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...**

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	Security Settings	
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2. To create a **New Digital ID**, click on the icon with the + symbol.

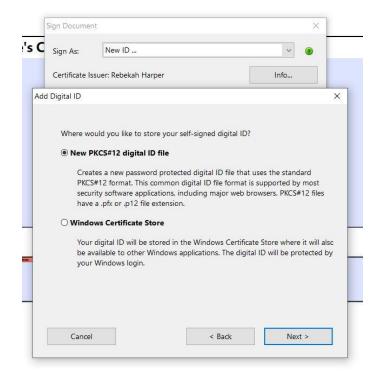
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	Rebekah Harper	
	UGA	
	Issued by: Rebekah Harper	
	UGA	
	Valid from: 2018/09/17 13:28:53 -04'00'	
	Valid to: 2023/09/17 13:28:53 -04'00'	
	Intended usage: Sign transaction, Encrypt document	

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3. The Add Digital ID dialogue box will appear. Select A new digital ID I want to create now. Click Next >.

				-
Sign As:	New ID		~ ②	
Certificate Is	suer: <mark>R</mark> ebekah Harper		Info	
Digital ID				>
I want to	sign this document usi	ng:		
OM	existing digital ID fr	rom:		
(A file			
	A roaming digital I	O stored on a server		
	A device connected	to this computer		
• A	new digital ID I want	to create now		
				_

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



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

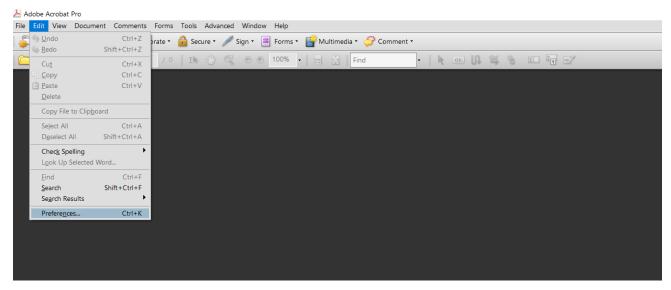
Sign As:	New ID			× 0
Certificate Issue	er: Rebekah Ha	rper	Ir	nfo
Digital ID				
certificate. Name (e.g. Jo		tion to be used when Rebekah Harper		
Organiza	tional Unit:	enter for Family Resea	rch	
-		enter for Family Resea University of Georgia	rch	
Organiza	tion Name:			
Organiza Ema	tion Name:	University of Georgia		
Organiza Em. Coun	tion Name:	University of Georgia rebekah.harper@uga.e US - UNITED STATES		

6. Create a Password for your Digital ID. Confirm the Password. Remember to save it! Click **Finish**.

Sig	in As:	New ID		~ 🧿	
Cer	rtificate <mark>I</mark> s	suer: Rebekah Harper		Info	
dd Digi	ital ID				×
r	purposes.	You can later change options for th	is file using the	Security Setting	s
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د ۲ ۱	dialog. File Name: a\Roaming	g\Adobe\Acrobat\9.0\Security\Rebe			
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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...

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Categories: Commenting Documents Full Screen General Page Display 3D & Multimedia Accessibility Acrobat.com Batch Processing Catalog Color Management Convert To PDF Forms Identity International Internet	Digital Signatures Verify signatures when the document is opened View documents in preview document mode when signing Appearance Created 2018.09.17 13:27:37 - 04'00' Data Specialist III Created 2019.02.12 09:20:17 - 05'00' Created 2019.02.12 09:20:17 - 05'00' Created 2019.02.12 09:20:17 - 05'00' Created 2019.02.12 10:16:05 - 05'00' Delete Delete User Settings Load security settings from a server Server Settings URL:	
JavaScript Measuring (2D) Messuring (3D) Mutimedia (legacy) Mutimedia (legacy) New Document Reading Reviewing Search Security Security (Enhanced)	Settings must be signed by: Allow Any Certificate Ched: every: Week 2 Weeks 3 Months Ask before installing OK Cancel	

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

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			Cancel

- 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.

Signing a Document

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

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	Goals:	Employee's Comments:		
6	Signature of I	nterviewer:		•

2. After clicking on a Signature field, the dialogue box for Sign Document will appear.

	Sign Document X	
Employ	ee's C Sign As: Rebekah Harper	
	Certificate Issuer: Rebekah Harper Info	
	Appearance: New Signature ~	
	Rebekah Digitally signed by Rebekah Mac ca-Bebekah Harper, c2-UGA, USC ca-Bebekah Harper, c2-UGA, USC ca-Bebekah Harper, c2-UGA, enalis-rebekah harper, c2-UGA, enalis-rebekah harper, c2-UGA, Disc 2020,410 1055.20-04000	
	Sign Cancel	
Signature of Interviewer:		

- 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 X	
Employee's	C Sign As: Rebekah Harper	
	Certificate Issuer: Rebekah Harper Info	
	Appearance: New Signature V	
	Rebekah Happ Discristebala Happer, 2016, ou-controf for Amaly Besards, mail-repekah happer gruga.edu, culs Date: 2020.04.10 105520-0400	
	Sign Cancel	
Signature of Interviewer:		

7. Example of Signature with Imported Graphic:

Signature of Interviewer:
