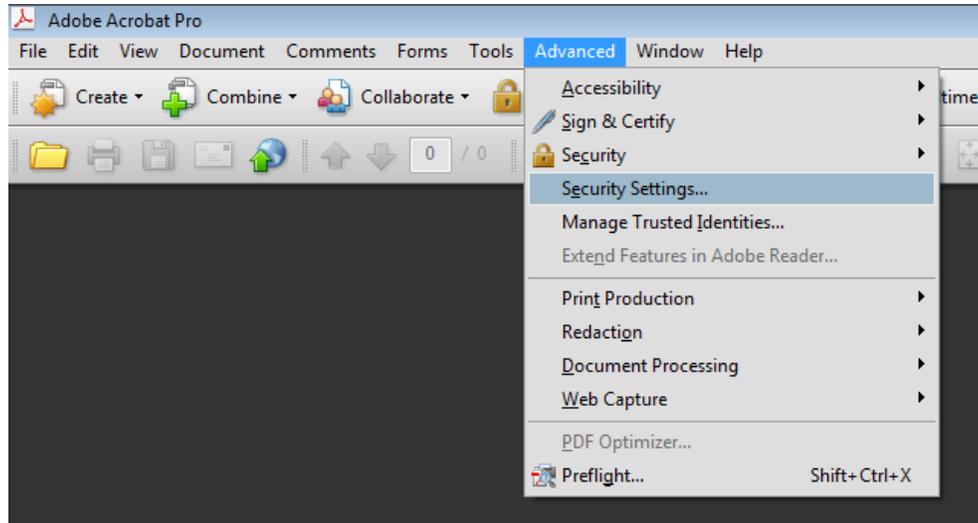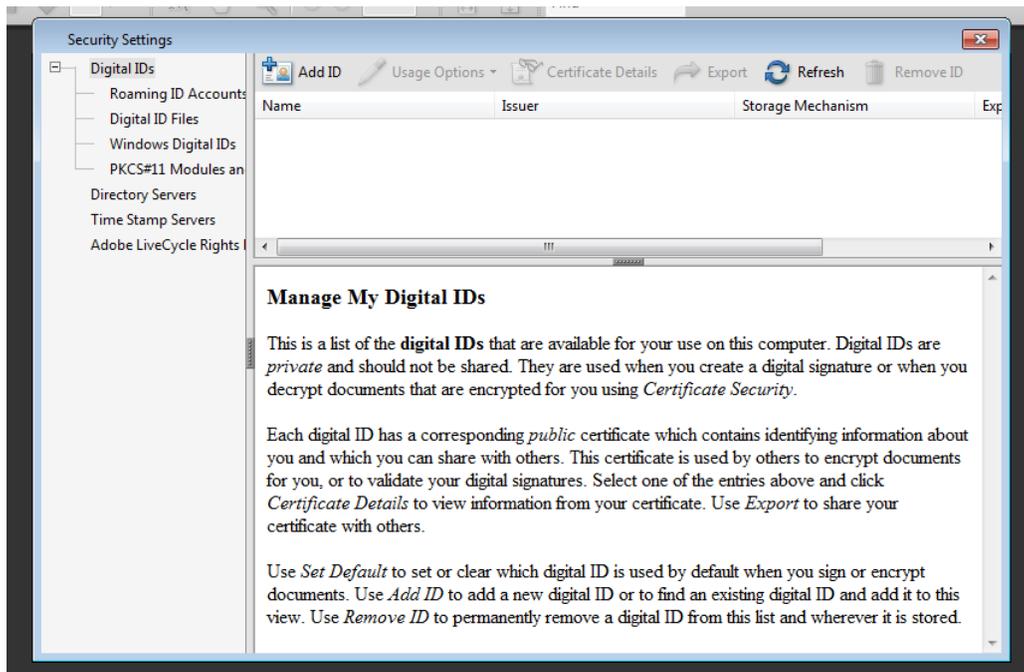How to create a signature within Adobe Acrobat PRO 9
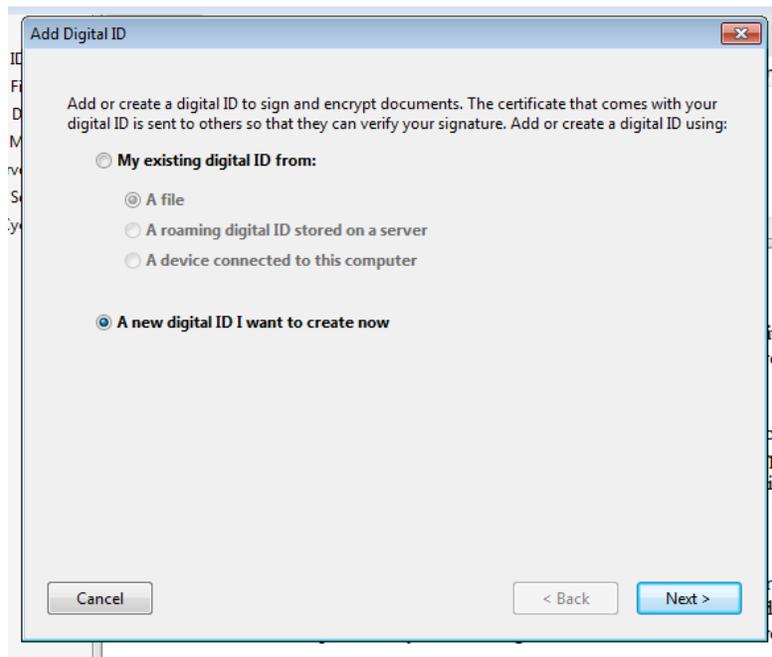
1. Begin by opening Adobe Acrobat PRO 9, from there choose the "Advanced," tab and select "Security Settings."
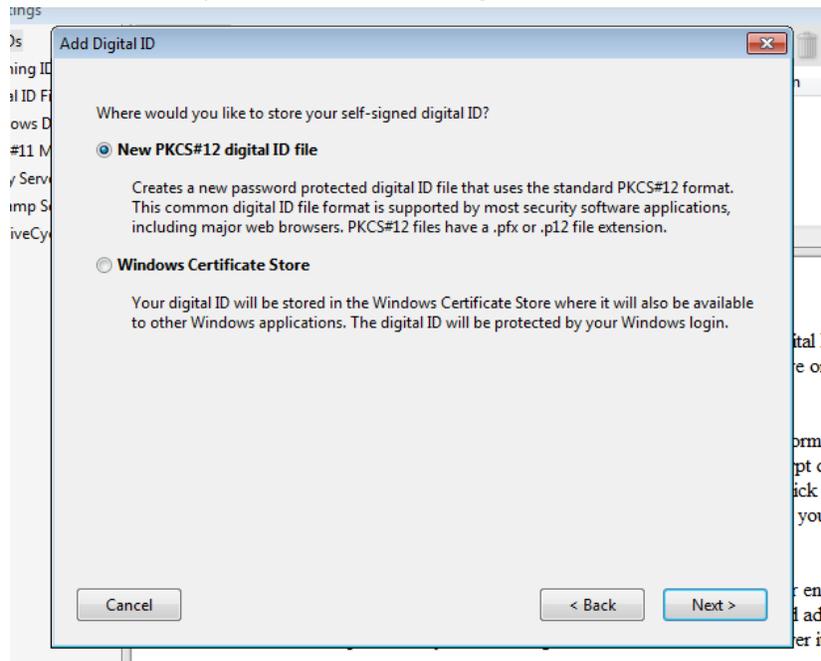

2. This will cause a menu prompt labeled "Security Settings," to appear. On the left had side, click on "Digital IDs" and continue by selecting "Add ID."
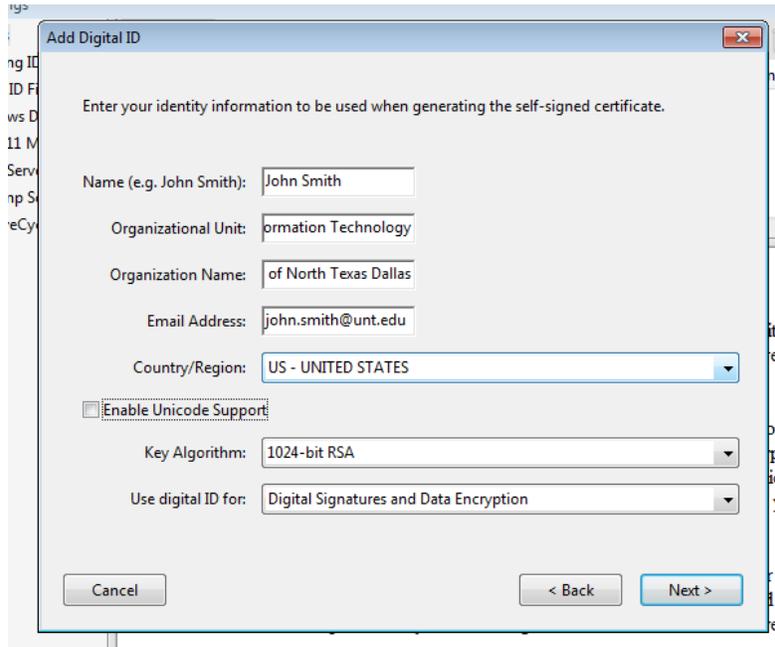
3. Another menu will pop up, and you will want to choose the second option that states "a new digital ID I want to create now."

4. Click "Next>," and leave the option "New PKCS#12 digital ID file" selected and click "Next>" again.

5. The next menu allows you to put your personal information into the appropriate fields.
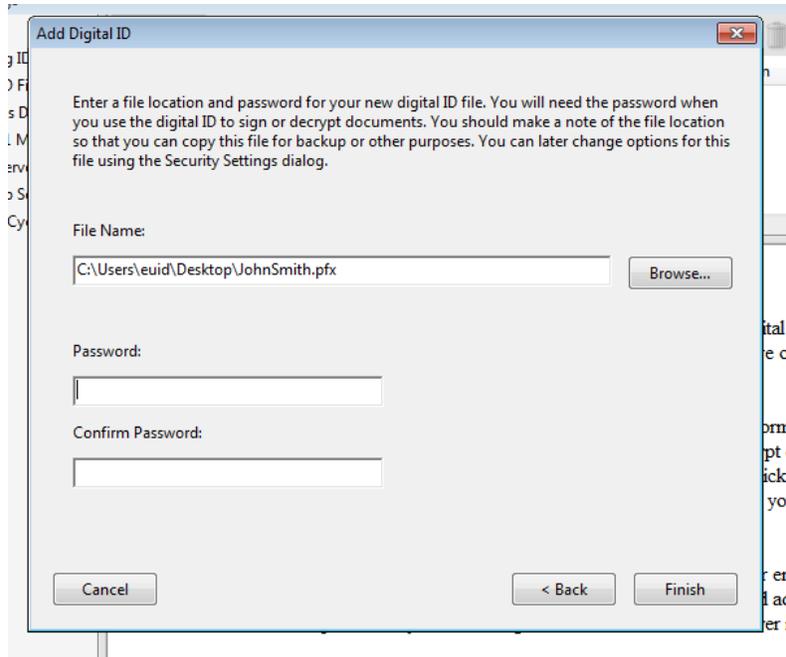
Add Digital ID

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

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

Organizational Unit: ormation Technology

Organization Name: of North Texas Dallas

Email Address: john.smith@unt.edu

Country/Region: US - UNITED STATES

☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel   < Back   Next >

6. Continue by selecting a location to where you would like to save the Digital ID file. You will also need to type in a password that will be required upon application of signature onto a document.

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:

C:\Users\euid\Desktop\JohnSmith.pfx   Browse...

Password:

Confirm Password:

Cancel   < Back   Finish

7. Now as you can see your new Digital ID has been created. The next step would be to customize the appearance of the signature once applied to a document.
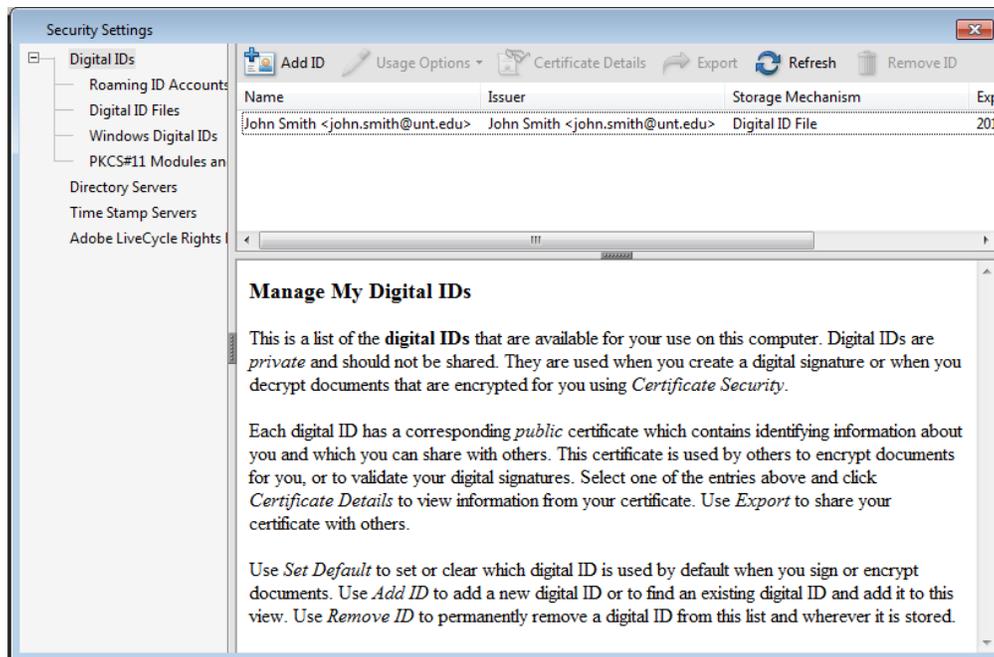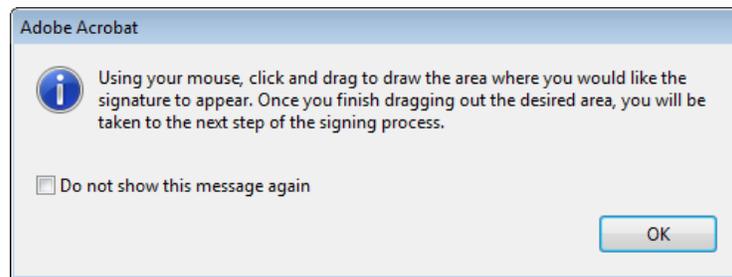

8. Open the desired document you wanted marked with your signature. Choose "Sign" from the top menu bar and on the drop down menu select "Place Signature."
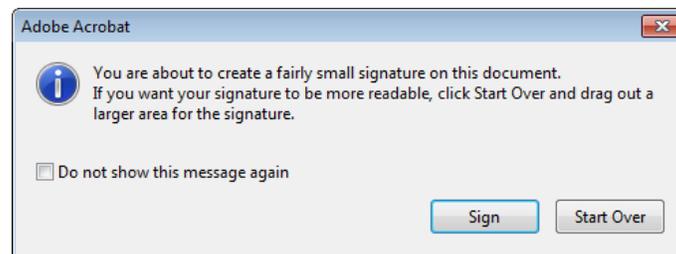
9. Instructions appear directing you to left click and drag on the spot you would like your signature to be placed.

Adobe Acrobat

Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.

☐ Do not show this message again

OK
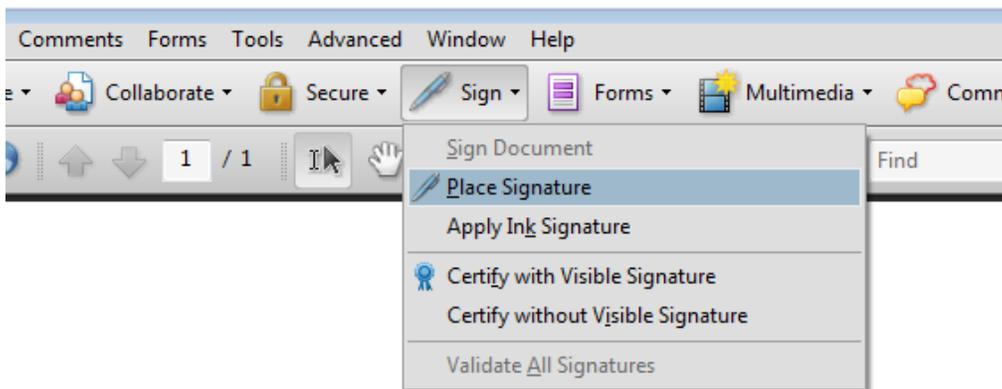
TOTALLY NEW PDF DOCUMENT!!!

Sign here please:_____

Adobe Acrobat

You are about to create a fairly small signature on this document. If you want your signature to be more readable, click Start Over and drag out a larger area for the signature.

☐ Do not show this message again

Sign   Start Over

10. The prompt below appears and gives you the option to personalize the appearance of your signature. Beside the text "Appearance," you can click the drop down menu and select "Create New Appearance…"
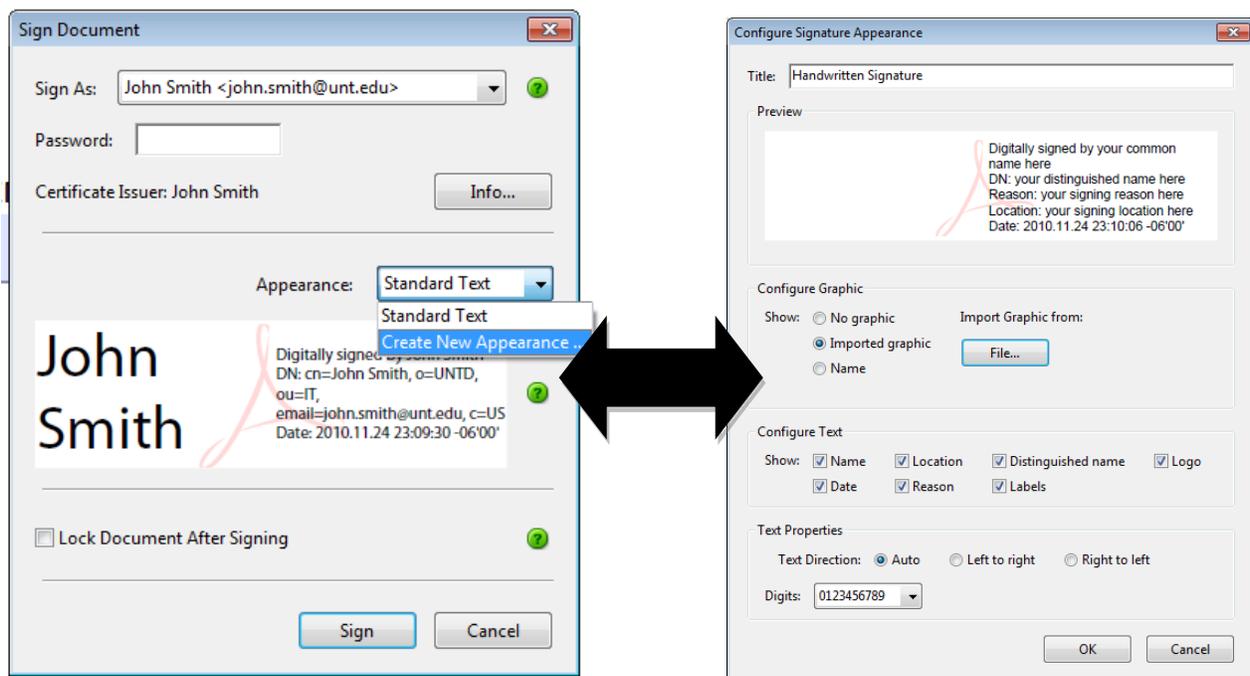
12. Another menu will appear and show you more configuration properties. In order to customize it to include a handwritten signature, you will need to sign a sheet of paper and scan it to file. After saving it to a common directory, navigate to it by clicking the "File…" option and then browse for the file.
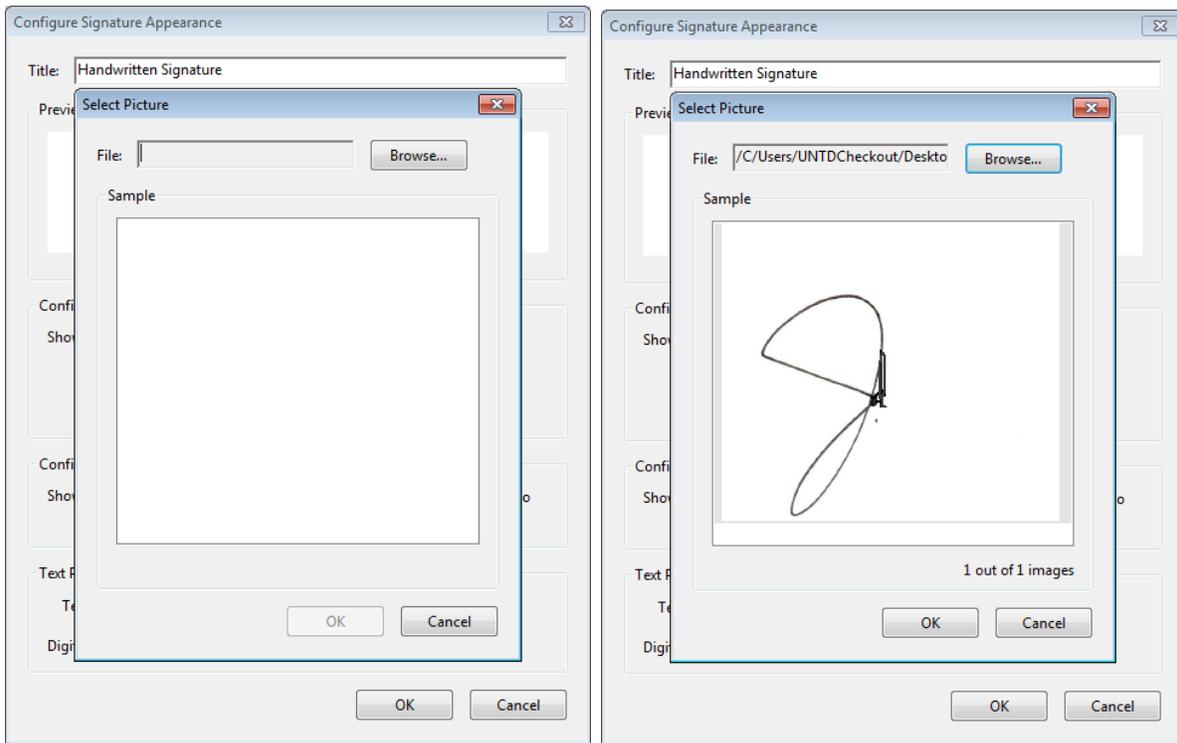
13. Afterwards, the main configuration prompt will appear and allow you to change the particular appearance of your signature. When you have done so, the next menu will require your password and give you the option to lock the document after applying your signature.
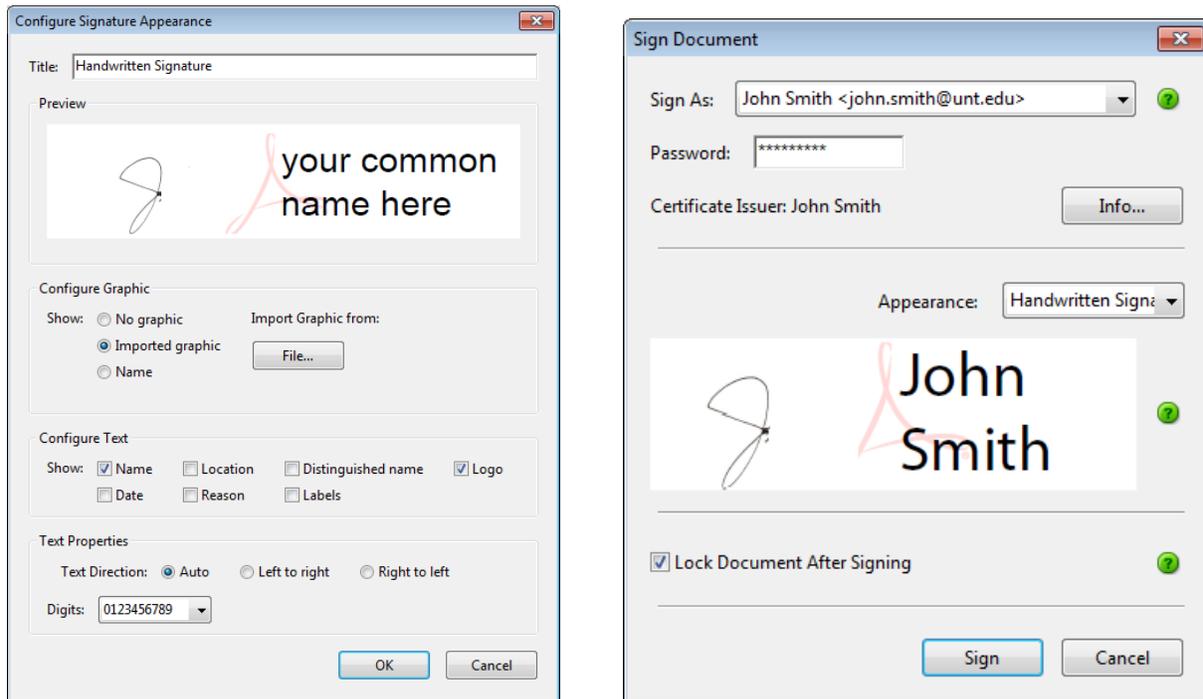
14. After the application of your signature the document will ask you to save as new .PDF document. Upon doing so, it will launch the newly signed document.