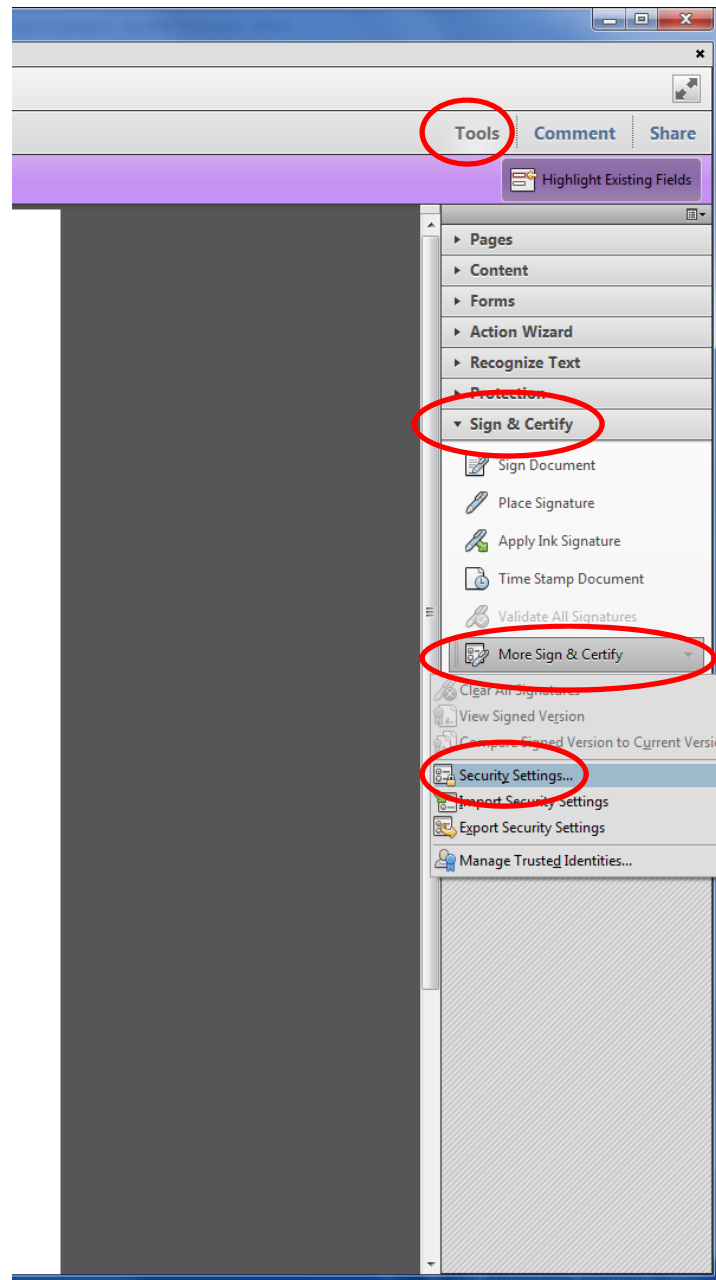


# Digital Signatures in Adobe Acrobat X Pro

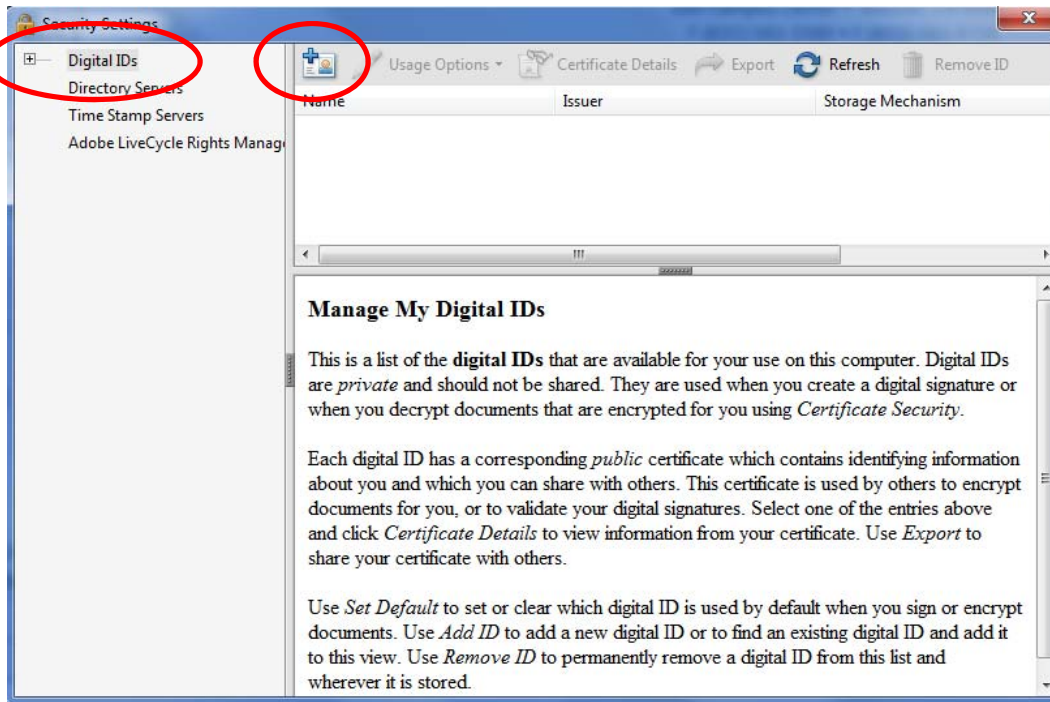
## Setting Up a Digital Signature

1. Open Adobe Acrobat X Pro.
2. Click on the Tools menu in the upper left corner.
3. Click on "Sign & Certify".
4. Click on "More Sign & Certify".
5. Click on "Security Settings". This will open a dialogue box title "Security Settings".

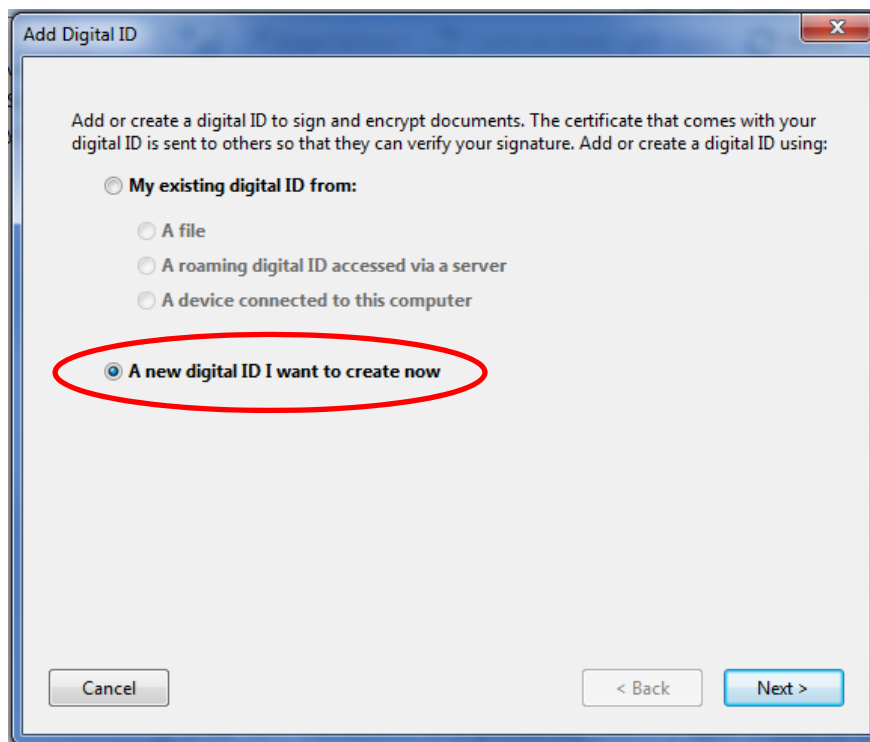


# Digital Signatures in Adobe Acrobat X Pro

6. In the dialogue box, on the left side bar, click “Digital IDs”.
7. Click the “Add ID” button at the top of the screen. This will open a new dialogue box.

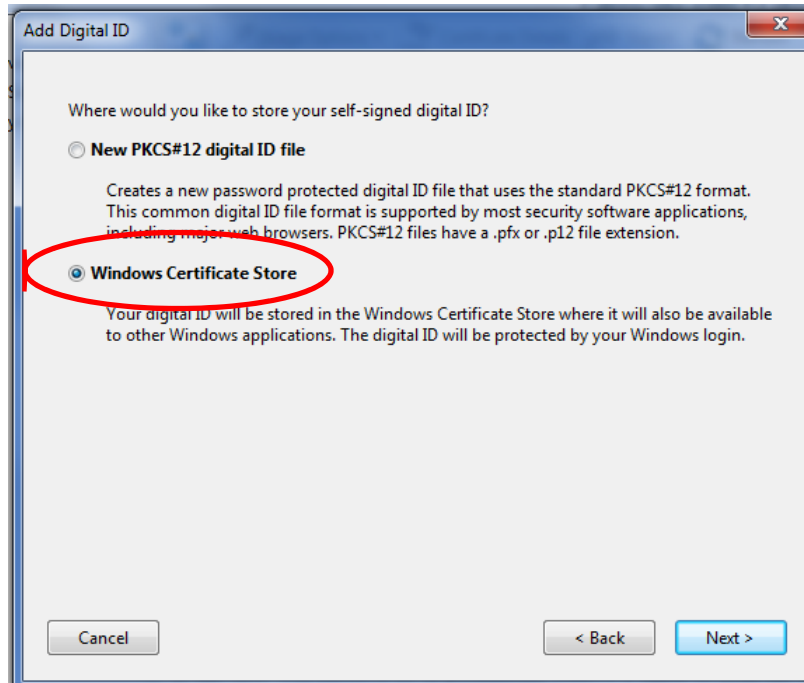


8. Select “A new digital ID I want to create now” and click “Next”.

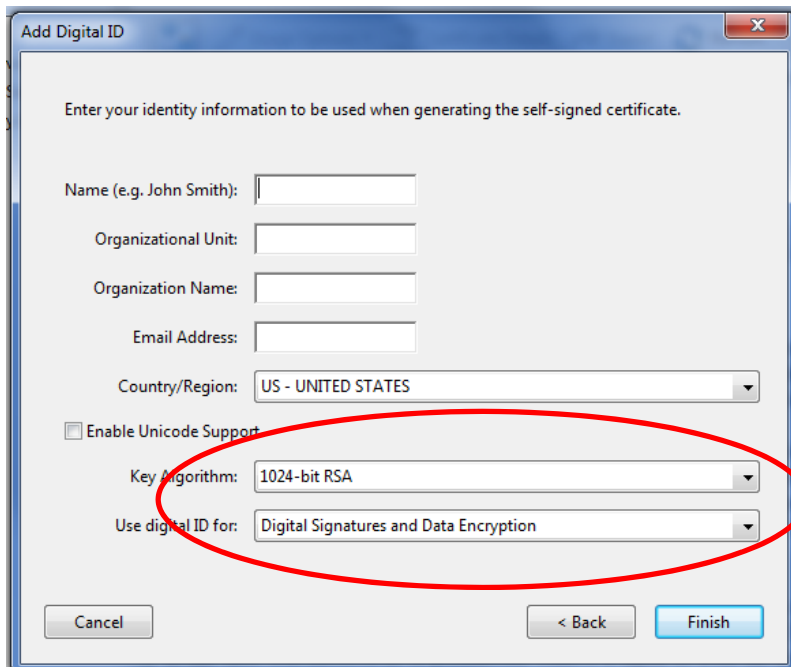


# Digital Signatures in Adobe Acrobat X Pro

- For Windows machines, select “Windows Certificate Store” or for Mac machines, select New PKCS#12 digital ID file. (Mac machines will require a password when creating a signature and signing documents. Windows machines will use the password validated from the Windows login.)



- Complete the requested information.
- For Key Algorithm, select “1024-bit RSA”.
- For Use digital ID for, select “Digital Signatures and Data Encryption”.



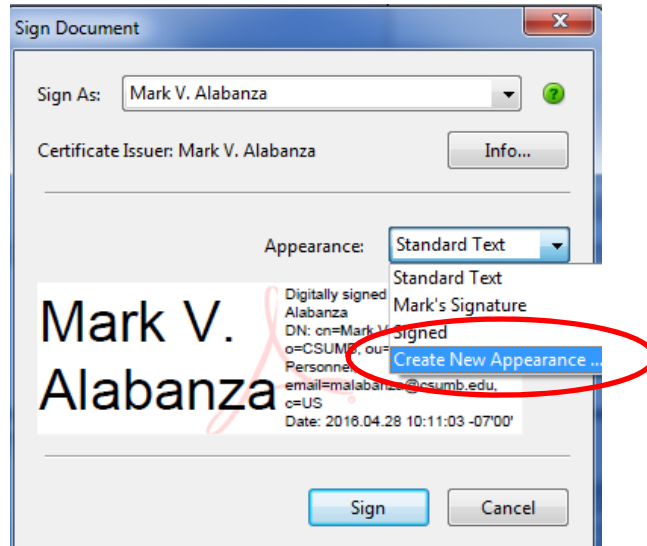
- Select “Finish” and close the Security Settings dialogue box.

# Digital Signatures in Adobe Acrobat X Pro

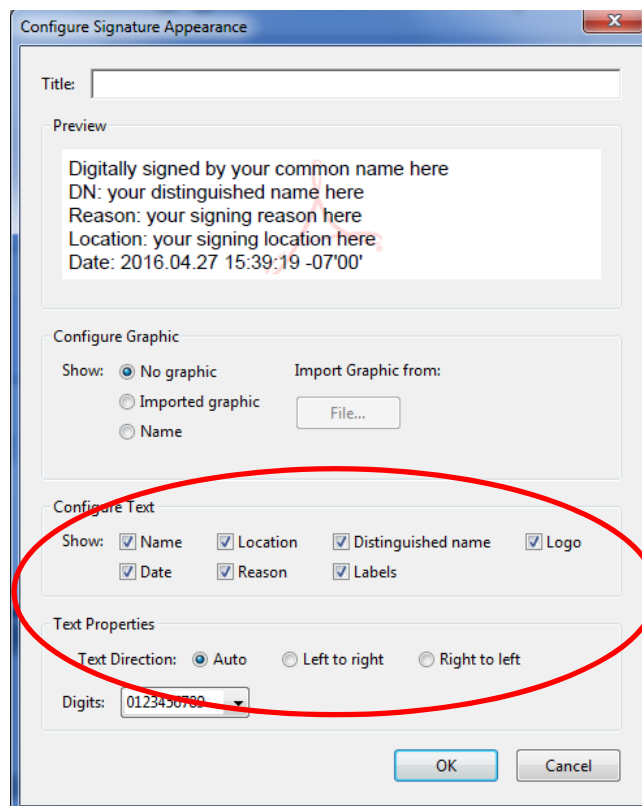
## Customizing a Digital Signature

You can customize what information is shown and how your name is displayed in your signature. You will need a PDF with a signature field to customize your signature.

1. Open an Adobe document with a signature field and click on the Signature Field. This will open a “Sign Document” dialog box.
2. In the “Appearance” drop down menu, select “Create New Appearance”.



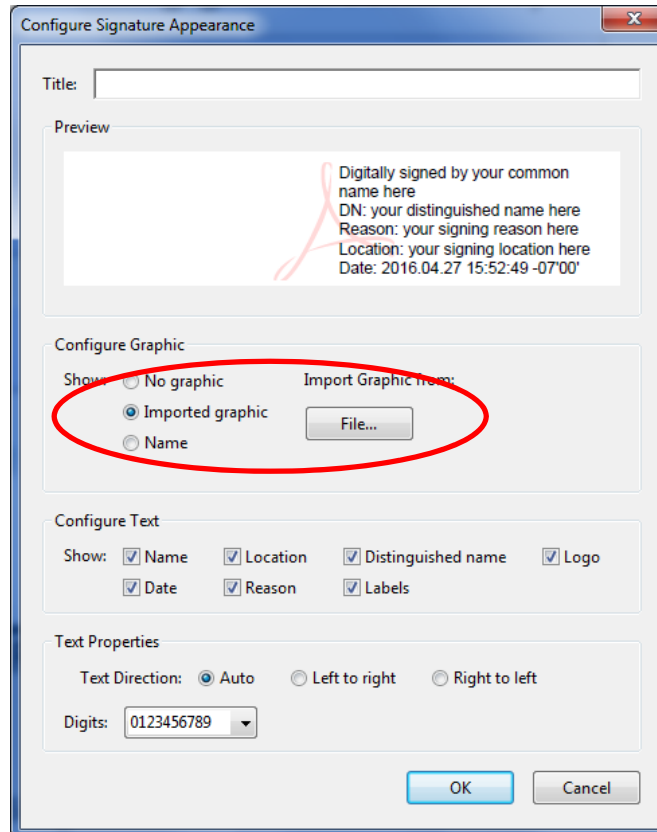
3. Using the “Configure Text” options, you can customize how your digital signature will appear. This will also allow you to choose if you would like the text on the right or left of the signature field.



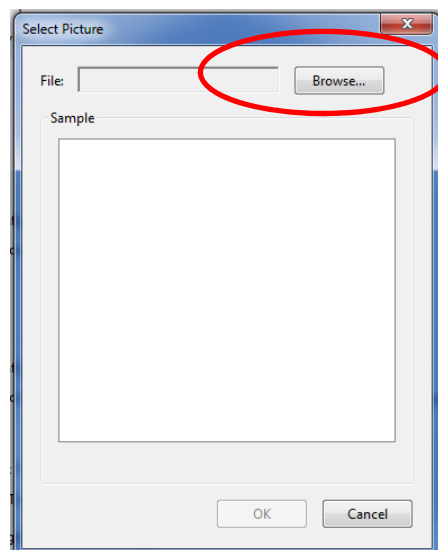
# Digital Signatures in Adobe Acrobat X Pro

Configure Graphics allows you to include graphics such as logos, pictures, or even handwritten signatures. (If you would like a handwritten signature, you must have a previously scanned image of your signature saved to your computer.)

4. In the "Sign Document" dialogue box, select "Imported Graphic" under the "Configure Graphic" section and click "File".

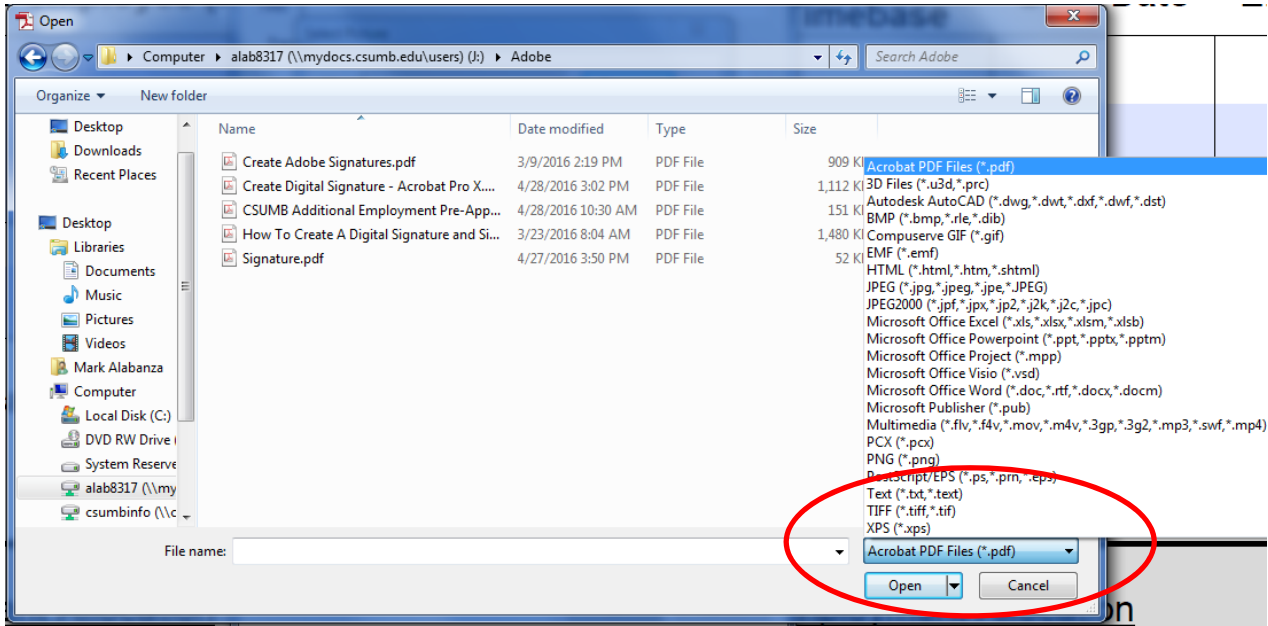


5. Click on "Browse" and select the file you would like to use for the graphic.



# Digital Signatures in Adobe Acrobat X Pro

Note: Adobe automatically restricts file searches to .pdf. If your file is not in .pdf, use the dropdown menu to select the format of your file.

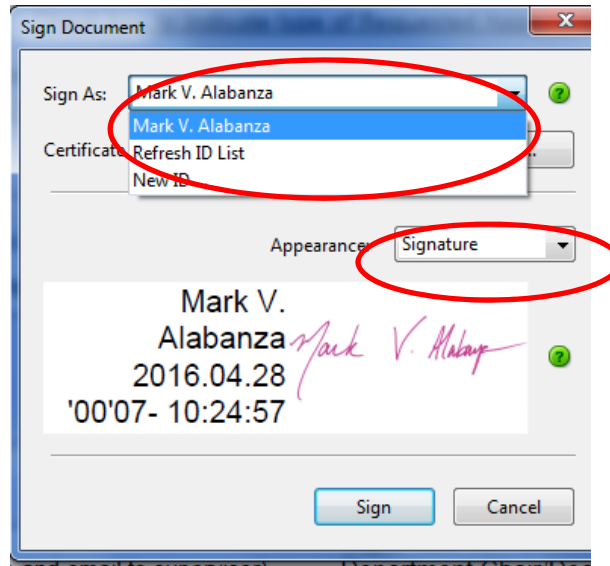


6. After selecting a graphic and the options you would like to display on your signature, click "OK" to save the new signature.

# Digital Signatures in Adobe Acrobat X Pro

## Signing a document

1. Click on the signature field and the "Sign Document" dialogue box will open.
2. Select your digital ID from the "Sign As" Drop down menu and the type of appearance for your signature.



3. Click "Sign".
4. Once you click "Sign", Adobe will automatically prompt you to save your document. For your digital signature to take effect, you MUST save the file. You can save the file under the original file name and replace the unsigned version or choose a new file name to have both signed and unsigned versions of the document.
5. Your document has now been electronically signed.

Mark V. Alabanza  
'00'07- 10:30:16 2016.04.28



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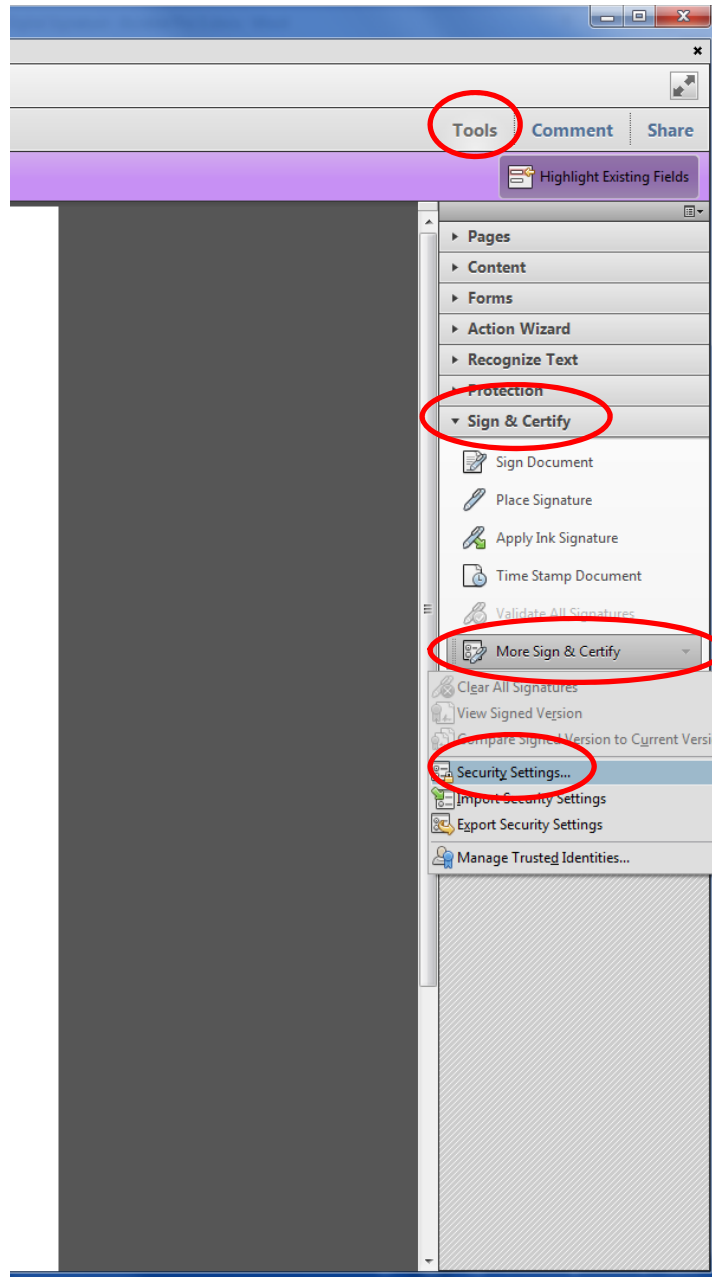
Supervisor for Additional Employment Supervisor  
Department Chair/Dean/Provost/MPP Supervisor  
(Use Adobe Digital Signature and email to UP)

# Digital Signatures in Adobe Acrobat X Pro

## Sending Your Digital ID

Once you have digitally signed your document, the receiver will need your digital ID to verify the signature.

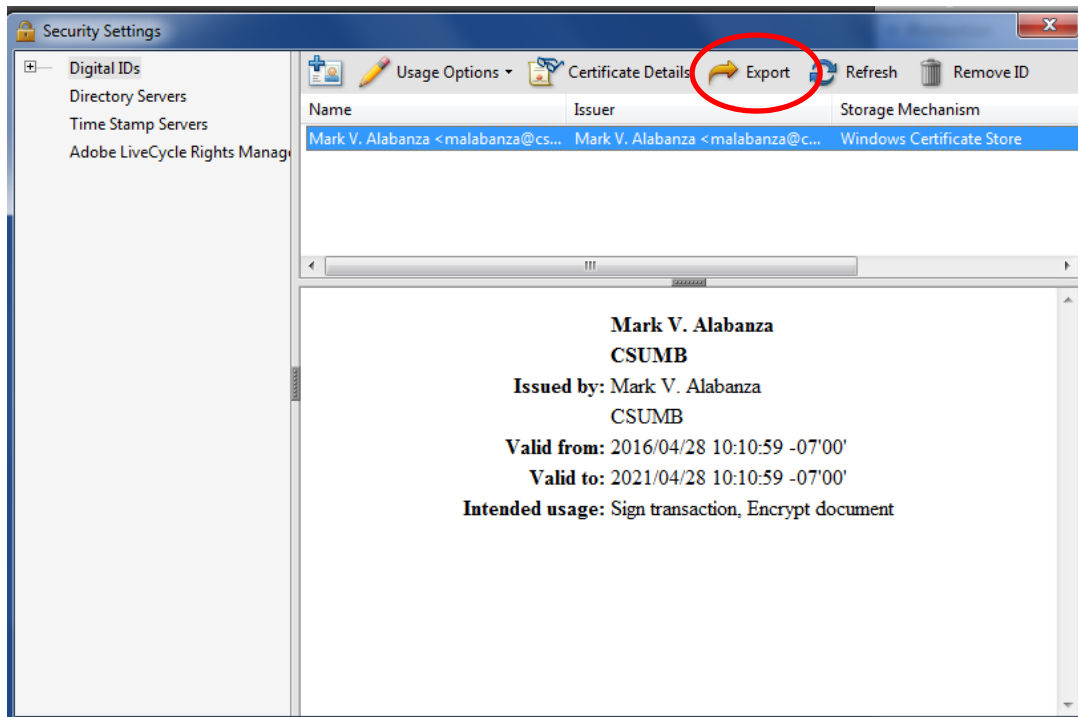
1. Open Adobe Acrobat X Pro.
2. Click on the Tools menu in the upper left corner.
3. Click on "Sign & Certify".
4. Click on "More Sign & Certify".
5. Click on "Security Settings". This will open a dialogue box title "Security Settings".





# Digital Signatures in Adobe Acrobat X Pro

6. In the “Security Settings” dialogue box, highlight your digital ID and click on “Export” at the top of the box.



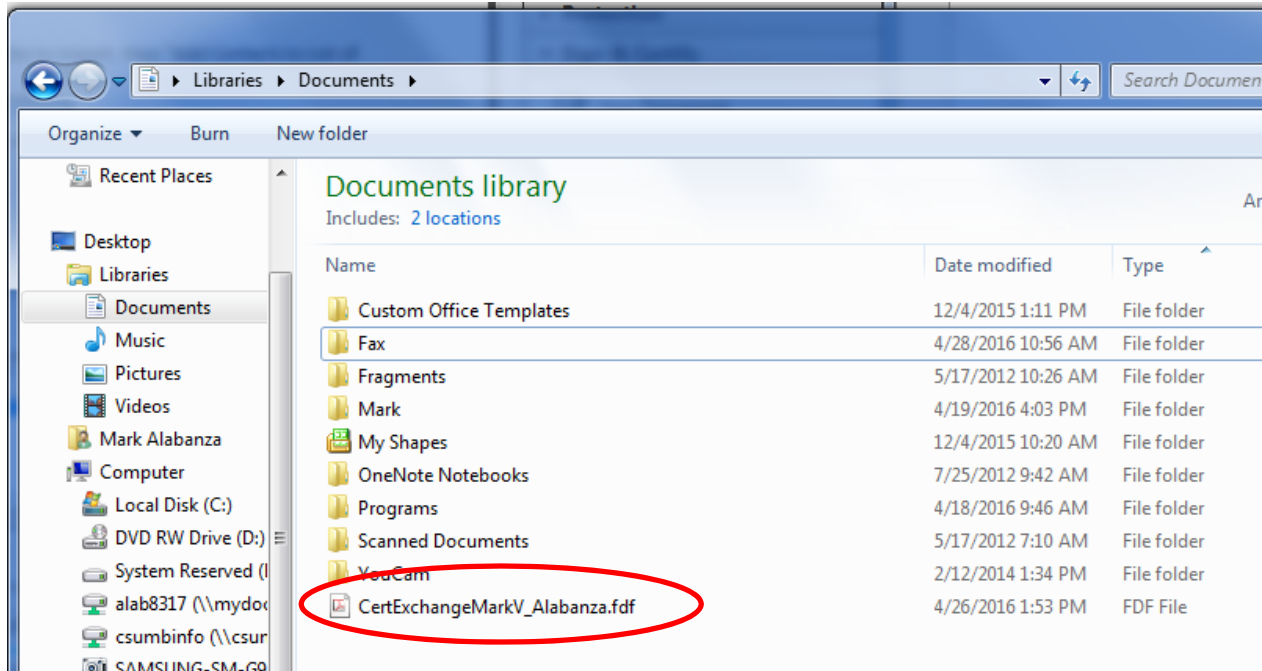
7. Unless you have Adobe connected to your email, select “Save the Data to a File” and save the file in a location you will be able to easily find.
8. Email the file as an attachment to the person who needs to verify your signature.

# Digital Signatures in Adobe Acrobat X Pro

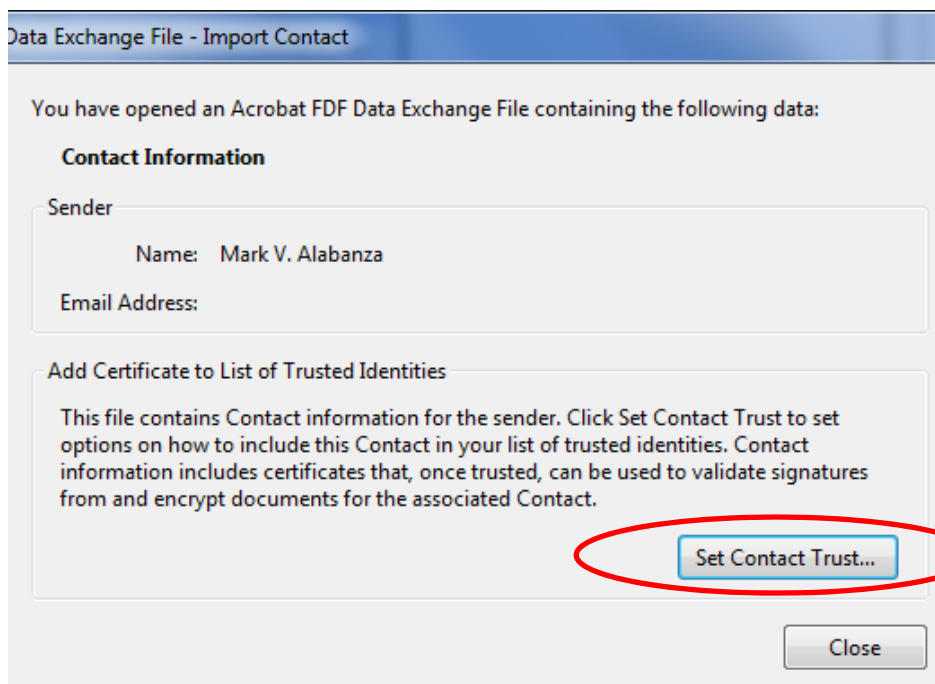
## Importing a Digital ID

If you have a document that has been digitally signed and you need to verify the signature, the person who signed the document will need to send you their digital ID (see above instructions). Once you have received their digital ID, you will need to import it.

1. Once you have downloaded the attachment from the email, locate the file and open it in Adobe Acrobat X.

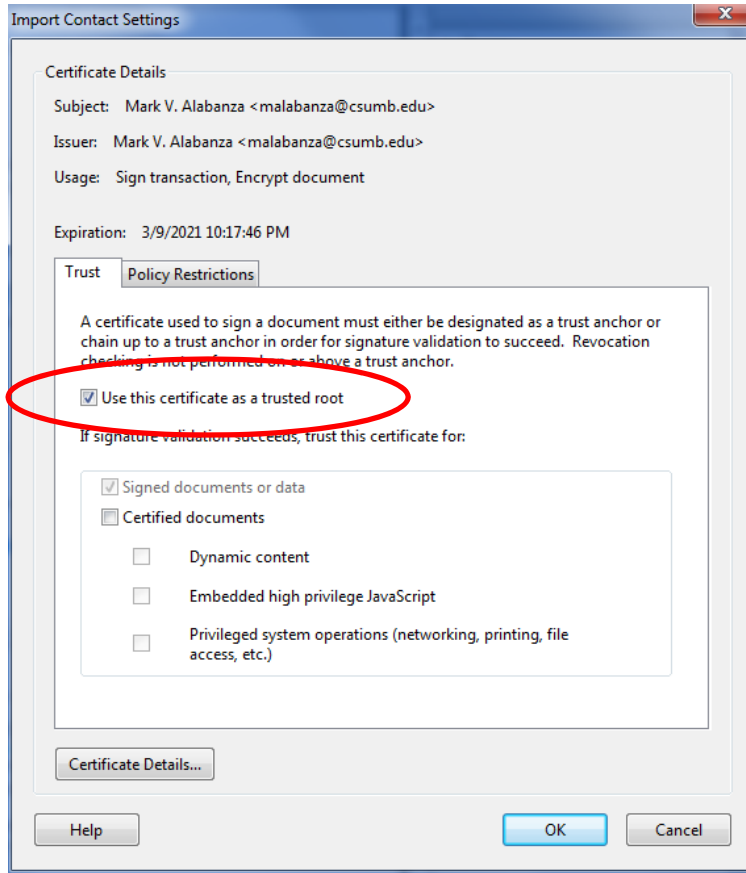


2. This will open the "Data Exchange File – Import Contact" dialogue box.
3. Select "Set Contact Trust"

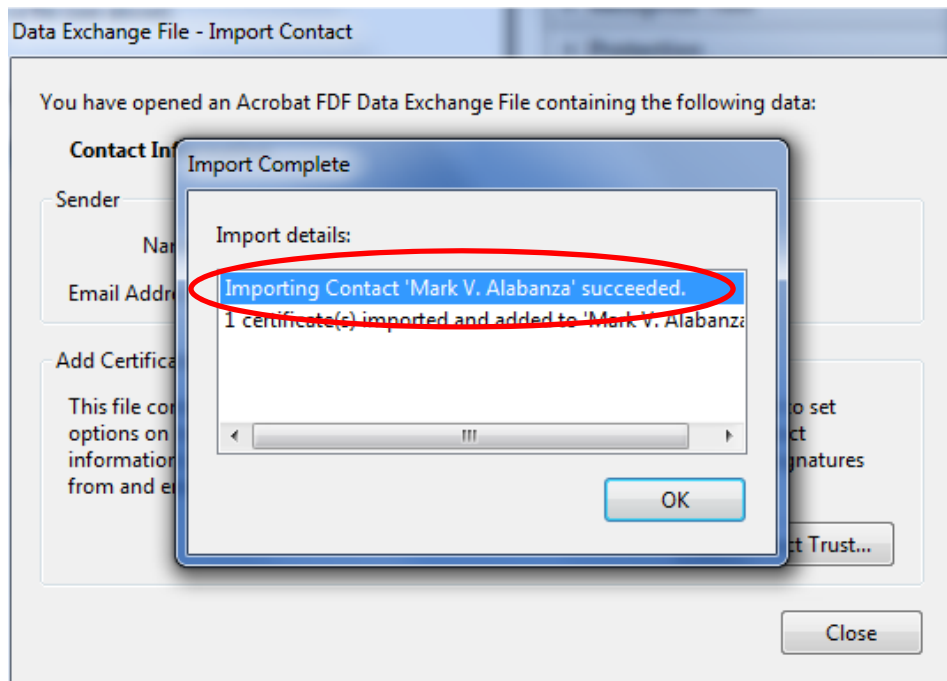


# Digital Signatures in Adobe Acrobat X Pro

4. Check the box next to "Use this certificate as a trusted root"
5. Click "OK"



6. A dialogue box will come up to let you know that the import was successful.



# Digital Signatures in Adobe Acrobat X Pro

7. Click "OK" to complete the import.
8. If completed correctly, when you open the document with the signature, the message at the top of the signed document will state, "Signed and all signatures valid." If you do not have this message, then you have not validated one or more signatures on the form.

