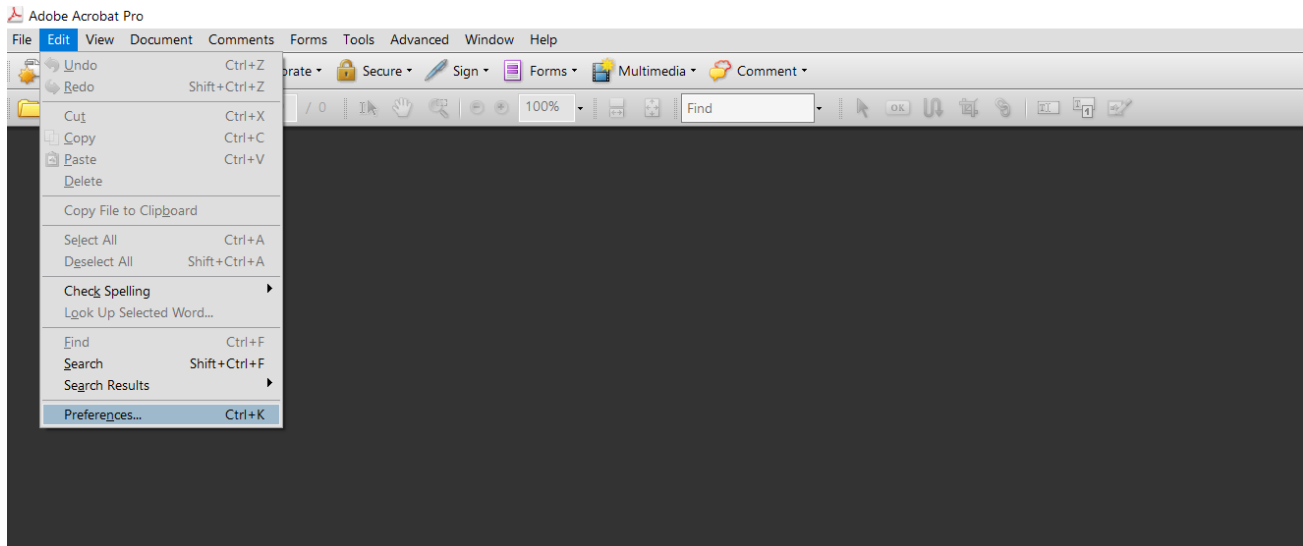


Signatures: Adobe Acrobat Pro 9

You can also see: <https://www.adobe.com/acrobat/learn-more/signatures/signatures.html>

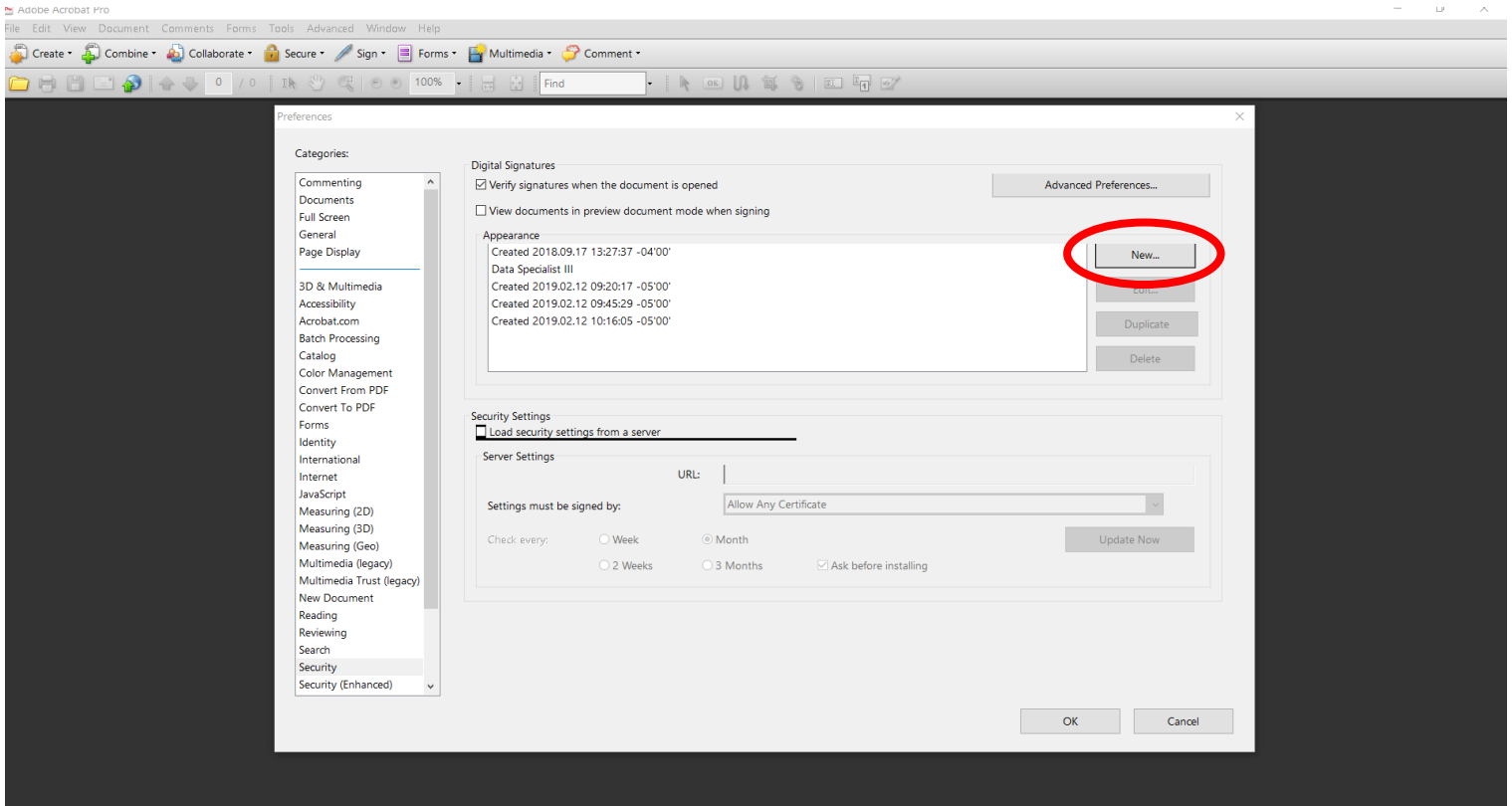
Setting Your Signature Appearance

1. In the upper left hand corner, click **Edit -> Preferences...**

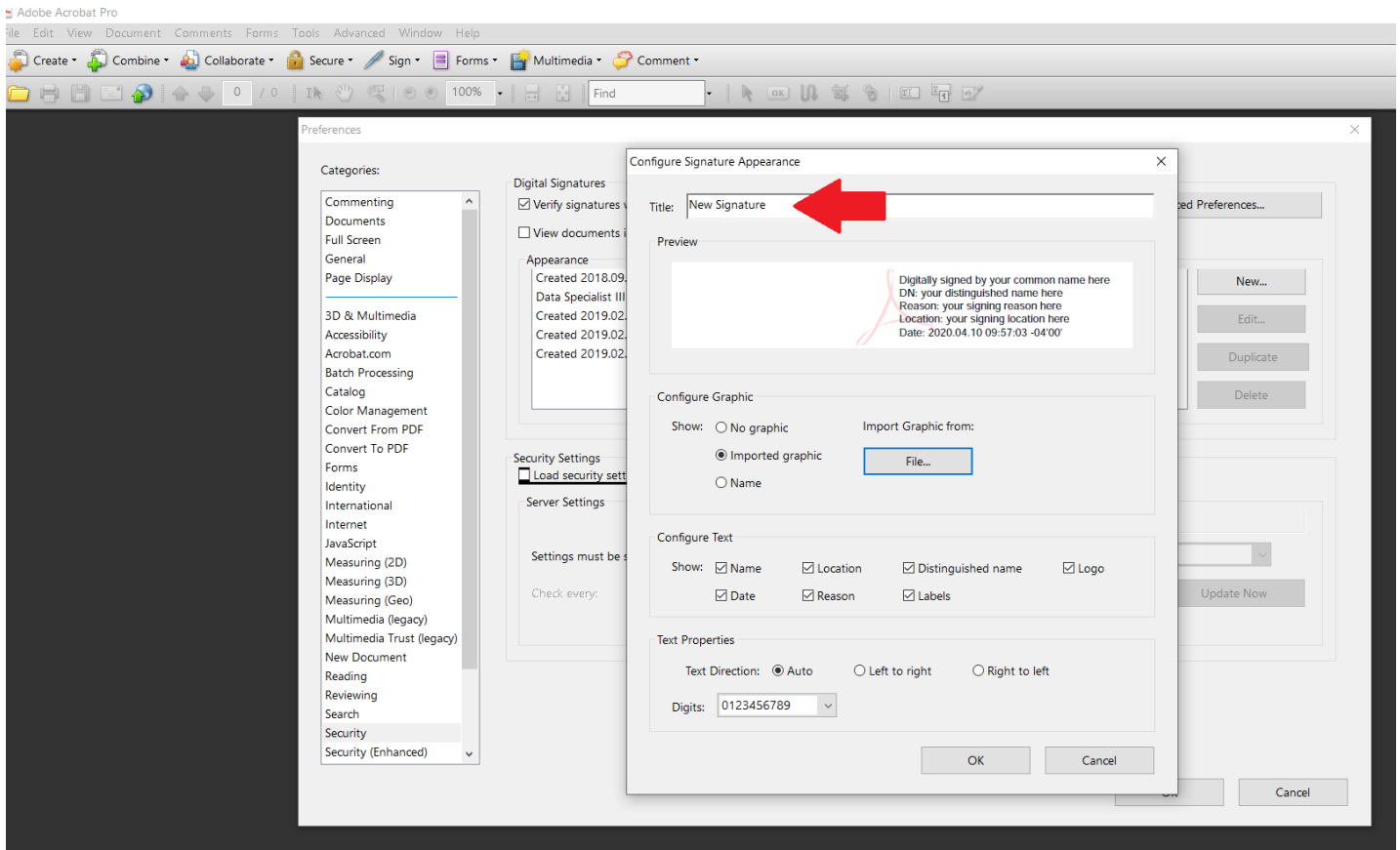


2. Select **Security** from the list of **Categories:** in the **Preferences** window.
3. Under the **Digital Signatures** group, click **New...**

Adobe Acrobat Pro 9: Signatures



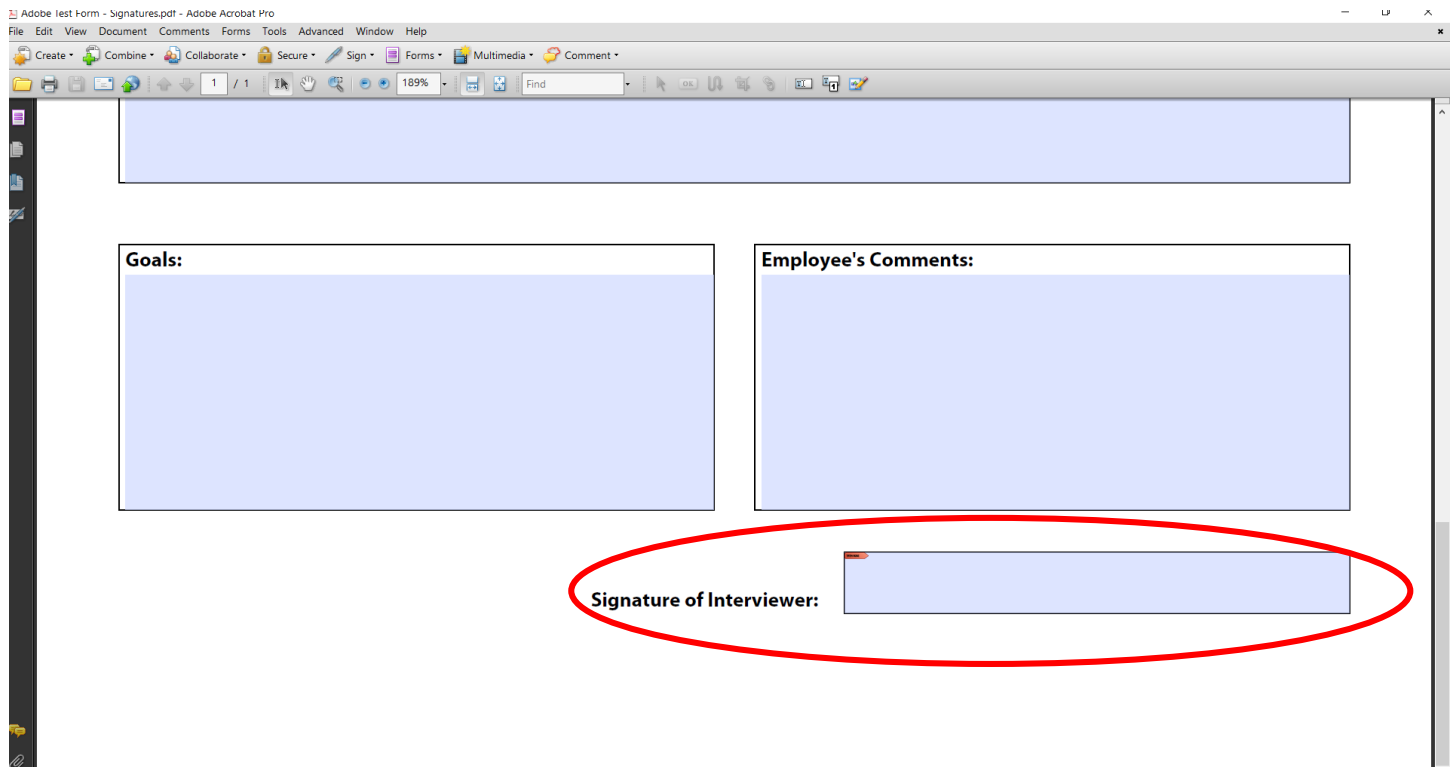
4. The **Configure Signature Appearance** dialogue box will appear.



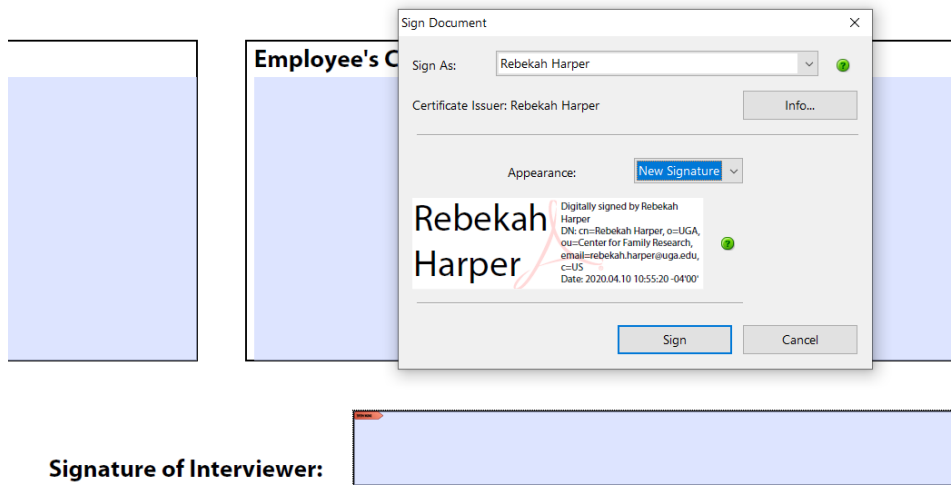
5. Add a **Title** for your signature, so you can identify and select it in a list later.
6. Under the **Configure Graphic** group, you can select **No Graphic** , **Imported Graphic** , or **Name**.
 - a. Select **No Graphic** , to set your signature as a digital identifier with no physical signature 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. The options coincide with data elements associated with the Adobe user.
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.

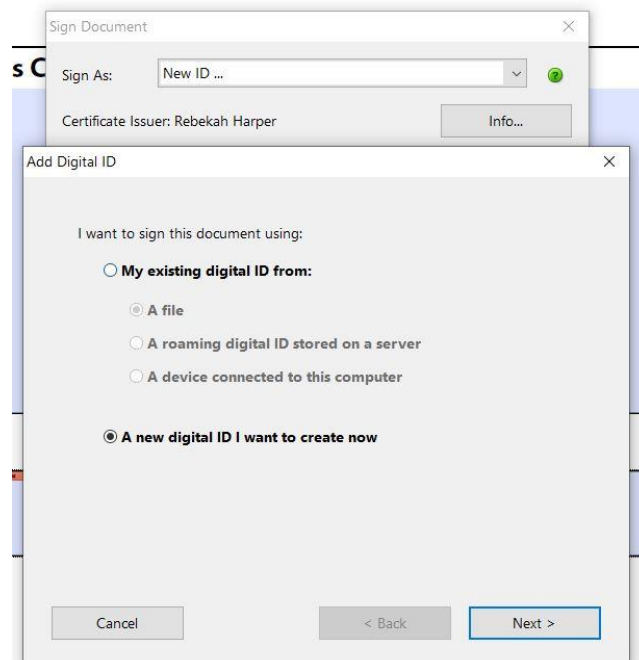


2. After clicking on a Signature field, the dialogue box for **Sign Document** will appear.



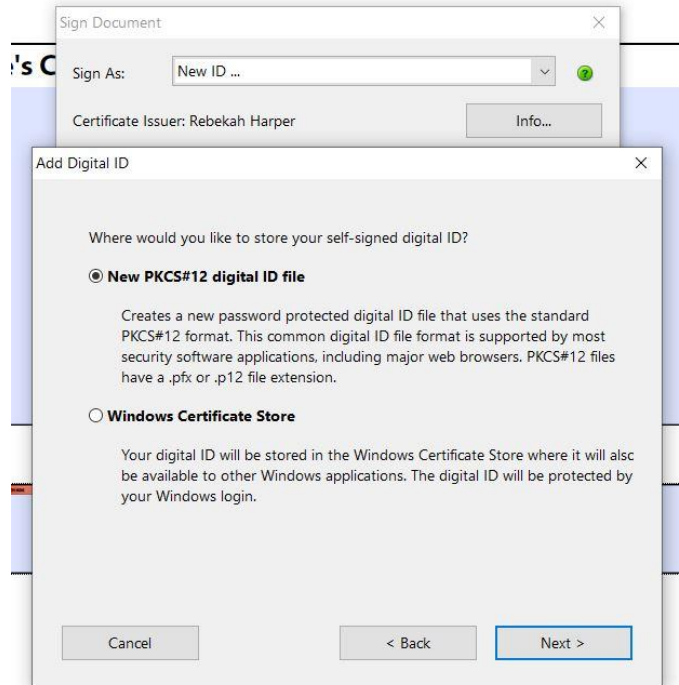
3. Click on the dropdown arrow by **Sign As** and select a previously created **Digital ID**. **You only have to create a Digital ID once!**
4. Click on the dropdown arrow by **Appearance**: and select the signature you created from before.
5. Click **Sign**. OR....

- 3a. Select **New ID ...** if you haven't already created your Adobe Digital ID. **You only have to create a Digital ID once!**
4. The **Add Digital ID** dialogue box will appear. Select **A new digital ID I want to create now**. Click **Next >**.



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



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

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Sign Document

Sign As: New ID ...

Certificate Issuer: Rebekah Harper

Info...

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Rebekah Harper

Organizational Unit: enter for Family Research

Organization Name: University of Georgia

Email Address: rebekah.harper@uga.edu

Country/Region: US - UNITED STATES

Enable Unicode Support

Cancel < Back Next >

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

Sign Document

Sign As: New ID ...

Certificate Issuer: Rebekah Harper

Info...

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

a:\Roaming\Adobe\Acrobat\9.0\Security\RebekahHarper.pfx Browse...

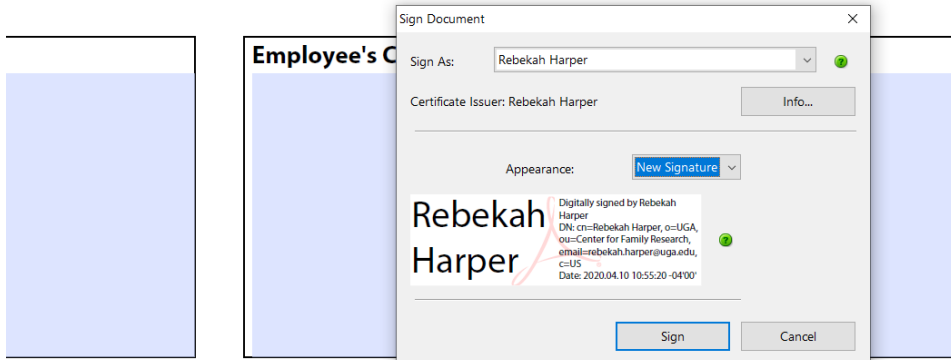
Password:

Confirm Password:

Cancel < Back Finish

Adobe Acrobat Pro 9: Signatures

8. With your Digital ID created and selected by **Sign As:** and with your signature appearance chosen by **Appearance:** , click **Sign**.



Signature of Interviewer:



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

Signature of Interviewer:

