**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.
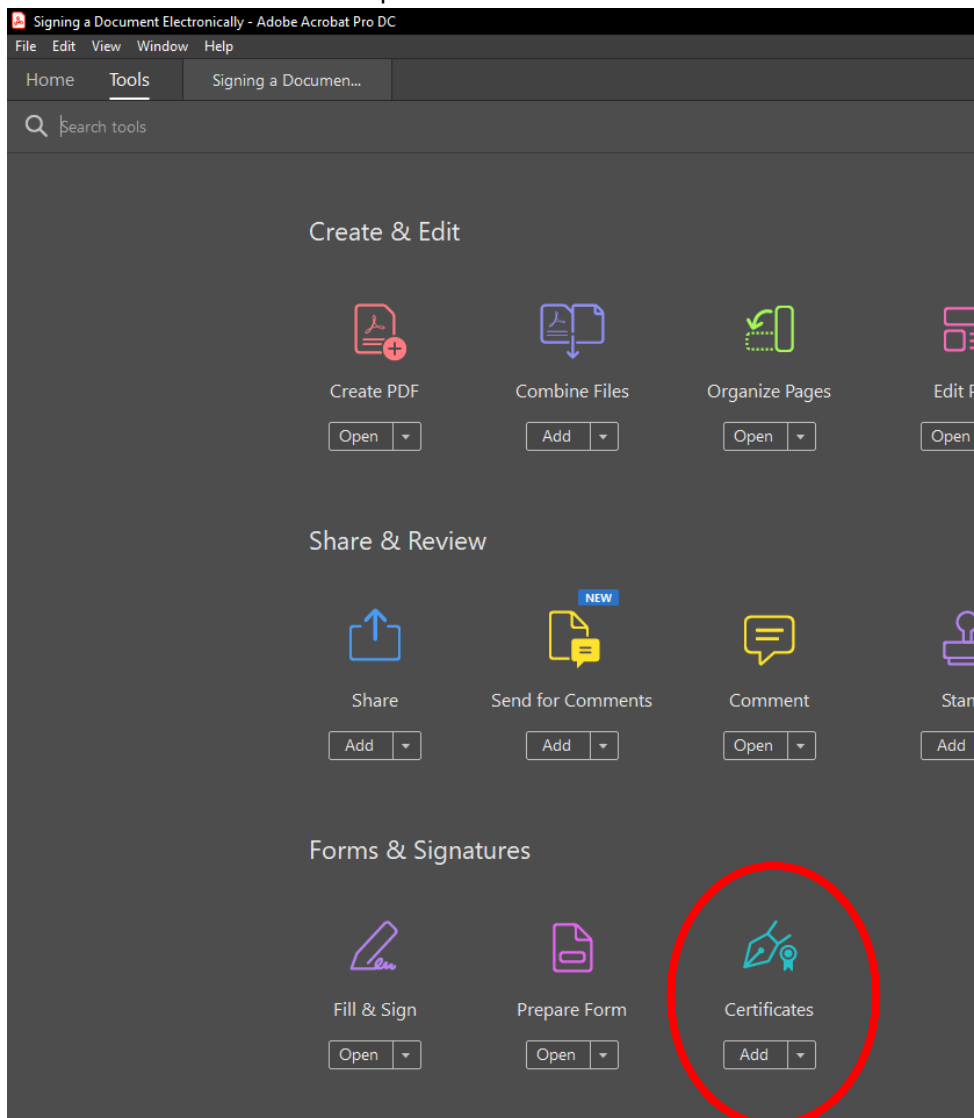
4. Choose the add button corresponding to the 'Certificates' tool. This will add the tool to your right-hand tool pane.
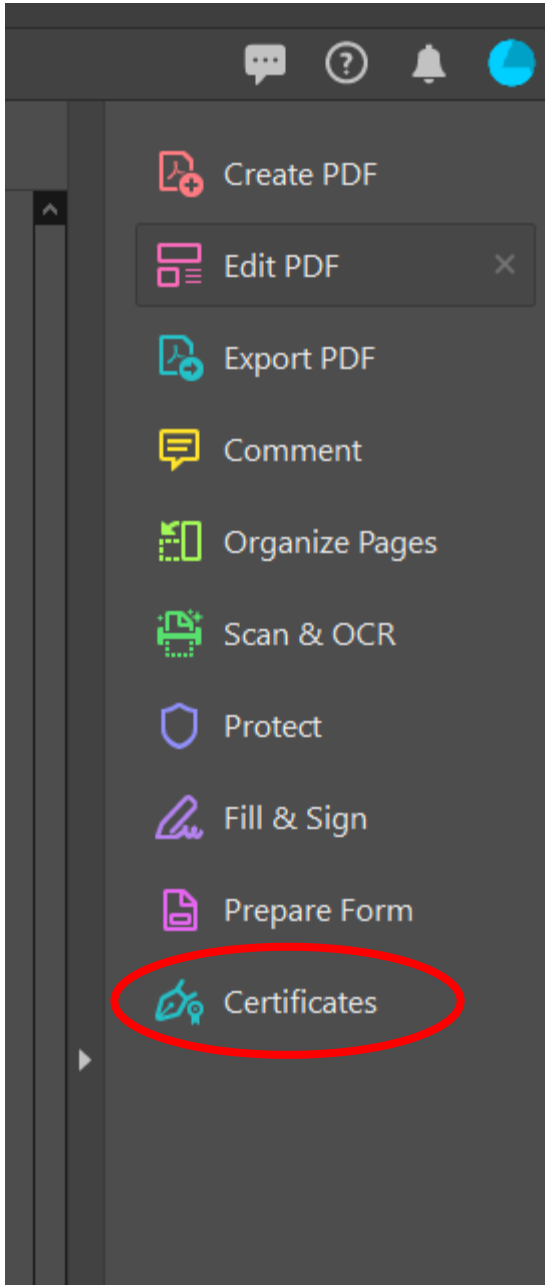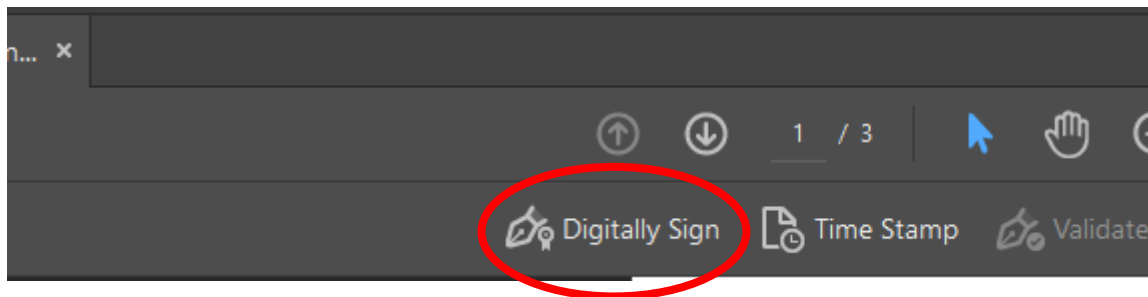
**If the tool pane is not visible, it can be enabled from the View menu, Show/Hide, and check 'Tools Pane'
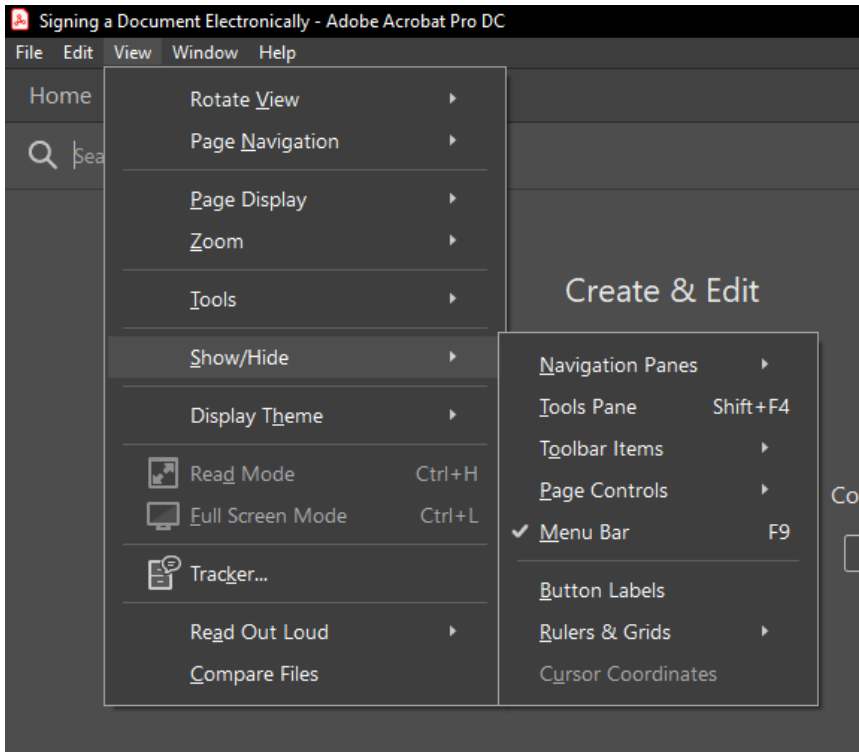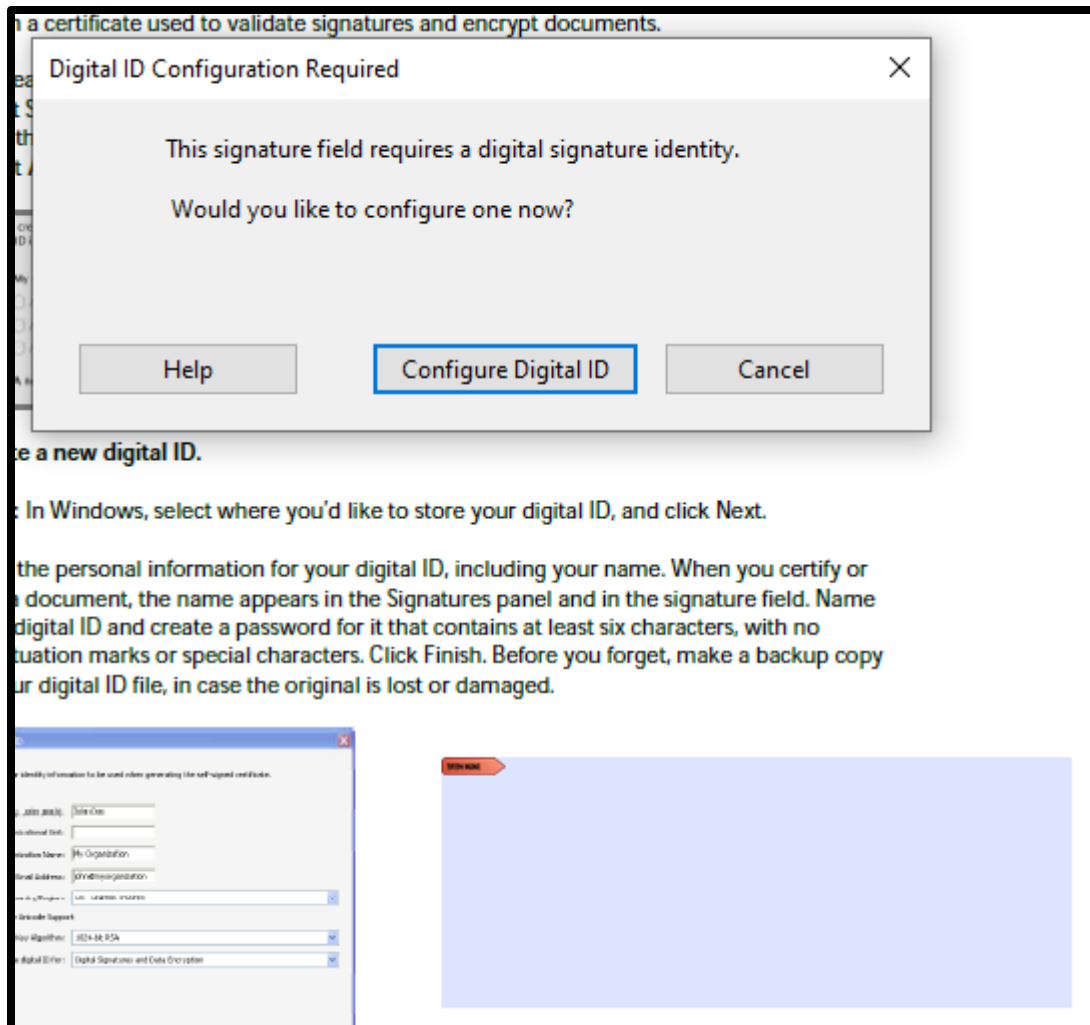

5. Change back to the document requiring a signature, and from the right-hand tools pane select the 'Certificates' tool.
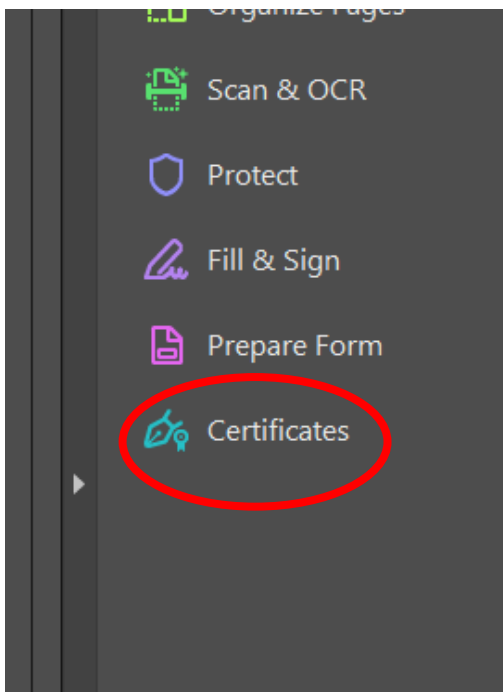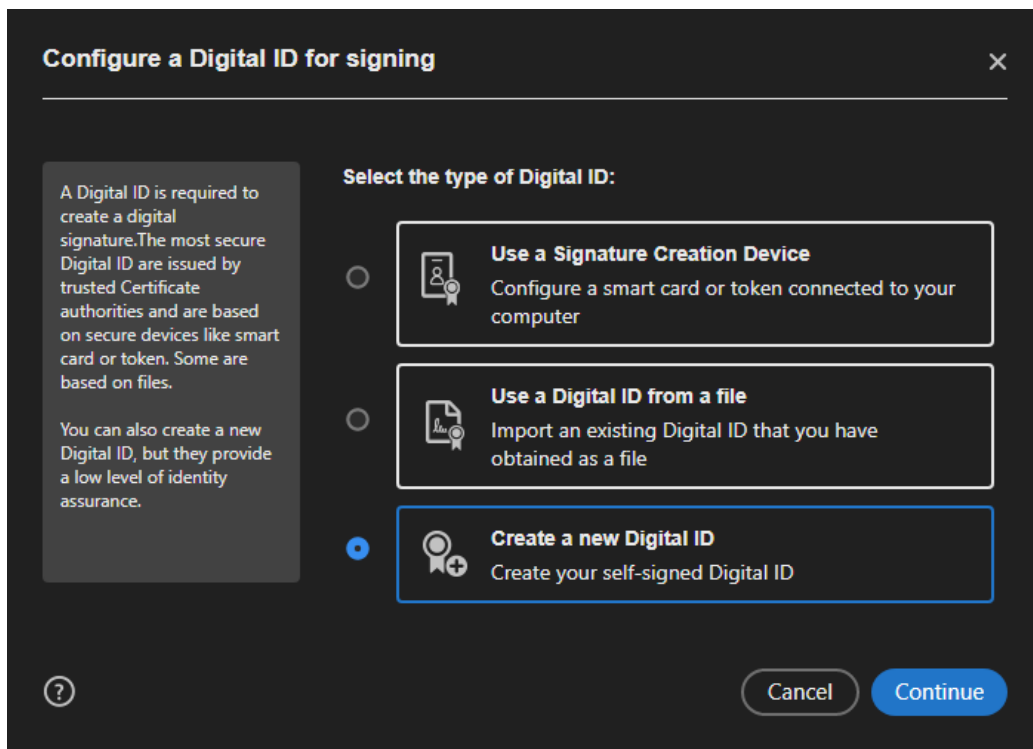
6. On the top menu bar, select 'Digitally Sign' and follow along with the windows that appear.
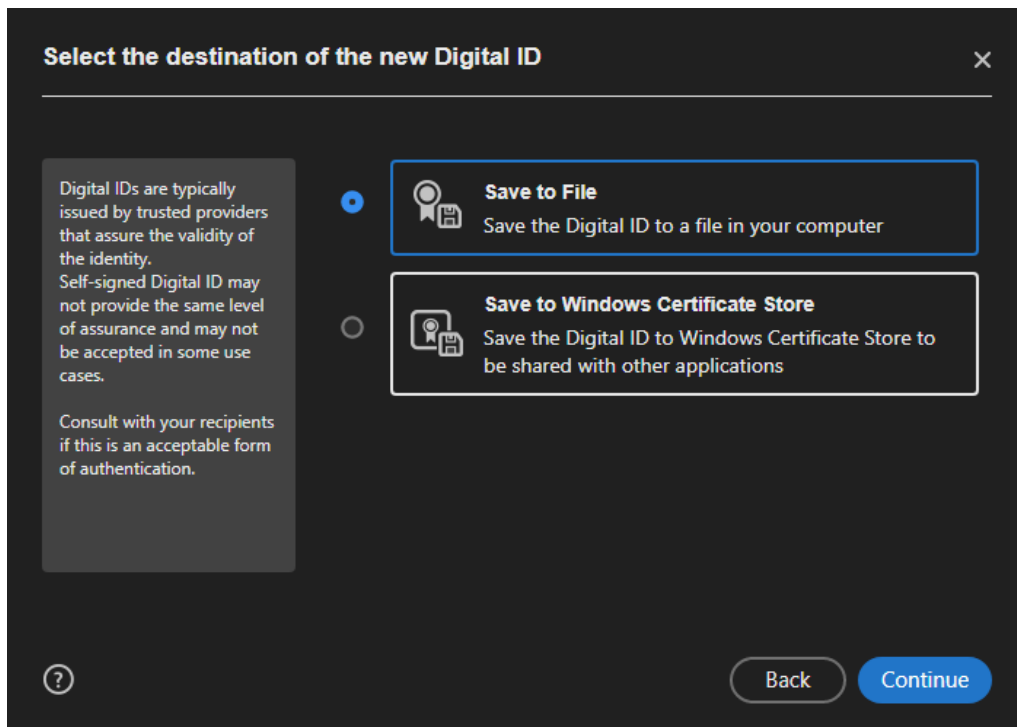

7. When prompted, drag a rectangle where the signature should be placed. Then select 'Configure Digital ID' on the subsequent window.

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)

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.

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.
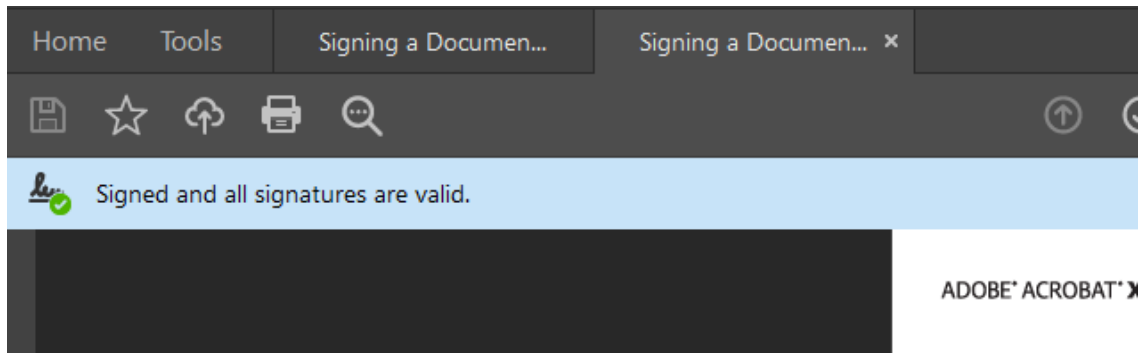
To apply a preexisting signature:

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.