



DIGITAL SIGNATURES IN ADOBE ACROBAT: A HOW-TO

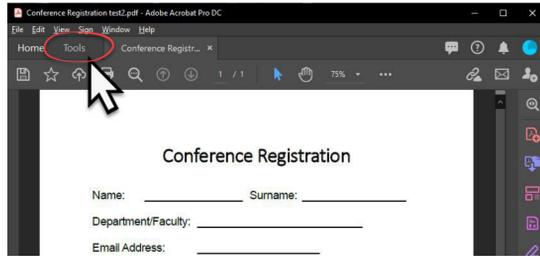


PART 1: ADD SIGNATURE FIELD (S) TO YOUR DOCUMENT

STEP 1

OPEN THE PREPARE FORM TOOL

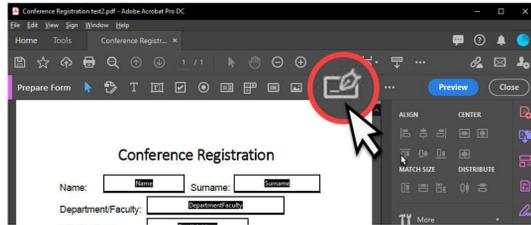
Open your document and select **Tools**. Select **Prepare Form** from the toolbar options.



STEP 2

ADD SIGNATURE FIELD (S)

Select the signature field tool and drag and drop it onto your document, placing it in the position you want the signature field to appear.



STEP 3

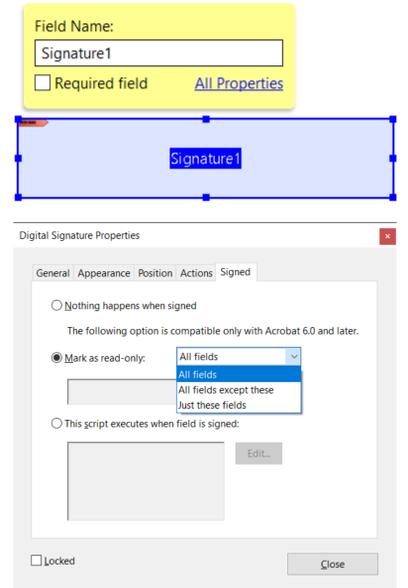
CONFIGURE THE PROPERTIES

NOTE: You can add one field or multiple fields to your document depending on how many people need to sign it.

1. For each signature field, click **All Properties** to configure the behaviour of your document once it has been signed.
2. Click the **Signed** tab, then select **Mark as read-only** if you want to lock the field and mark it as read-only once it has been signed.
3. Select the applicable option from the drop-down menu.

Your document security is highly customisable with regards to signing.

You can choose to lock certain fields on the document when a signature field is signed, then lock other fields when a further signature field is signed. This prevents people from tampering with fields.



PART 2: CREATE A SIGNATURE AND DIGITALLY SIGN A DOCUMENT

STEP 1

When you click on the signature field for the first time, you will be presented with the screen below. Select the third option, **Create a new Digital ID**, then click **Continue**.



STEP 2

On the next screen, select **Save to Windows Certificate Store**, then click **Continue**.



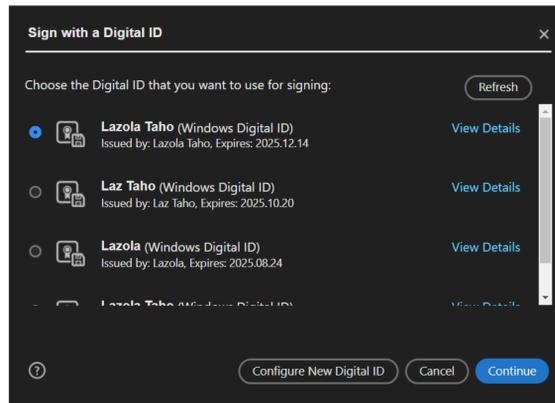
STEP 3

Fill in your details on the following screen, including your name, employer and location. Under the **Use Digital ID for** option, select **Digital Signatures**.



STEP 4

To sign the document, select your recently created certificate from the screen presented when you click on the signature field. Then click **Continue**.



STEP 5

Choose how you want your signature to display from a list of options. The default presented is the standard text you supplied when you created your Digital ID, which will be your name.



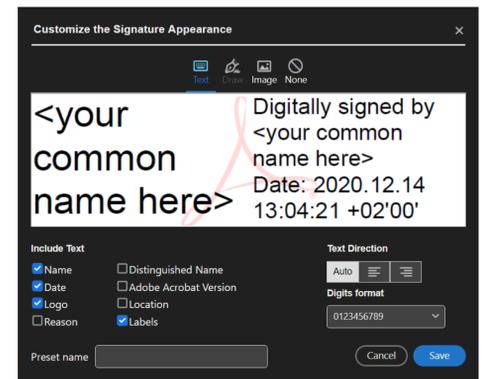
STEP 6

If you would like to modify your signature, you can select one of the other options from the **Appearance** dropdown (above).

Click the **Create** button. This will provide you with options to:

- Use text (as in step 5).
- Draw signature (best done on a touch-sensitive device with a stylus).
- Use an image as a signature. The image may have been previously scanned and stored on your computer.

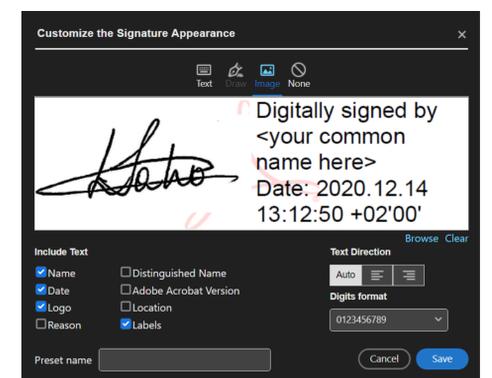
Example: Text option



Example: Drawing option



Example: Image option



STEP 7

When you have configured the appearance of your signature, click **Save**. Then click **Sign**, and your document will now be successfully digitally signed.