

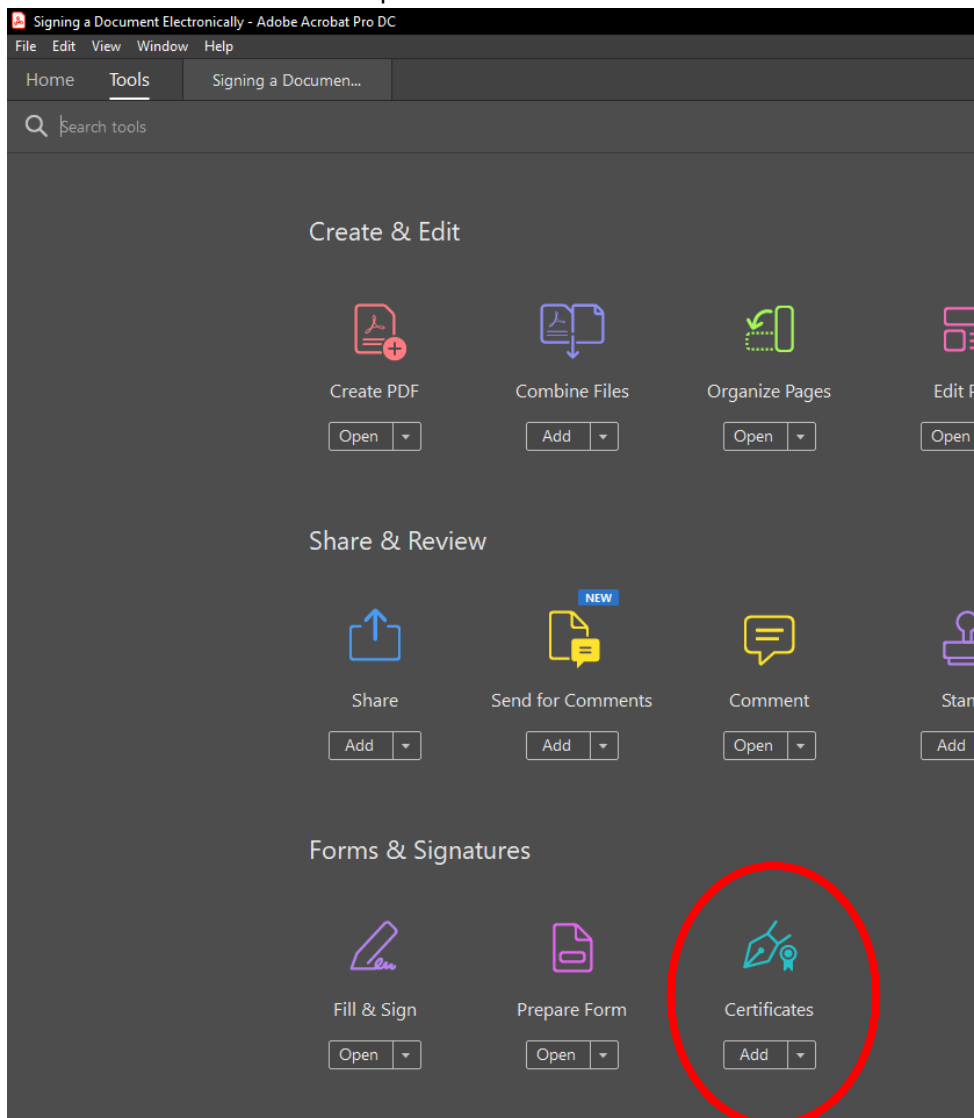
**Purpose:** Creation and Application of Digital Signatures in Adobe

**Scope:** Applies to University of North Texas faculty, staff and students

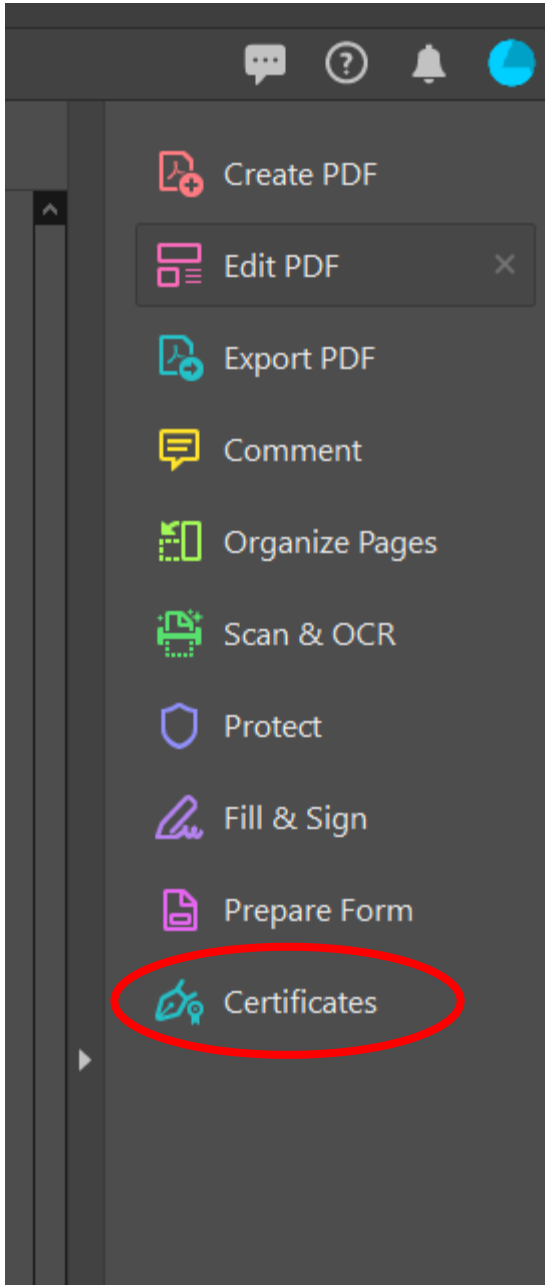
**Procedure:**

This document assumes that Adobe Acrobat already installed on your computer.

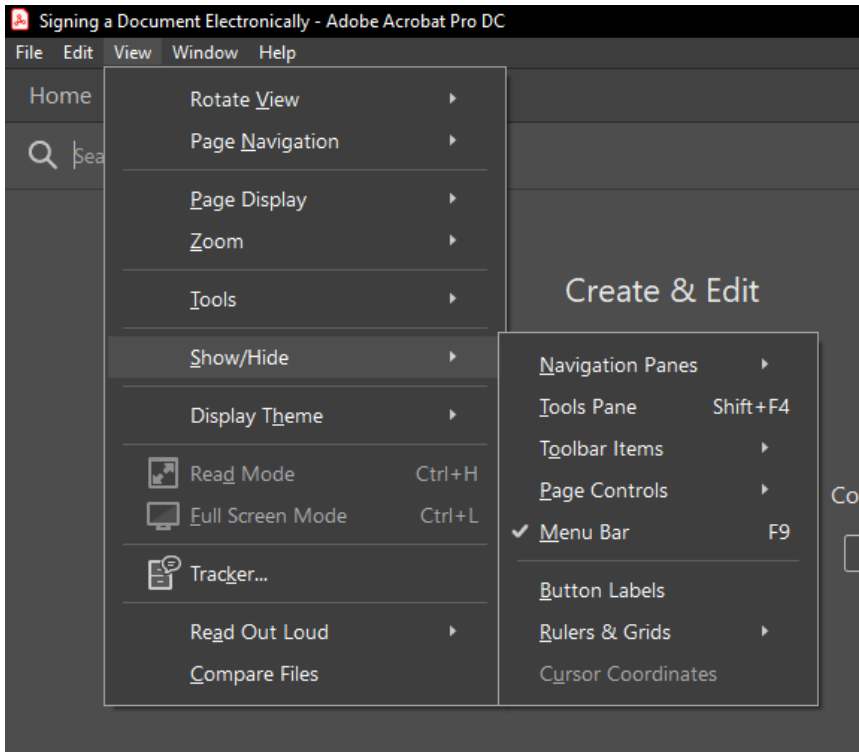
1. In order to digitally sign a document, the digital signature must first be created. To begin, open a pdf document needing a signature.
2. To create a signature, the 'Certificates' tool will need to be used. This enables the creation of a certified signature.
3. Select the Tools menu at the top of the window.



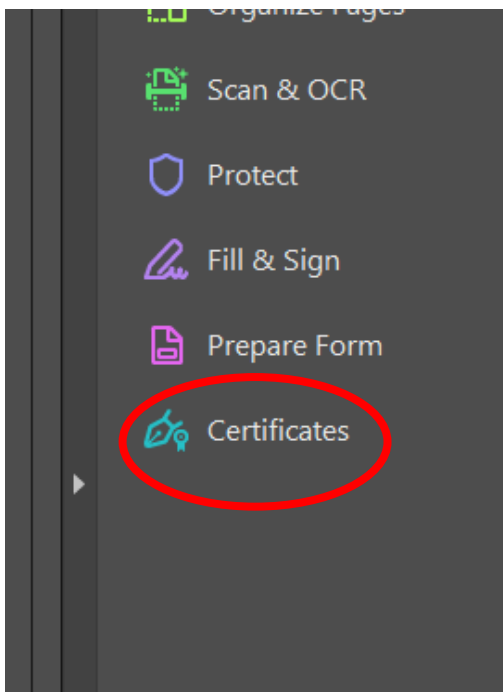
4. Choose the add button corresponding to the 'Certificates' tool. This will add the tool to your right-hand tool pane.



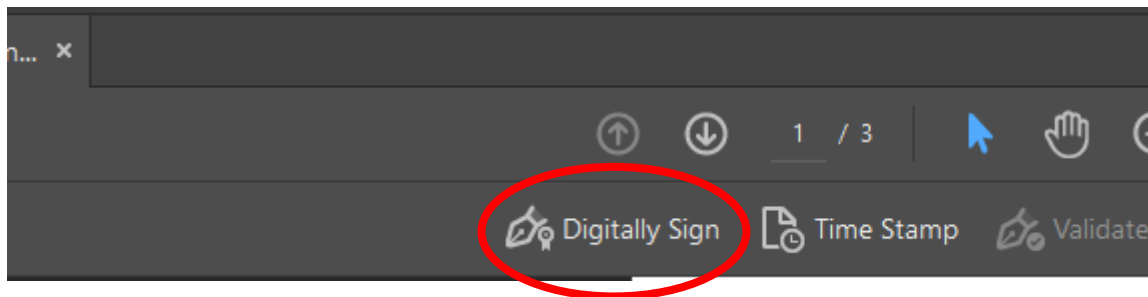
\*\*If the tool pane is not visible, it can be enabled from the View menu, Show/Hide, and check 'Tools Pane'



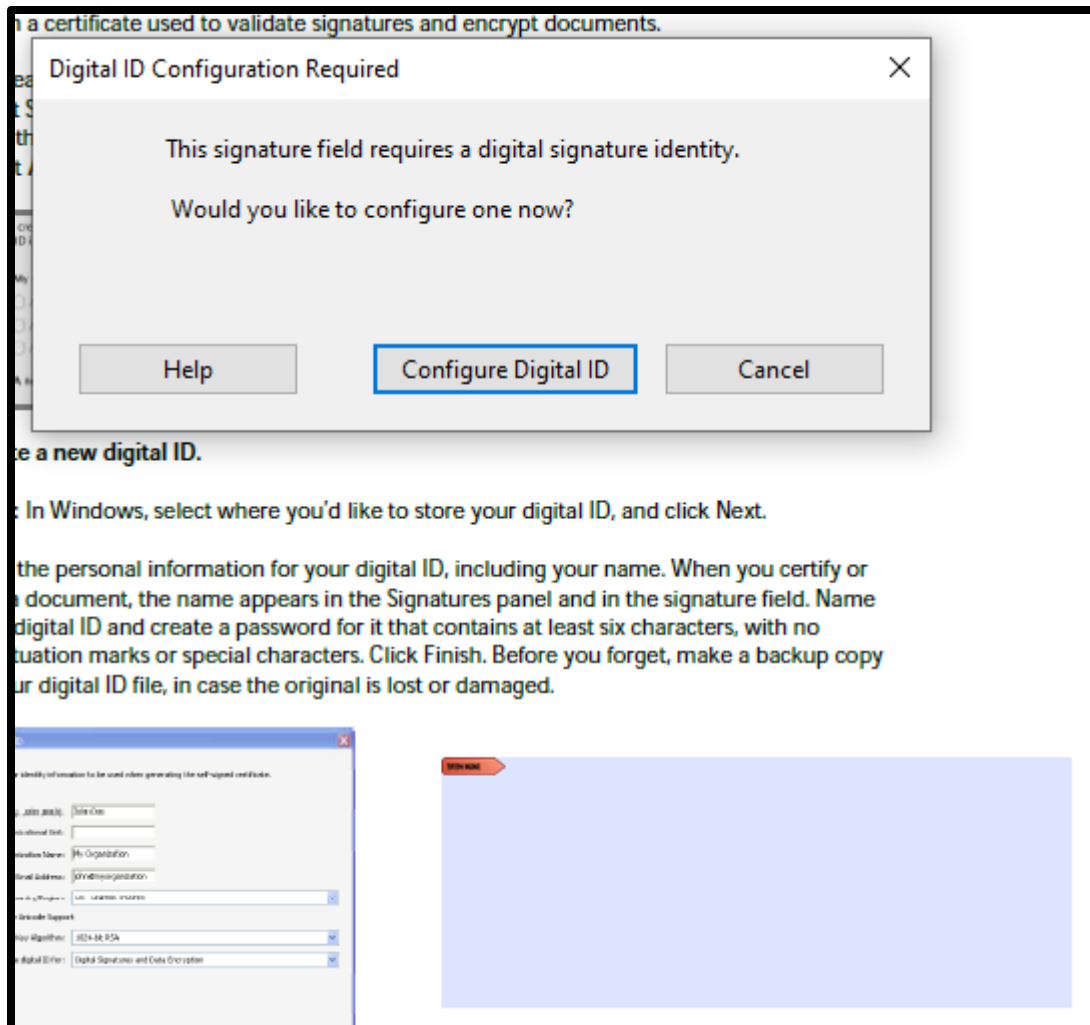
5. Change back to the document requiring a signature, and from the right-hand tools pane select the 'Certificates' tool.



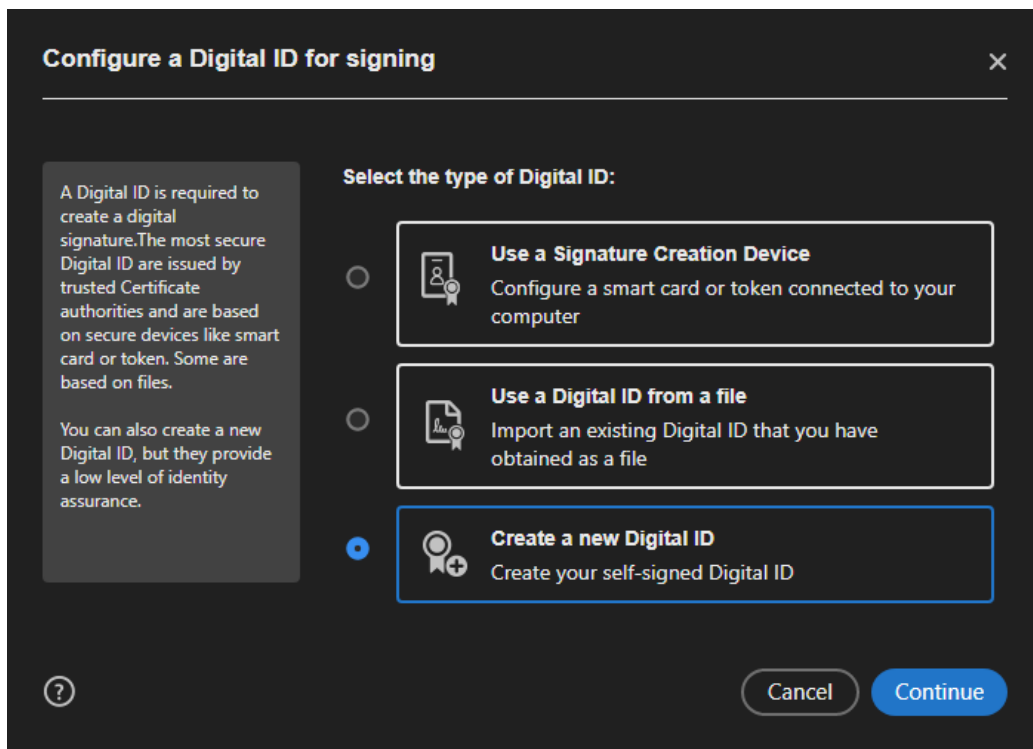
6. On the top menu bar, select 'Digitally Sign' and follow along with the windows that appear.



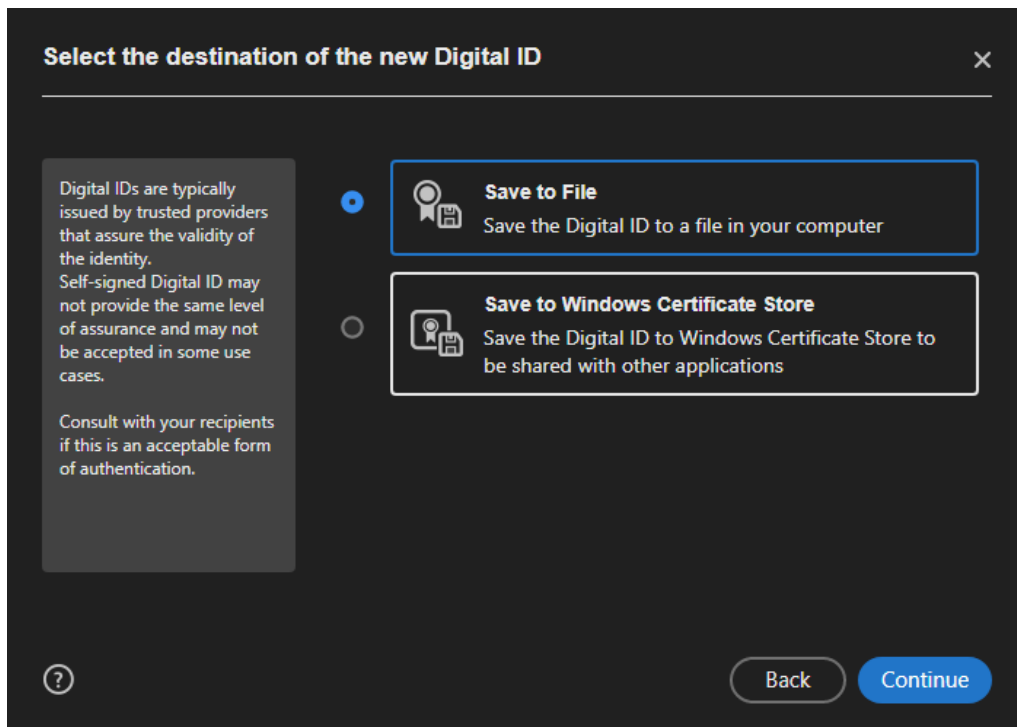
7. When prompted, drag a rectangle where the signature should be placed. Then select 'Configure Digital ID' on the subsequent window.



8. Select 'Create a new Digital ID' and then continue.



9. Chose 'Save to file' so that the signature file is available to you for use on other computers.



10. Fill in the requested information (Name and Email address are required; Organizational Unit and Organization Name are optional)

The screenshot shows a dark-themed dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this box is a question mark icon. The main area contains several input fields and dropdown menus: "Name" (text input), "Organizational Unit" (text input), "Organization Name" (text input), "Email Address" (text input), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom right, there are "Back" and "Continue" buttons.

11. Choose a location to save your digital signature file. Remember this location in case it is desired to use this signature on other devices (the file can be copied to other computers) Set a password for your signature. Click Save.

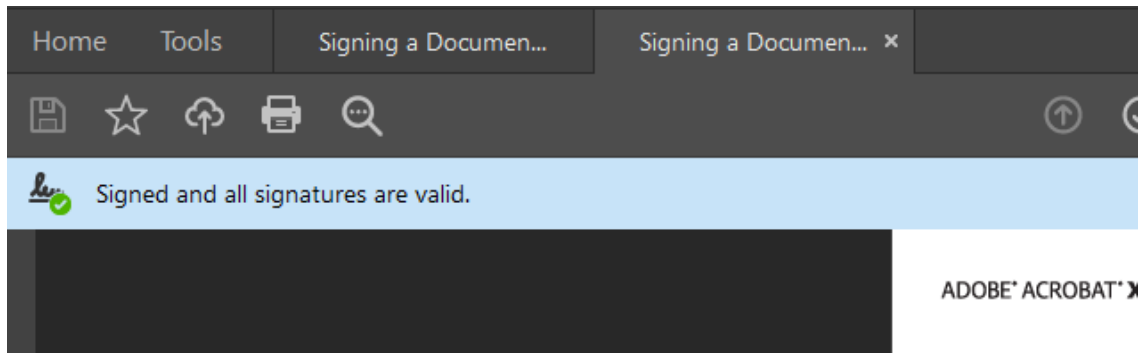
The screenshot shows a dark-themed dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this box is a question mark icon. The main area contains: "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Users\UNTuser\Documents\FirstLast.pfx" and a "Browse" button; "Apply a password to protect the Digital ID:" followed by a password input field with a green strength indicator; and "Confirm the password:" followed by another password input field. At the bottom right, there are "Back" and "Save" buttons.

12. The Signature Creation Wizard will now place your signature on the document.

\*\*\*During placement of the signature, you are given the ability to 'Lock document after signing' if this is selected, no other changes may be made to the document. This means that others users will not be able to sign the document if required.

13. To place the signature, Adobe will ask to save the document. You may choose to save the document with the same name, or change the name to signify that it has been signed.

14. Adobe Acrobat will now display a banner on the document indicating that the document is signed and all signatures are valid.



**To apply a preexisting signature:**

The process to use a pre-existing signature is a shortened version of the creation process but some of the steps are the same.

1. Select the 'Certificates' tool.
2. Drag a bow where the signature should be placed.
3. Select the signature to use and enter the password.
4. Choose how and where to save the signed document.