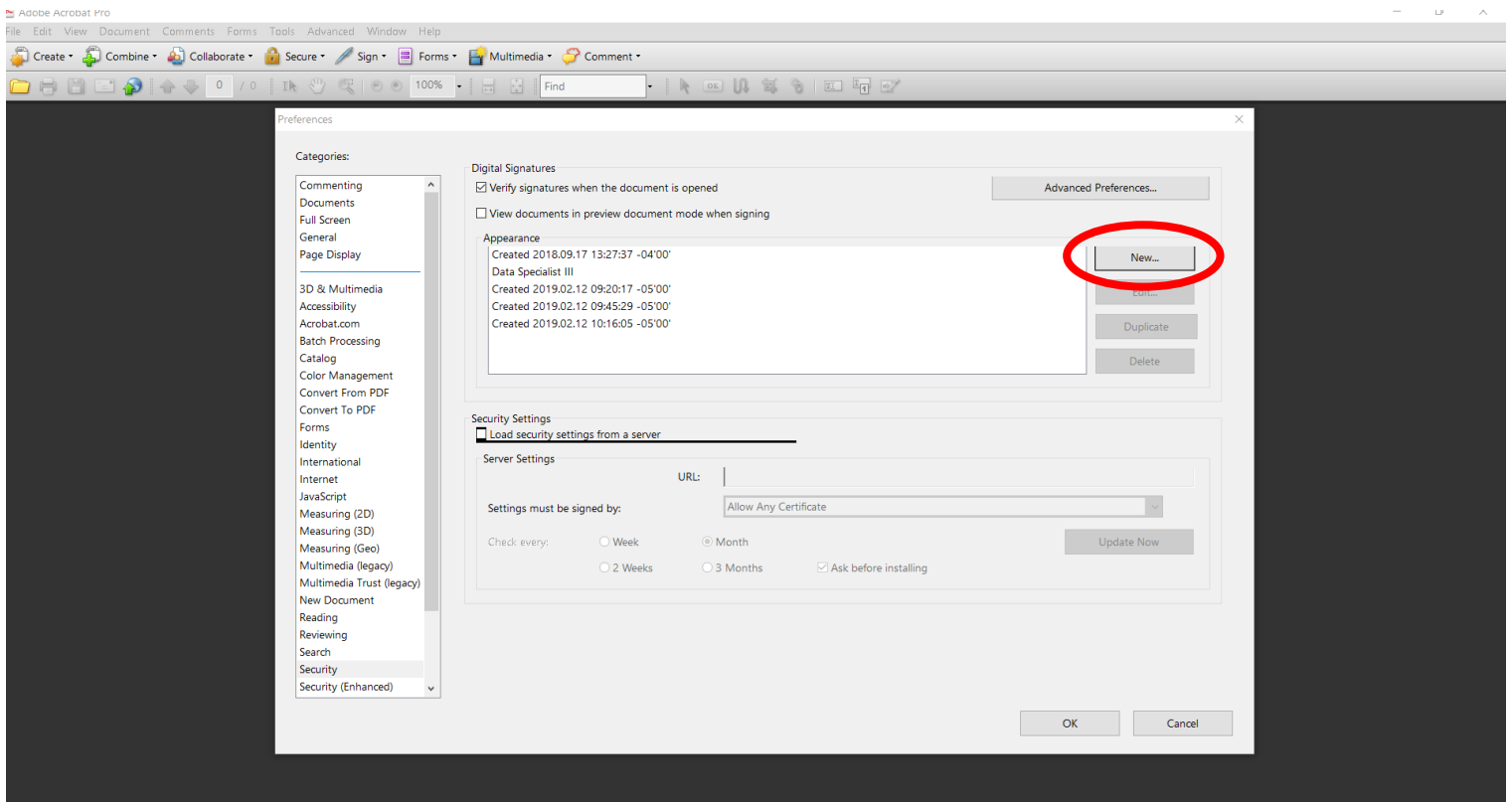
Setting up your Signature Appearance
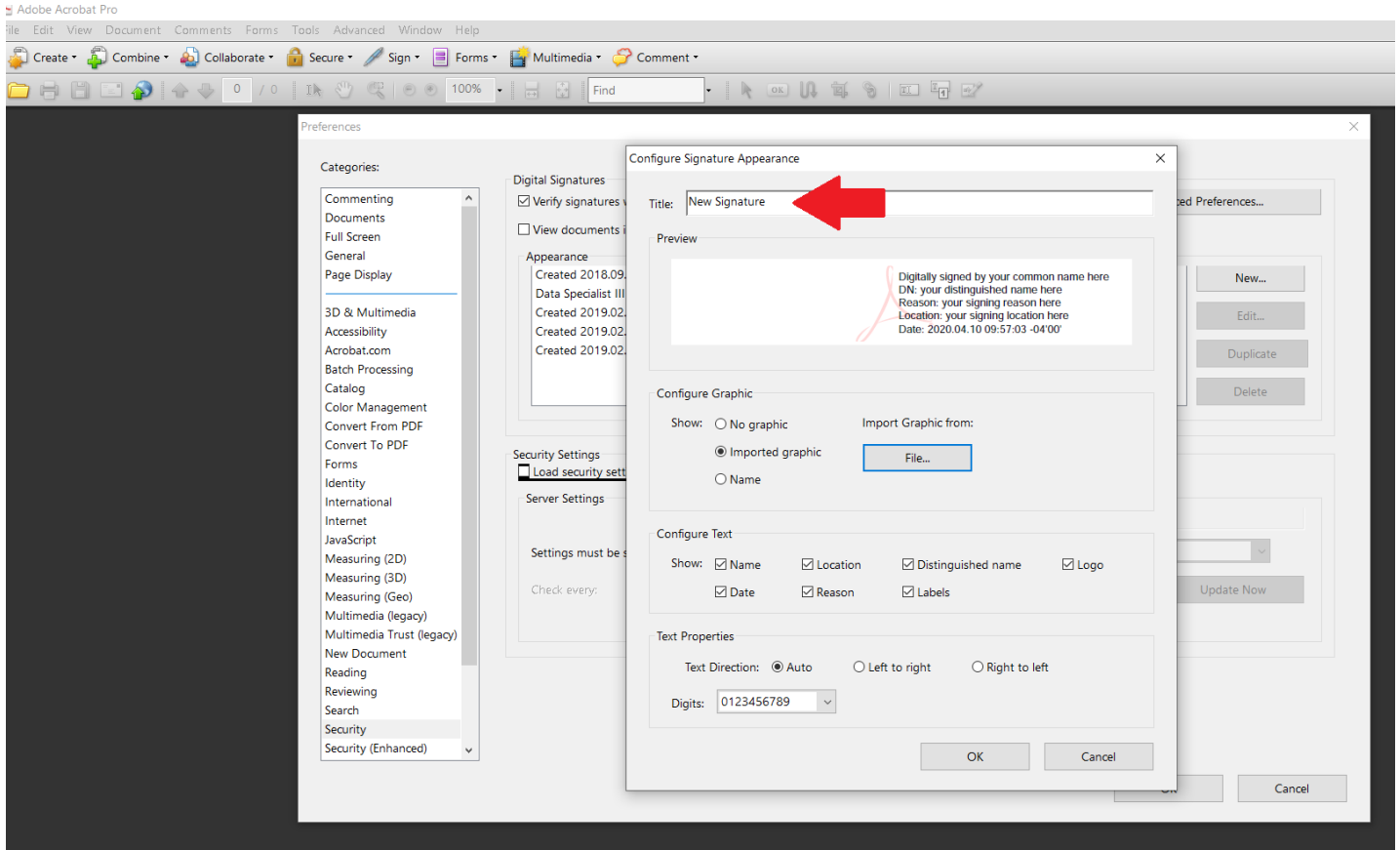
1. In the upper left hand corner, click **Edit -> Preferences…**

2. Select **Security** from the list of **Categories:** in the **Preferences** window.

3. Under the **Digital Signatures** group, click **New…**

4. The **Configure Signature Appearance** dialogue box will appear.

5. Add a **Title** for your signature, so you can identify and select it in a list later.

6. Under the **Configure Graphic** group, you can select **No Graphic** , **Imported Graphic** , or **Name.**

   a. Select **No Graphic** , to set your signature as a digital identifier with no physical signature or name.

   b. To add a photo of your written signature, select **Imported Graphic.**
      i. Click **File… -> Browse…**
      ii. Your window browser will appear. Select the image of the signature you wish to use with Adobe.
      iii. Click **Ok**.
      iv. A preview will appear, if the signature image imported correctly. Click **Ok**.

   c. Select **Name** if you want your signature to be the name associated with your account – plain text, with the digital identifier.
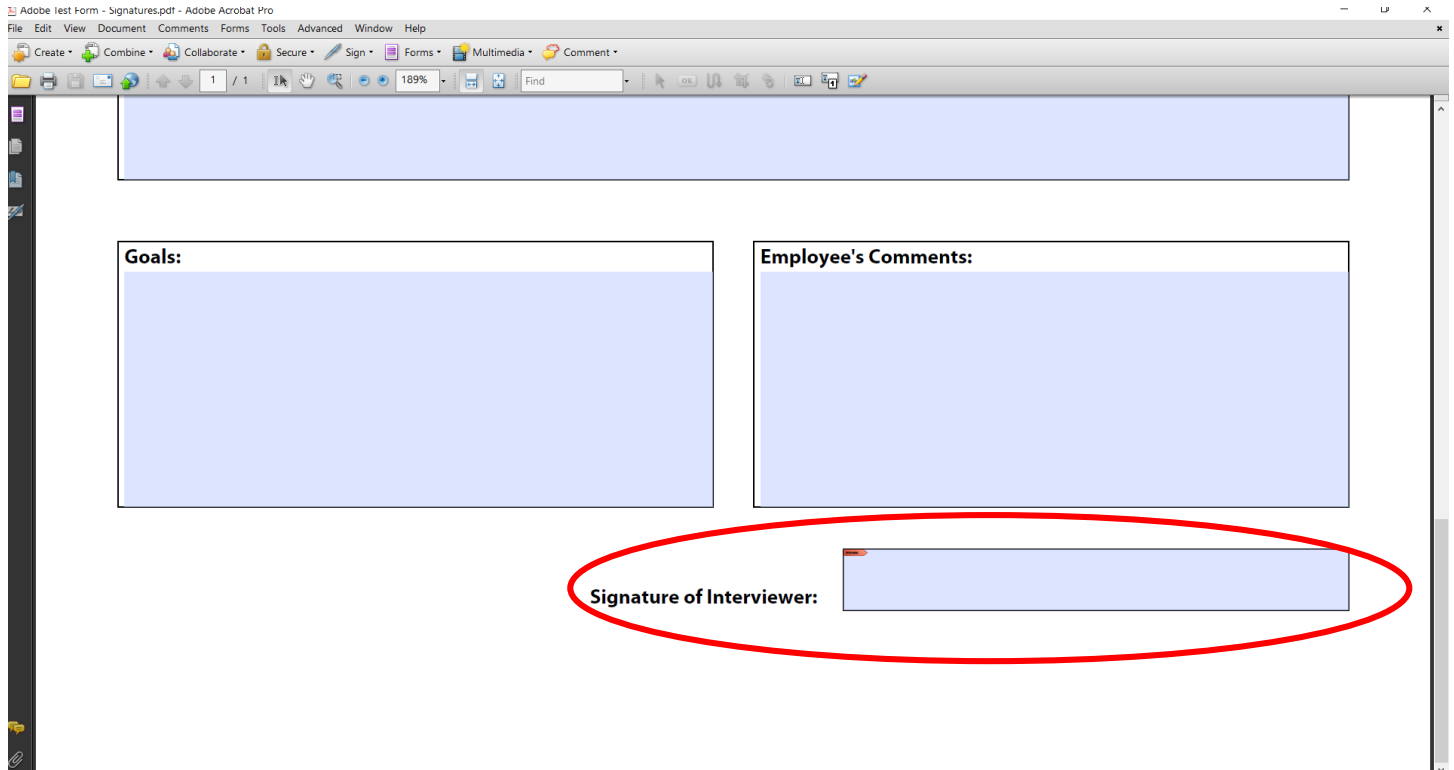
7. The **Configure Text** group contains multiple options to toggle.
   a. You can leave all these as default.

8. Once you've set signature settings and confirmed its appearance with the **Preview** feature, click **Ok.**

Adobe Acrobat Pro 9: Signatures

Signing a Document

1. You should be able to click on a Signature field within a form and digitally sign.

2. After clicking on a Signature field, the dialogue box for **Sign Document** will appear.
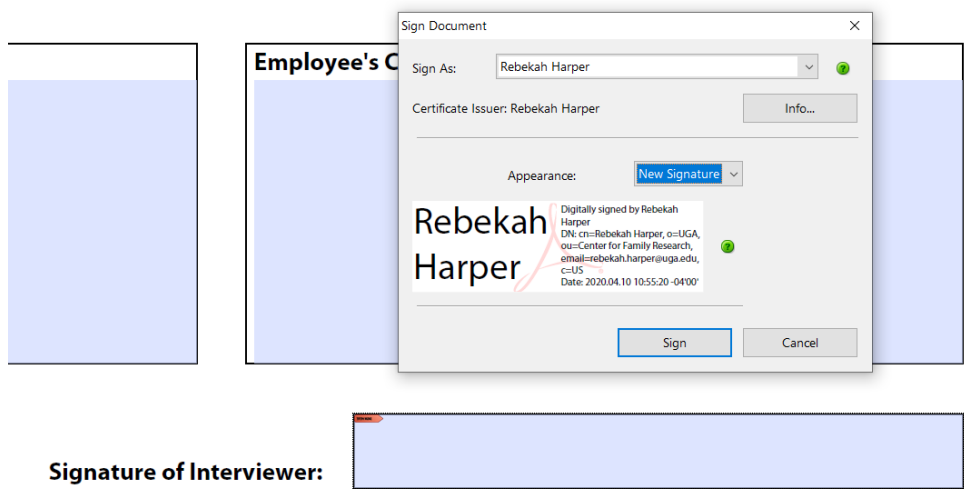
3. Click on the dropdown arrow by **Sign As** and select your previously created **Digital ID**.
   You only have to create a Digital ID once!
4. Click on the dropdown arrow by **Appearance**: and select your previously created **Signature Appearance**.

5. With your Digital ID selected by **Sign As:** and with your signature appearance chosen by **Appearance:** , click **Sign**.
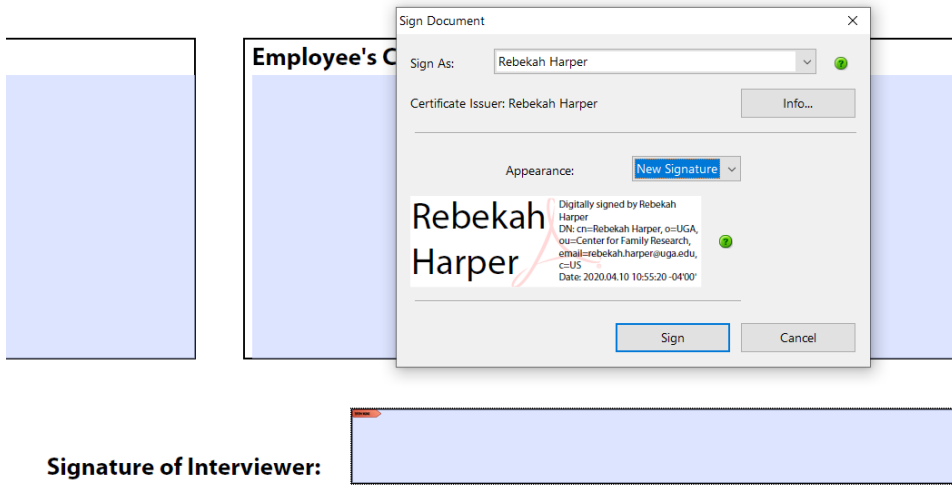
Sign Document   ✕

Sign As: Rebekah Harper   ▼   ?

Certificate Issuer: Rebekah Harper   Info...

Appearance: New Signature ▼

Rebekah
Harper

Digitally signed by Rebekah
Harper
DN: cn=Rebekah Harper, o=UGA,
ou=Center for Family Research,
email=rebekah.harper@uga.edu,
c=US
Date: 2020.04.10 10:55:20 -04'00'   ?

Sign   Cancel

Employee's C

Signature of Interviewer:

7. Example of **Signature with Imported Graphic**:

Signature of Interviewer:

R. Harper

Digitally signed by Rebekah Harper
DN: cn=Rebekah Harper, o=University of Georgia, ou=Center for
Family Research, email=rebekah.harper@uga.edu, c=US
Date: 2020.04.10 11:47:42 -04'00'