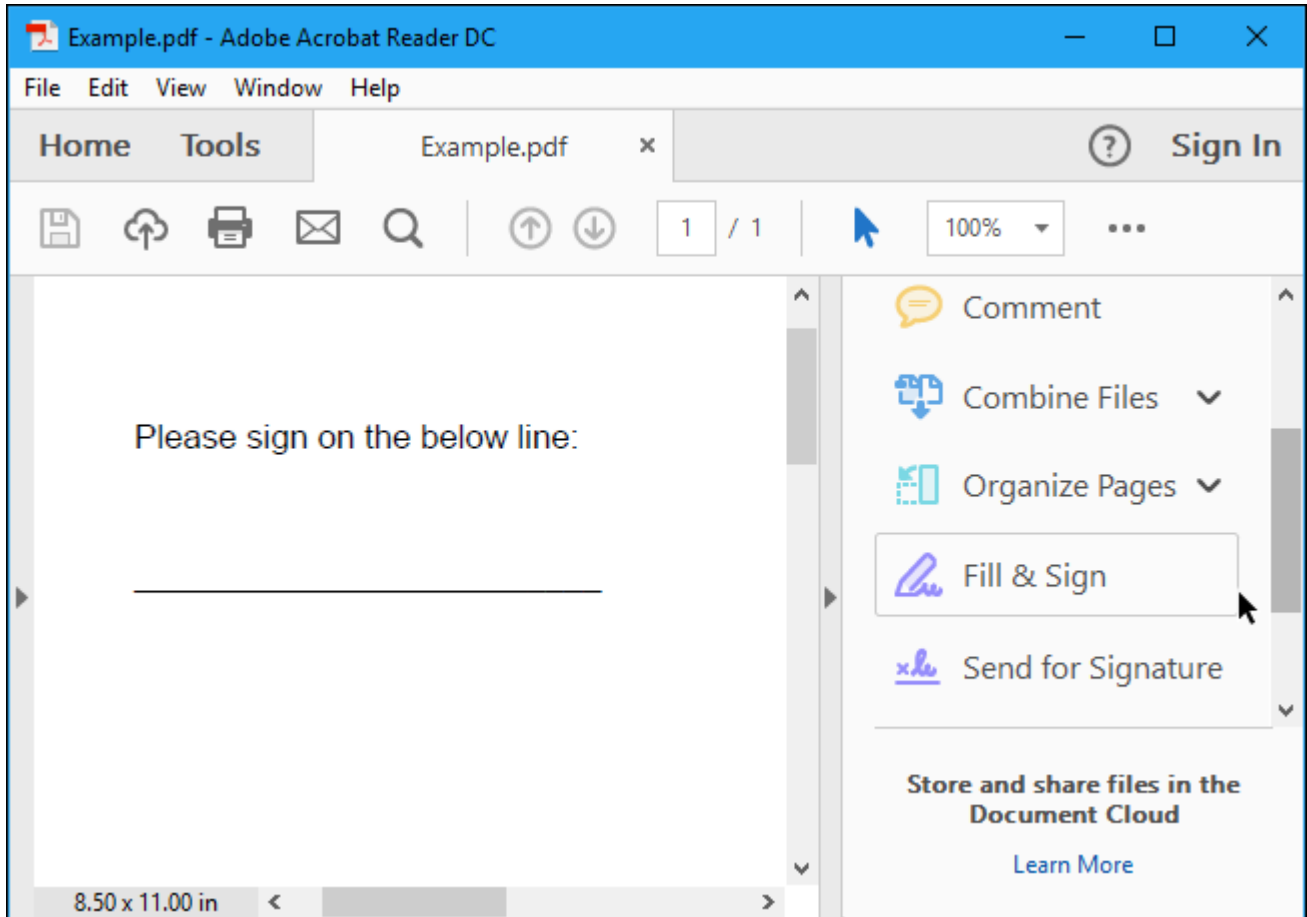


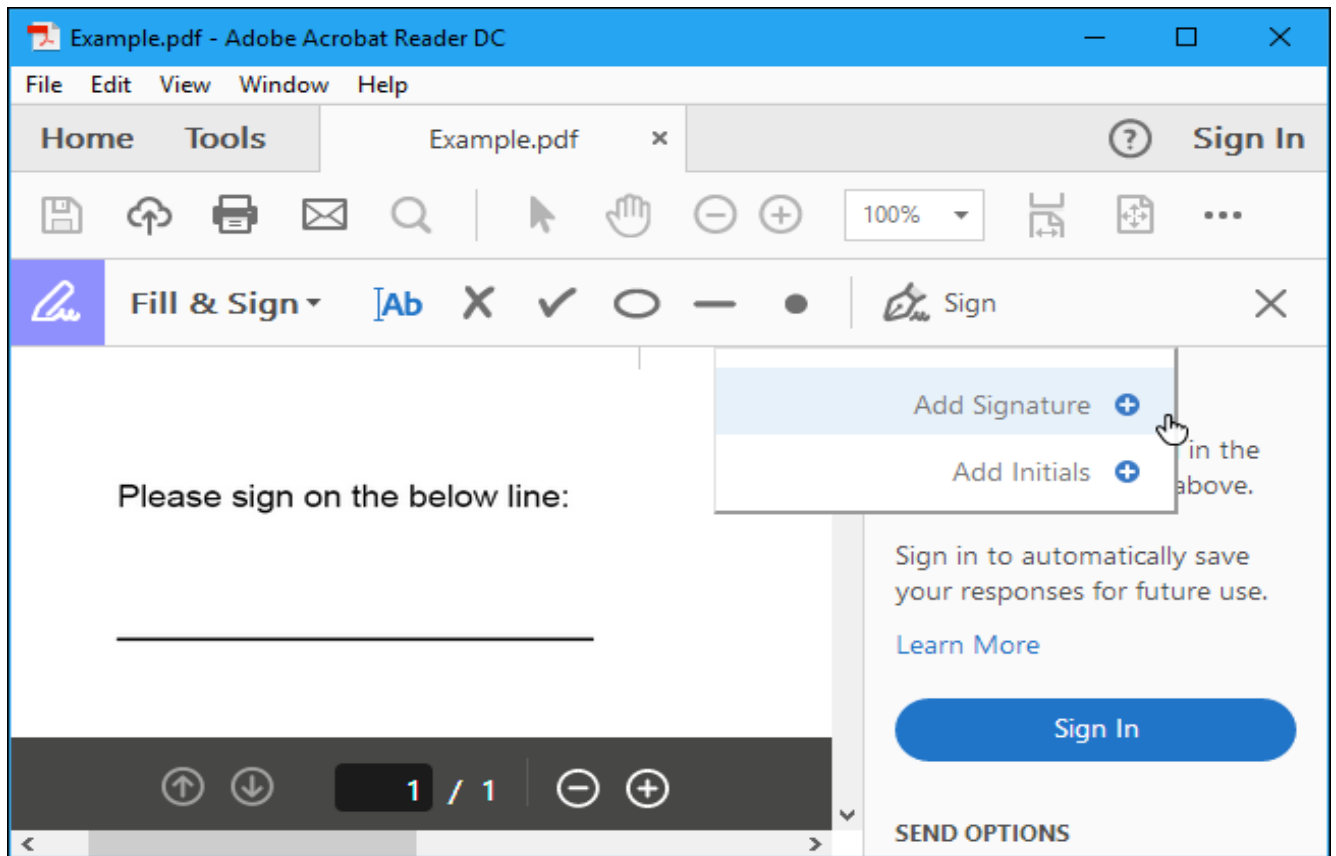
Signing PDF Documents Using Adobe

Electronic Signatures

1. To sign a document using Adobe Reader, first open the PDF document in the Adobe application. Click the **“Fill & Sign”** button in the right pane.

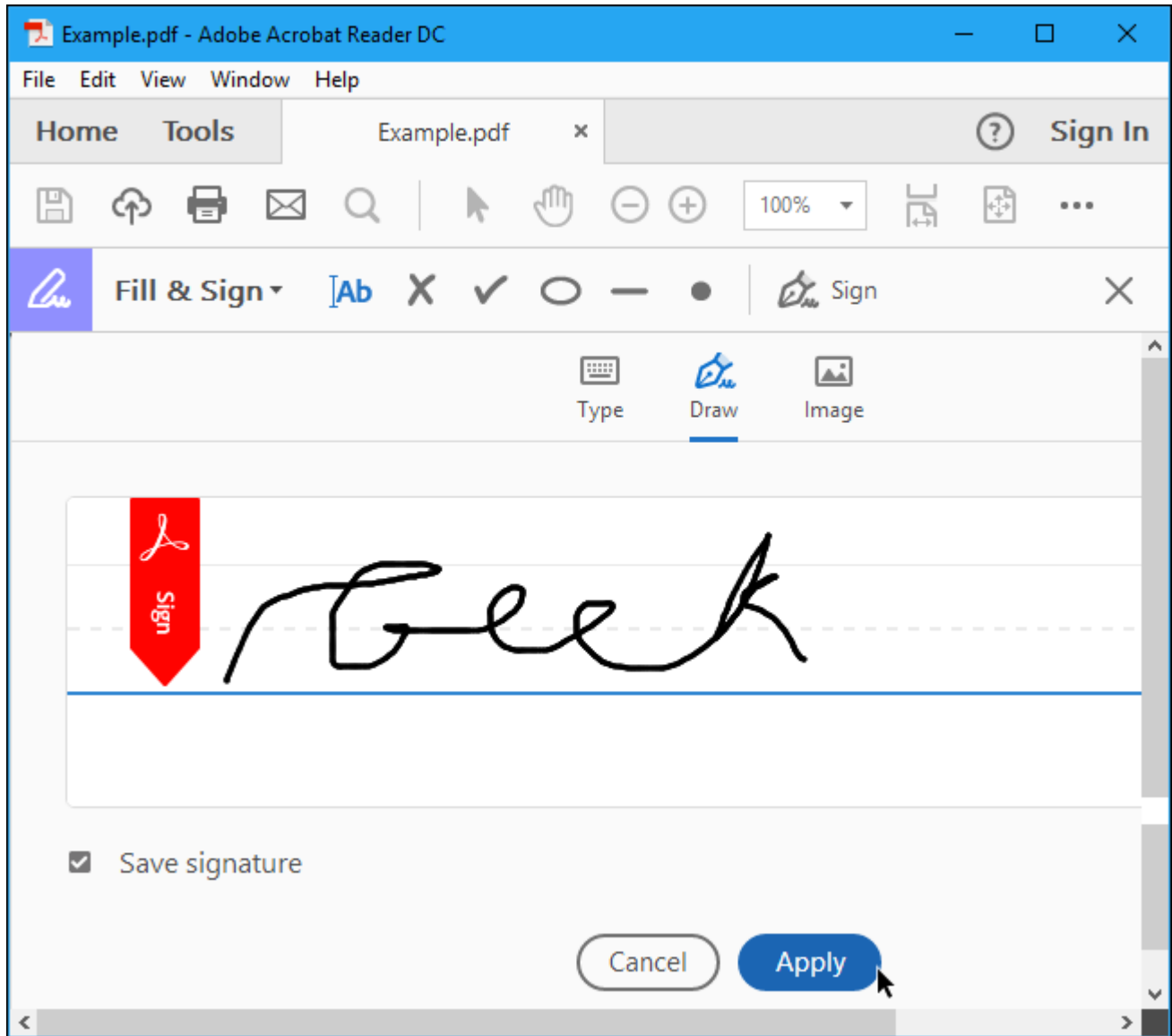


2. Click the **“Sign”** button on the toolbar and select **“Add Signature”** to add your signature to Adobe Acrobat Reader DC.



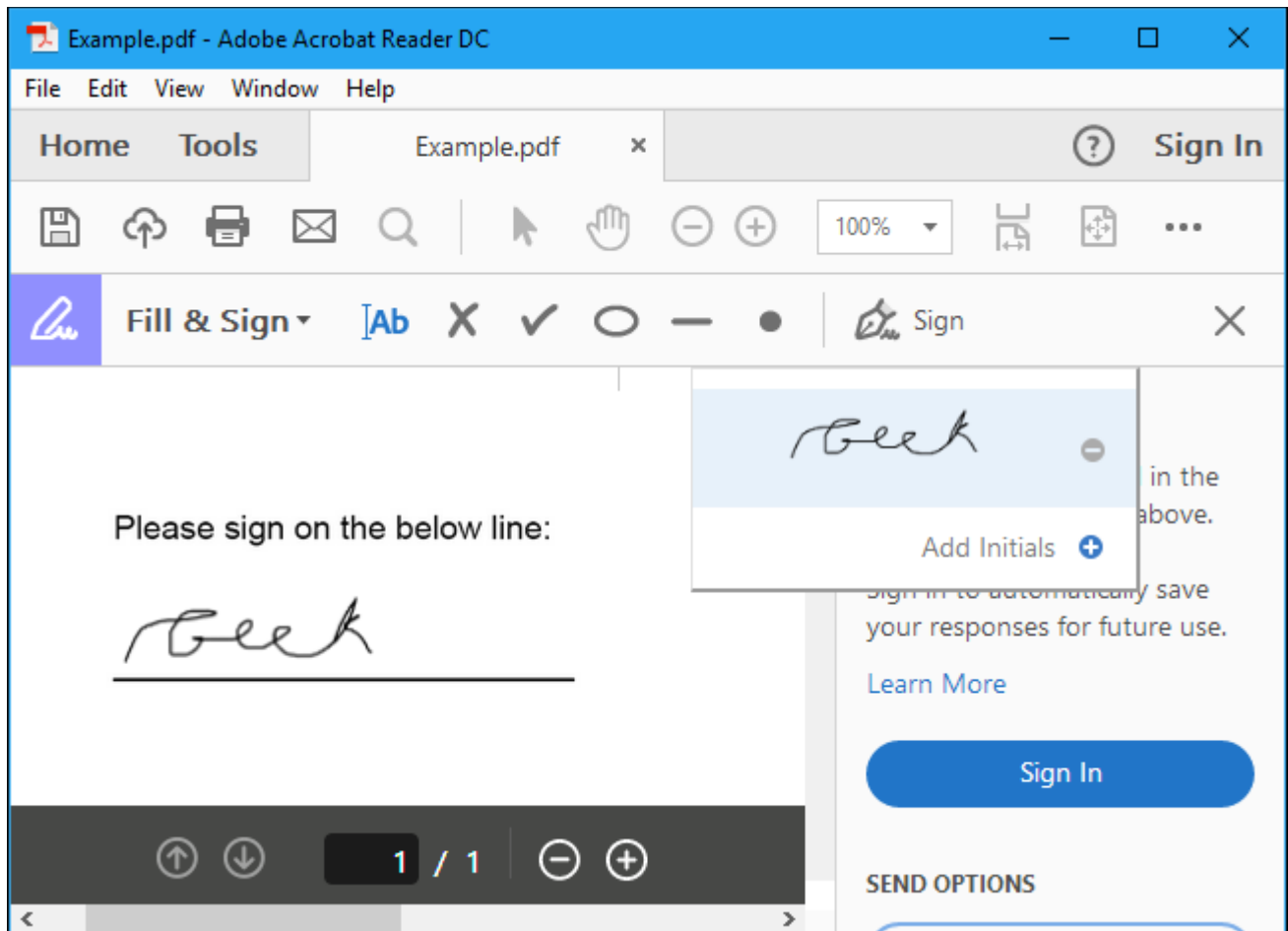
TIP: You can create a signature in one of three ways. By default, Adobe Reader selects "Type" so you can type your name and have it converted to a signature. "Draw" feature guides you to draw your signature using your mouse or a touch screen. You can also select "Image" if you'd like to sign a piece of paper, scan it with a scanner, and then add your written signature to Adobe Reader. (Yes, this requires scanning, but you only have to do this once, after which you can use that signature on any documents you electronically sign in the future.)

3. After creating a signature, click **“Apply”** to apply it to the document. Leave **“Save Signature”** checked and you can quickly add this signature in the future.



Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you'll find it easily accessible in the "Sign" menu in the future.

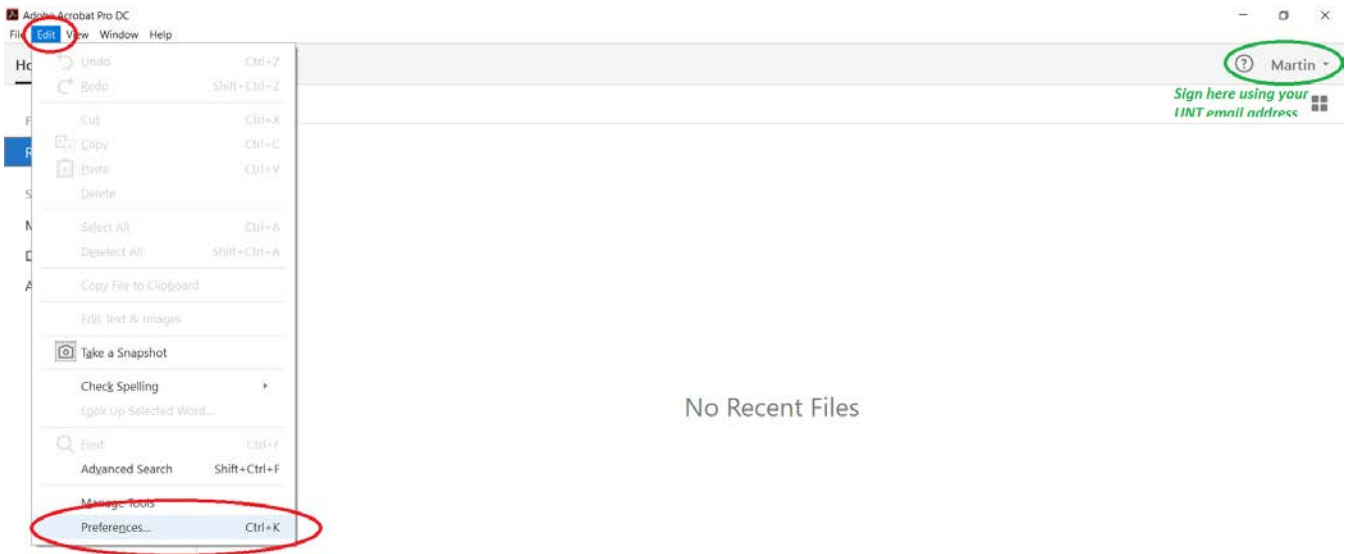
To save your signed PDF document, click File > Save and select a location for the file.



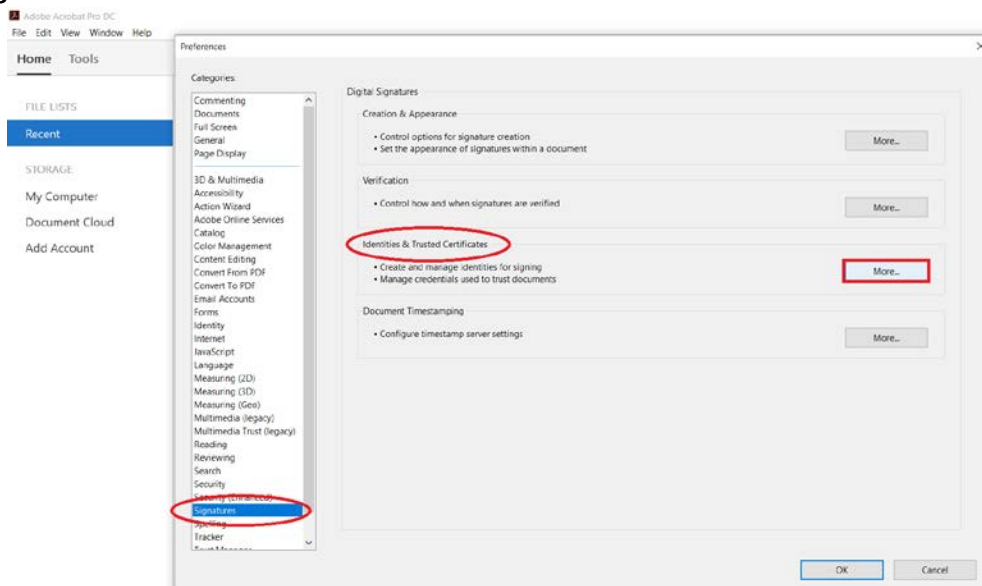
Digital Signatures

Preference options vary by platform and application versions. The graphics shown are from Acrobat Reader DC, Acrobat versions may slightly differ but are relatively the same setup.

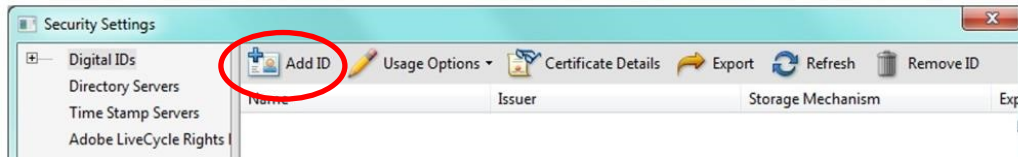
1. Open **Adobe Reader**. If prompted, please sign in with your UNT email address.
2. Click on **Edit > Navigate to Preferences**.



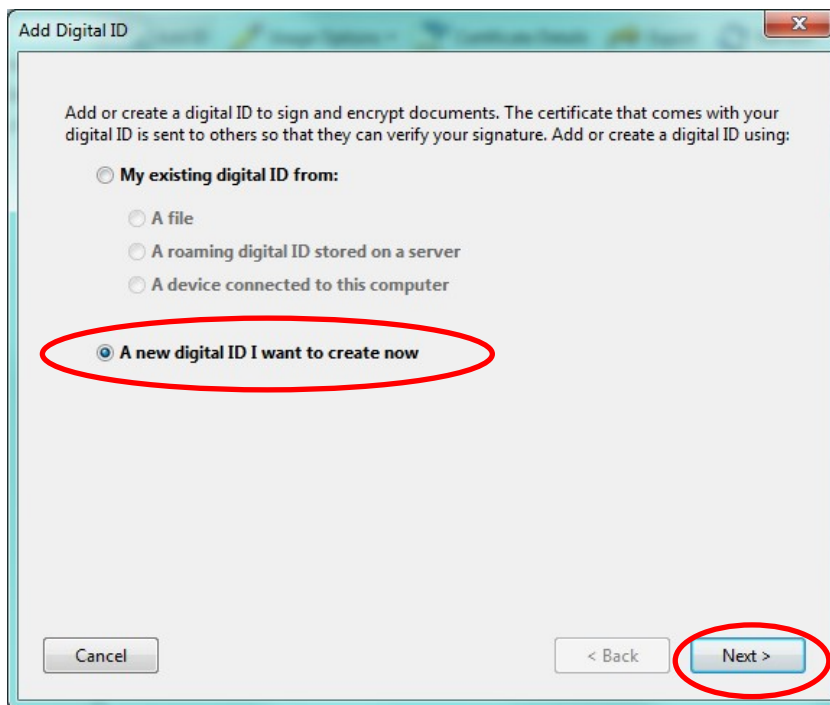
3. Click **Signatures** on the left side and click **More** within **Identifies & Trusted Certificates**



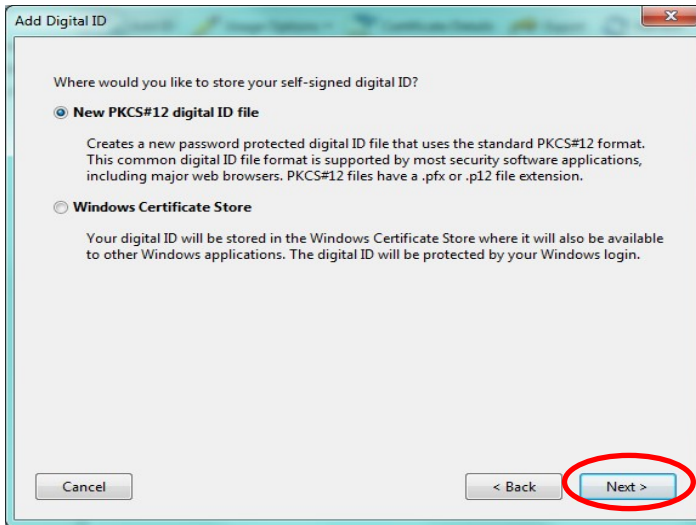
4. To build a new signature, click **Add ID** on the dialog box's toolbar.



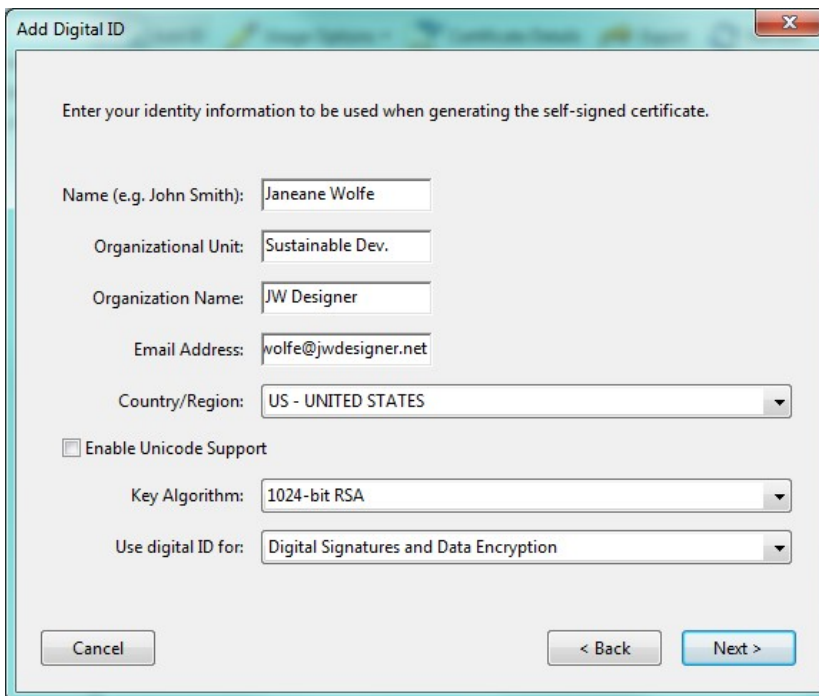
5. The Add Digital ID dialog box opens, giving you four options. The first three deal with existing ID's. You can find an existing ID from a file, a roaming ID stored on a server, or a device connected to your computer (such as a jump/flash drive). To build a new ID, click "**A new digital ID I want to create now**" and then click **Next**.



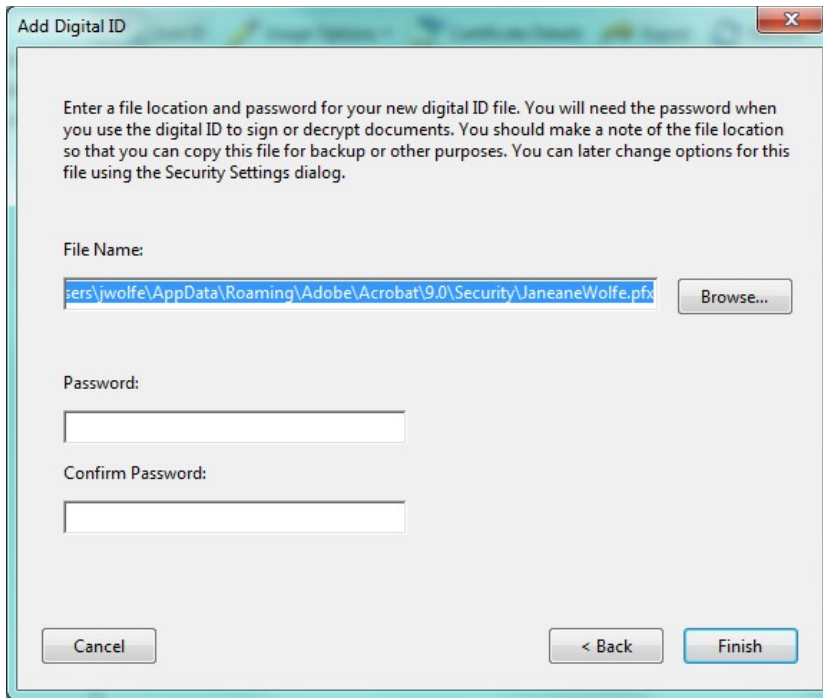
6. The next window gives you two choices on where you would like to store the digital ID. Select **New Digital PKCS#12 ID file**, and then click **Next**.



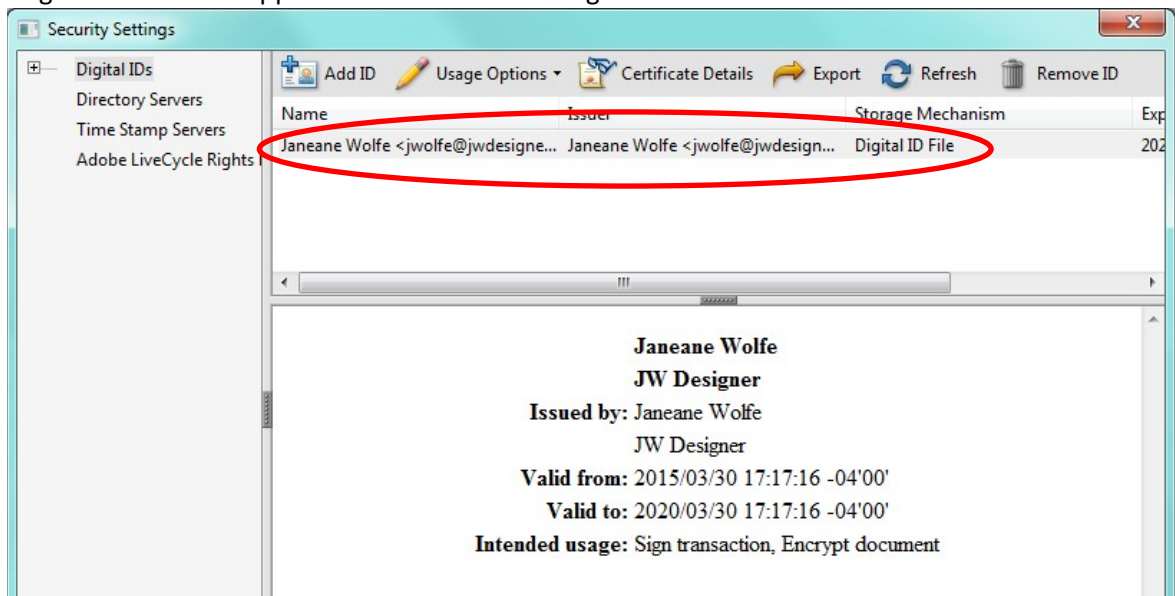
7. Add the information you want included in the certificate, such as Name, Organization Unit (department), Organization Name, and Email. Click **Next** when you have finished entered all your information.



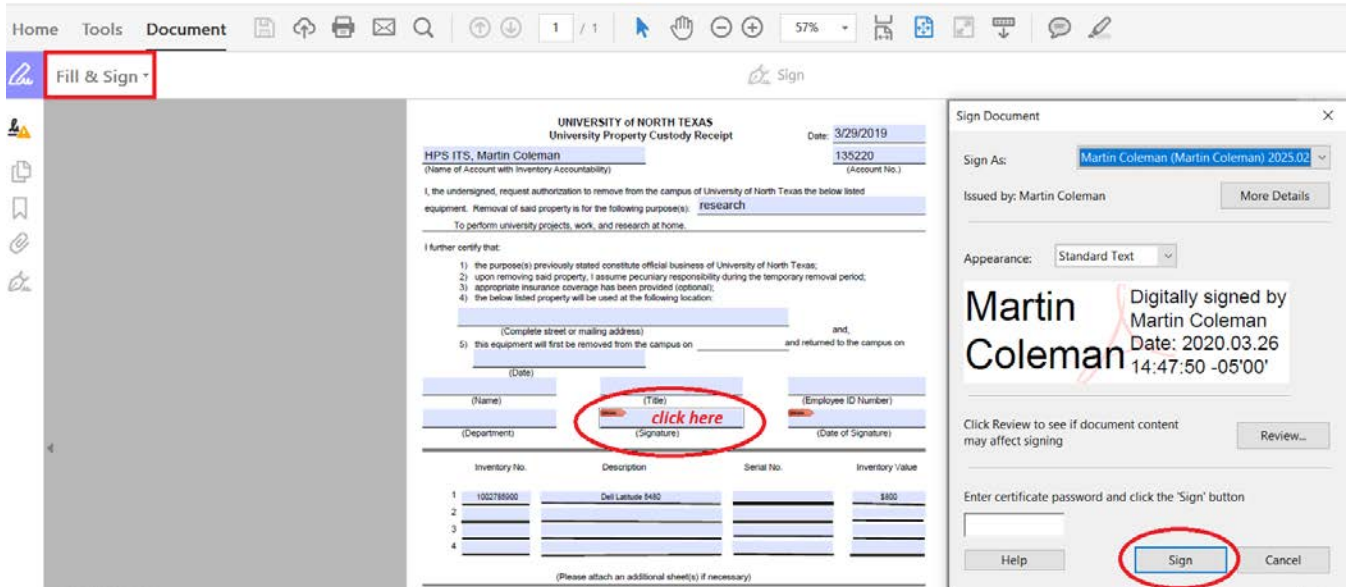
- Click the **Browse** button to choose the location you would like to save the certificate to, or leave the default location in the Security subfolder of the Acrobat program's folders so that you don't lose track of your certificates. Type a password and confirm the password, and then click **Finish**



- Your signature will now appear and can be used to sign documents. You can close this window.



10. To apply the newly created signature, or an existing signature, open a document that you want to sign > **Sign & Certify**. Your new digital ID will be inserted after you authenticate using the password you just created in *Step 8*.



11. **Save** signed PDF document to a location of your preference. We encourage to use Microsoft OneDrive.