Instructions for Signing a PDF

A digital signature can be provided in the PDF using Adobe Reader XI or a later version of Adobe (e.g., Adobe Acrobat X Pro). If you are unable to provide a digital signature, please down the free Adobe Reader XI software at http://www.adobe.com/products/reader.html. Please note that cropped images were used for this guide.

Detailed instructions can be found at <u>http://www.adobepress.com/articles/article.asp?p=1708161&seqNum=4</u>.

Follow steps 1 thru 5 to provide a digital signature.	
Step 1: Click on the red tab in the signature line	Step 2: First time user select "A new digital ID I wasn't to create
	now". Click Next. (Returning users go to Step 5.)
Faculty Supervisor Signature	I want to sign this document using: My existing digital ID from: A file A roaming digital ID accessed via a server A device connected to this computer A new digital ID I want to create now
Step 3: Select the location where you want to store your signature. Click Next. Add Digital ID 23 Where would you like to store your self-signed digital ID? 8 Image: Where would you like to store your self-signed digital ID? 8 Image: Where would you like to store your self-signed digital ID? 8 Image: Where would you like to store your self-signed digital ID? 8 Image: Where would you like to store your self-signed digital ID? 8 Image: Where would you like to store your self-signed digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension. Image: Windows Certificate Store Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.	Step 4: Enter your identity information to be used when generating the signature. Click Next. Note: Enable Unicode Support is for extended characters (things like #, &, ^, etc.). If you select this option, you can type the Unicode values in the boxes that appear to the right of the original fields. Add Digital ID Image: Enter your identity information to be used when generating the self-signed certificate. Name (e.g. John Smith): Image: Organizational Unit:
Step 4: Create a password for your signature. Click Finish.	Step 5: Enter your password to provide your signature. <i>If you want to use an image of your actual signature follow the steps on the second page.</i> Note: You can select Lock Document After Signing. Select this only if you are the last person to digitally sign this document because it locks all of the fields in the document. Click Sign to sign the document.