Career Path Services

How To Create A Digital Signature And Sign A Document With Adobe Reader XI

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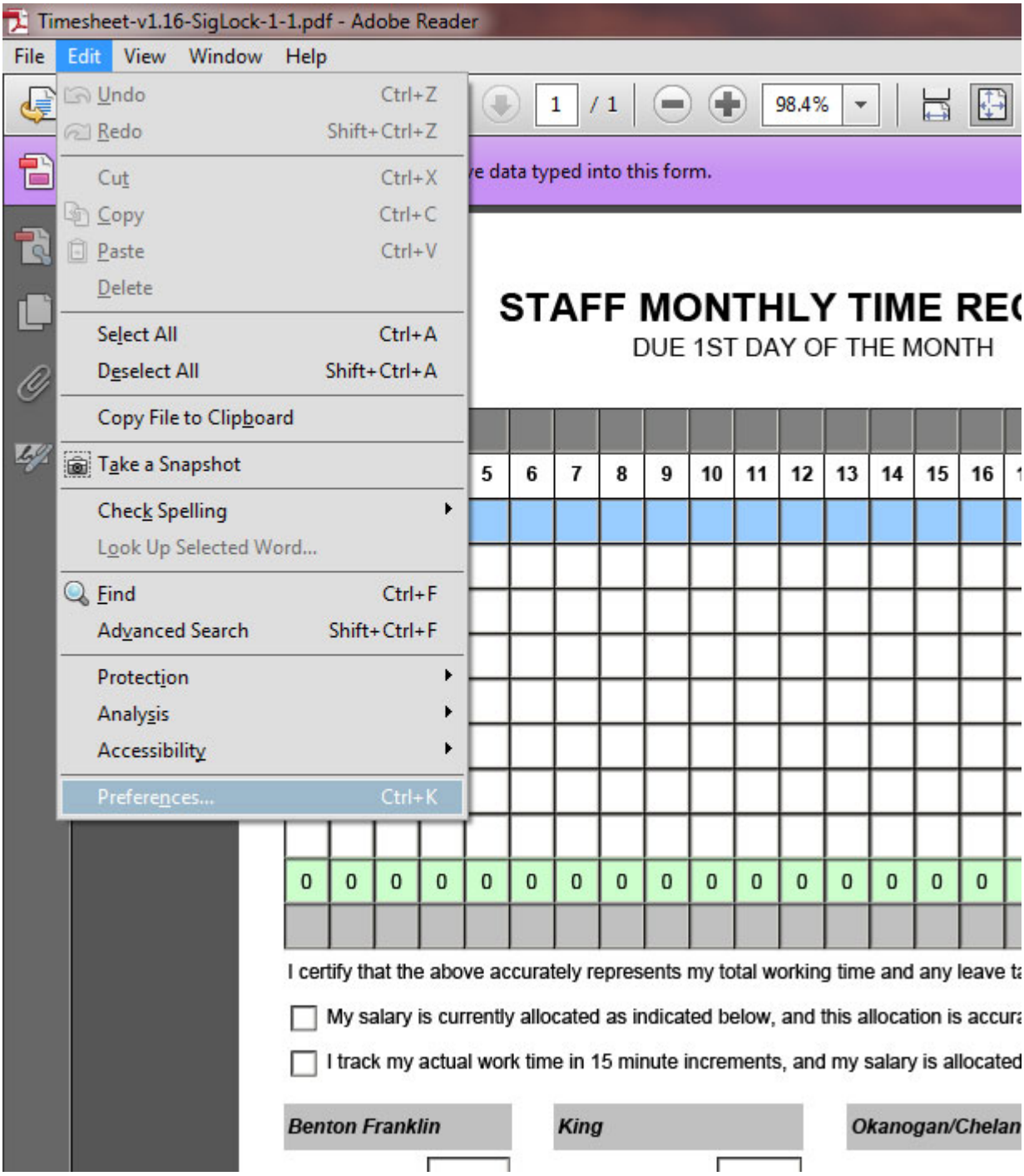
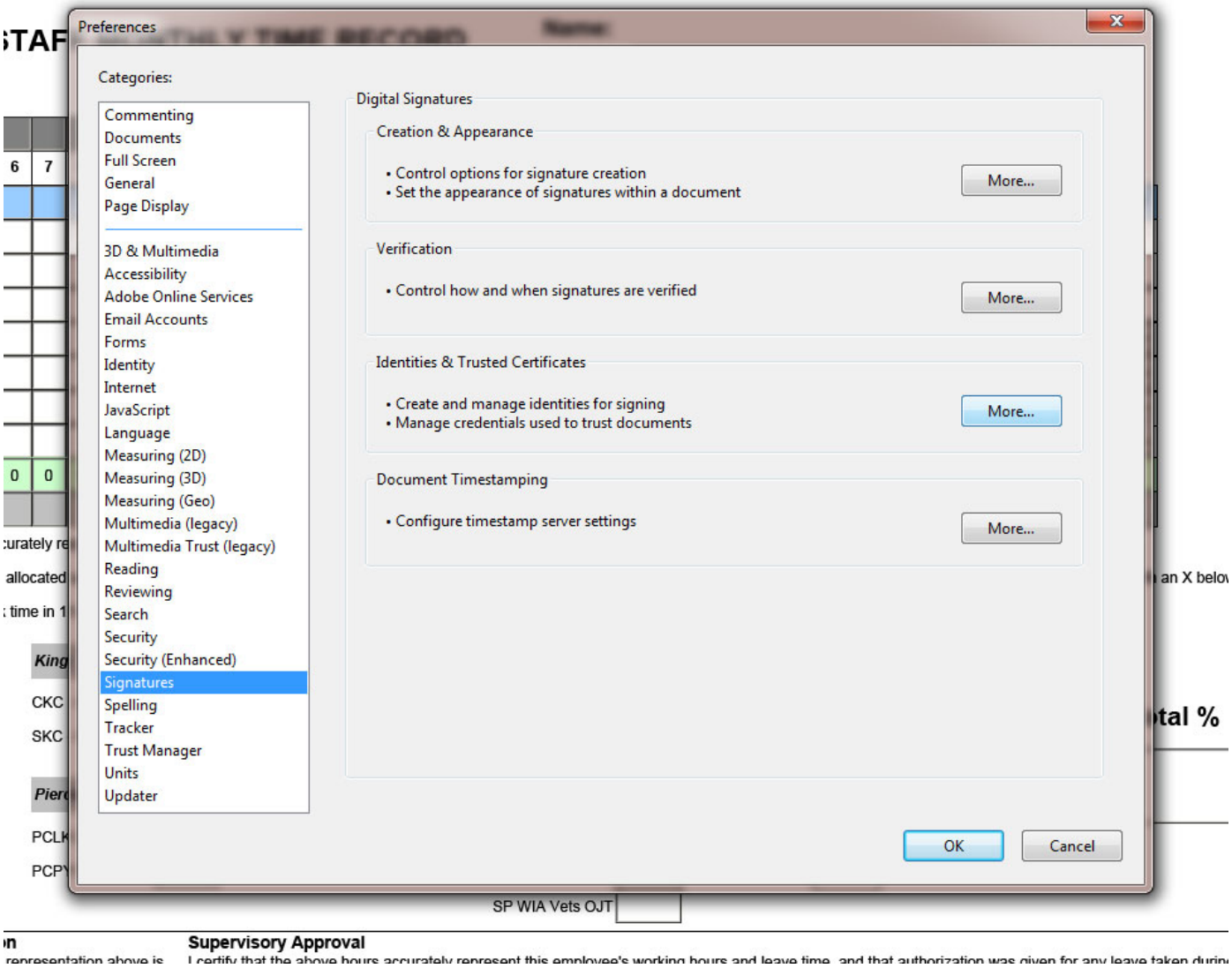
How To Create A Digital Signature In Adobe Reader XI

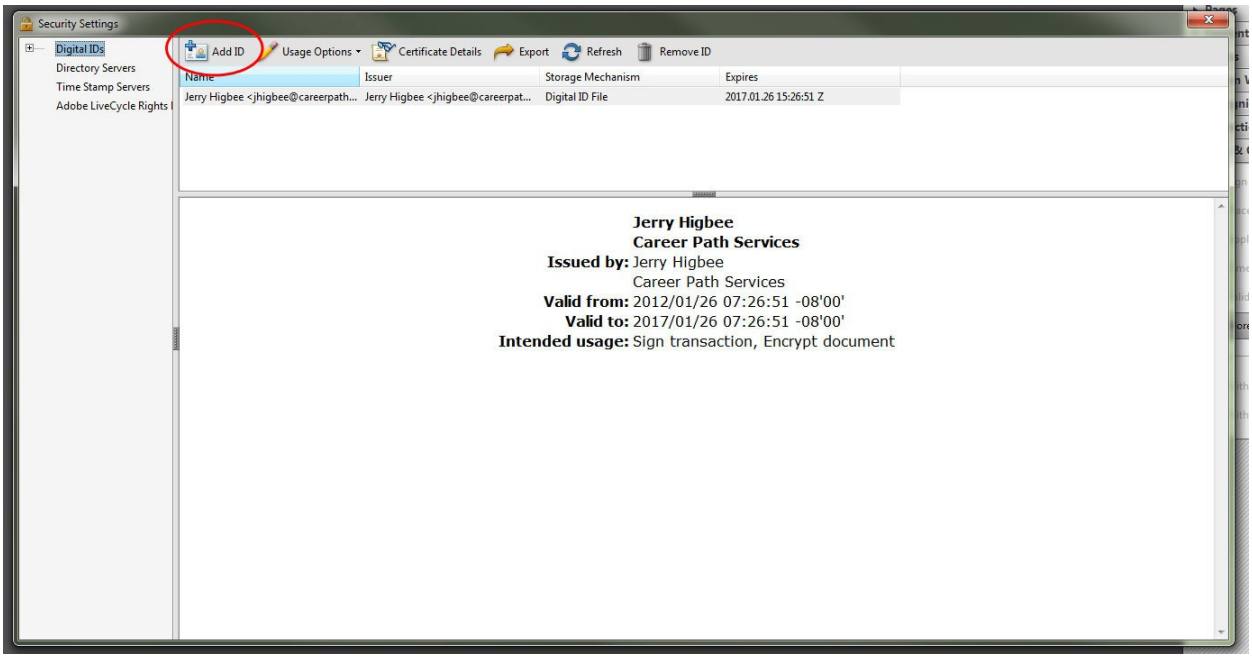
(1) Open Acrobat Reader XI and navigate to the Preferences menu as shown below



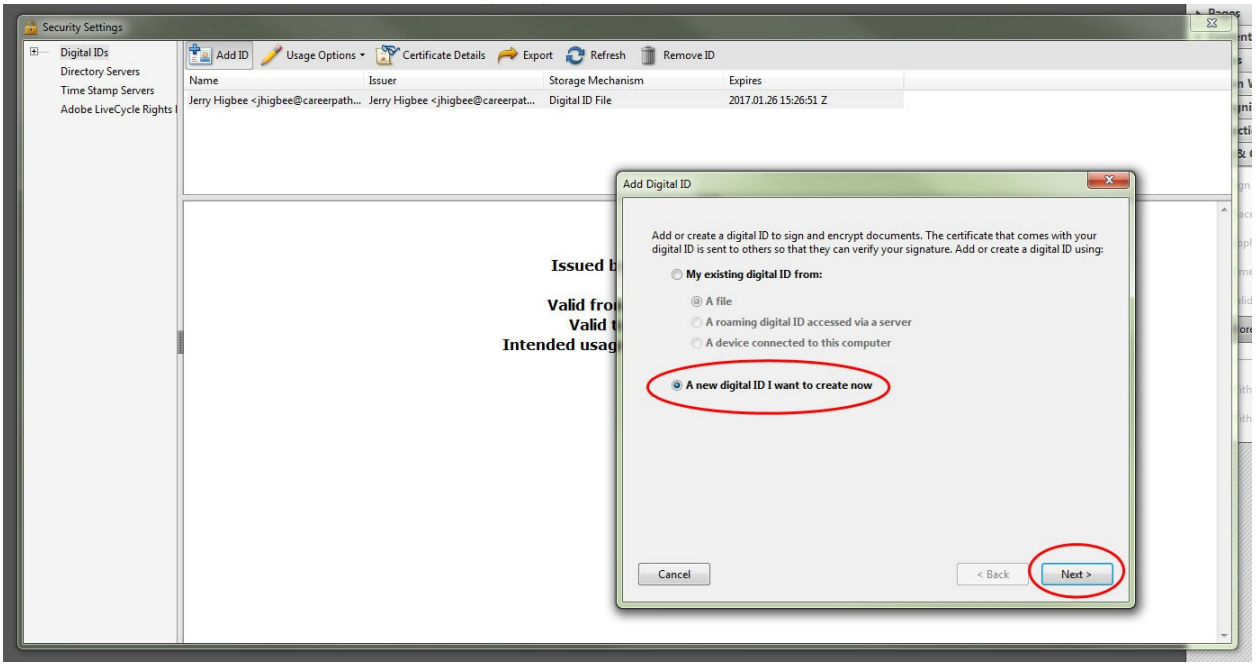
(2) Choose 'Signatures' from the 'Categories:' menu on the left. Next to the 'Identities & Trusted Certificates', click 'More..'



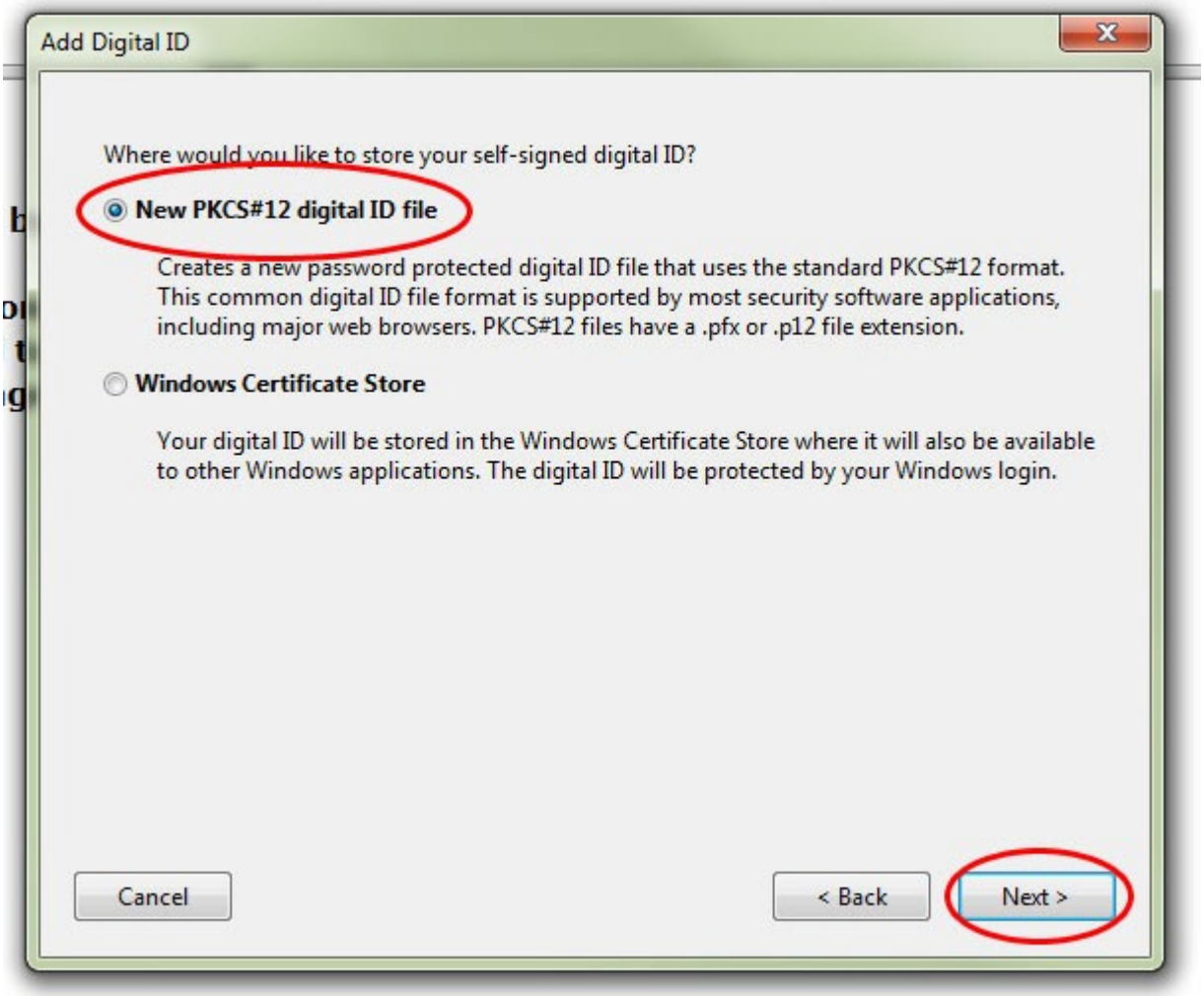
(3) Click 'Add ID' as show below.



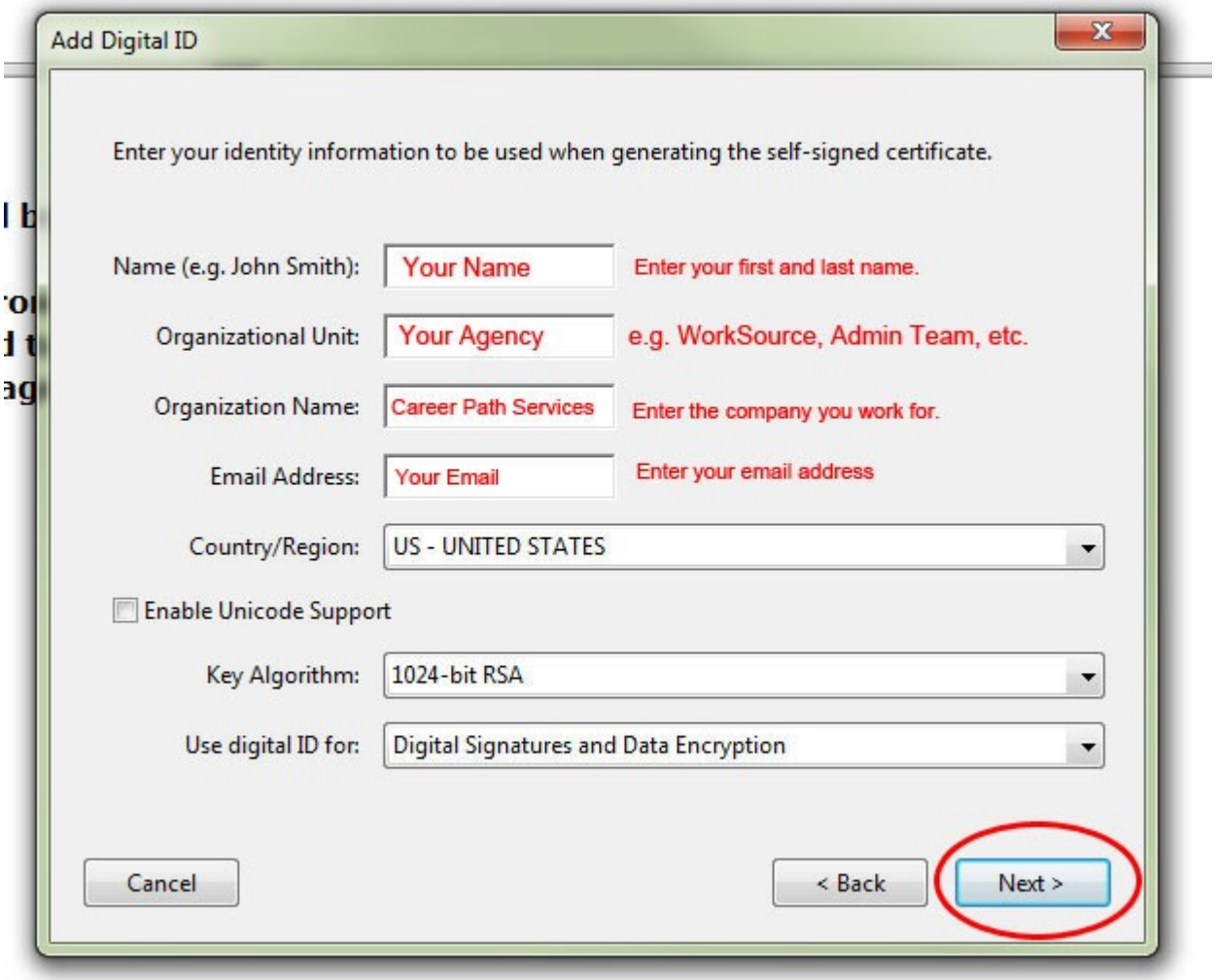
(4) Select 'A new digital ID I want to create now. Click Next.



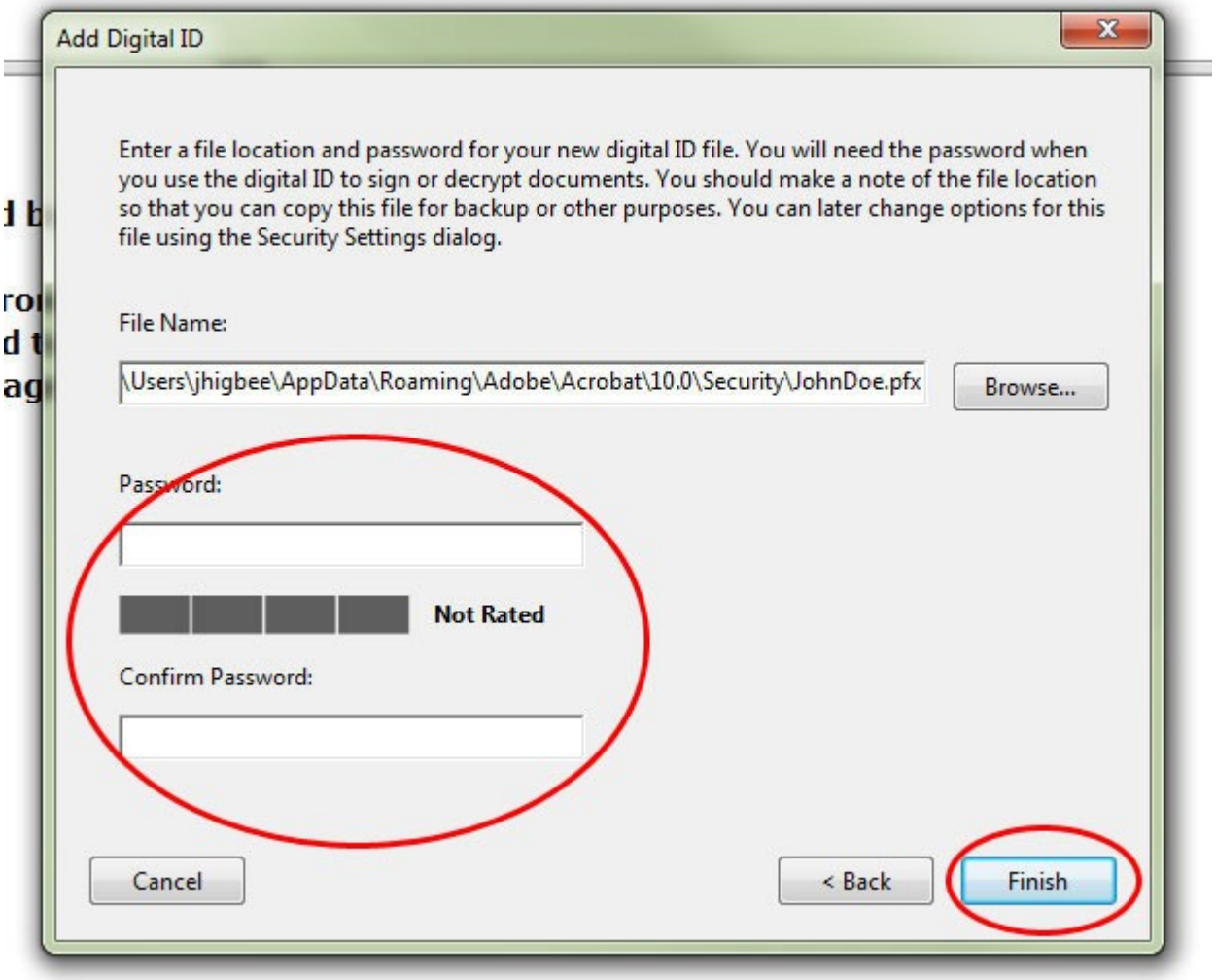
(5) Ensure 'New PKCS#12 digital ID file is selected. Click Next.



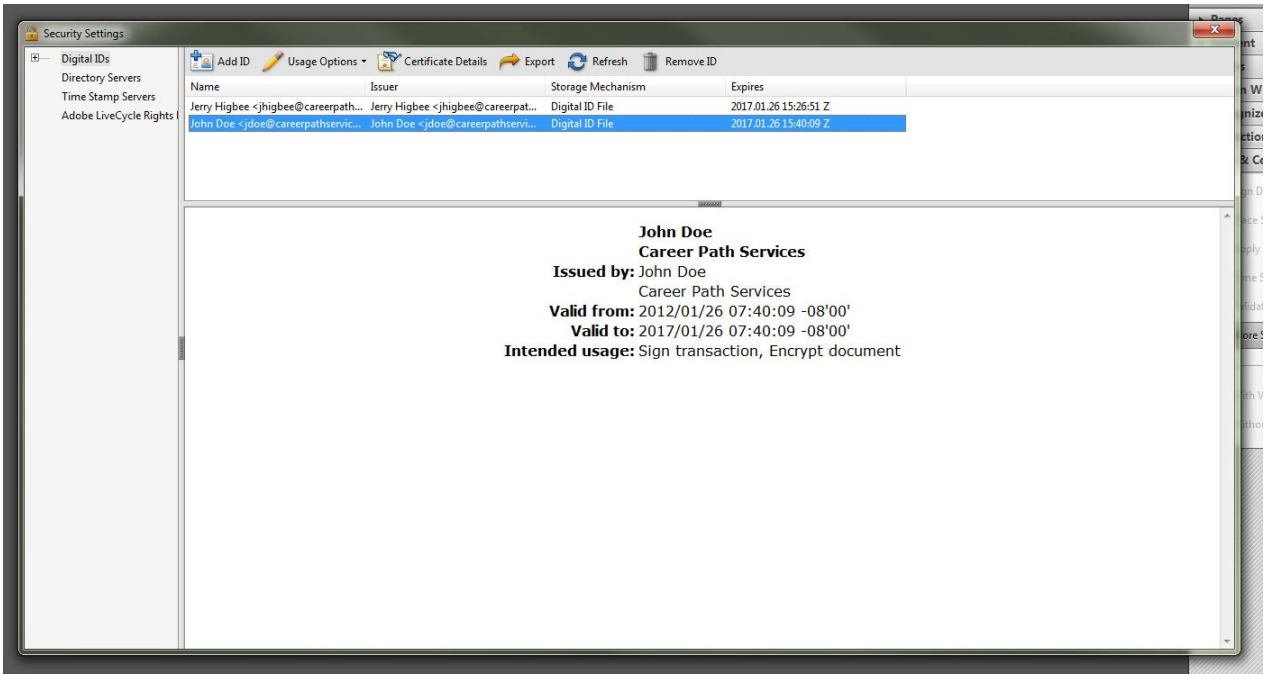
(6) Fill out the highlighted portions of the window below using the instructions provided in red. Do not change *Country/Region*, *Key Algorithm*, or *Use digital ID for.* Click Next.



(7) Choose a password for your digital signature. If you forget this password, you will have to create a new digital signature. There is no password recovery mechanism when you lose the password for your digital signature. Click Finish.



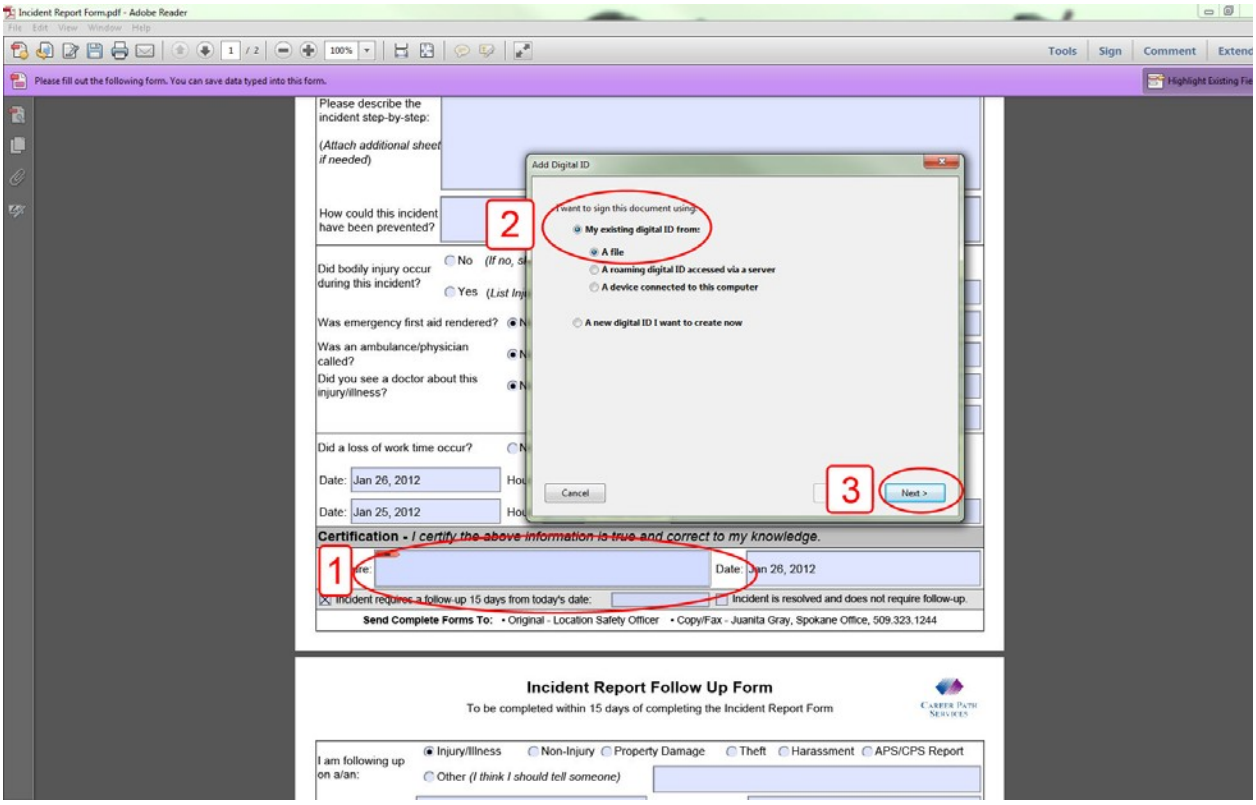
(8) View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms. The next section of this How-To covers signing documents with Adobe Reader X.



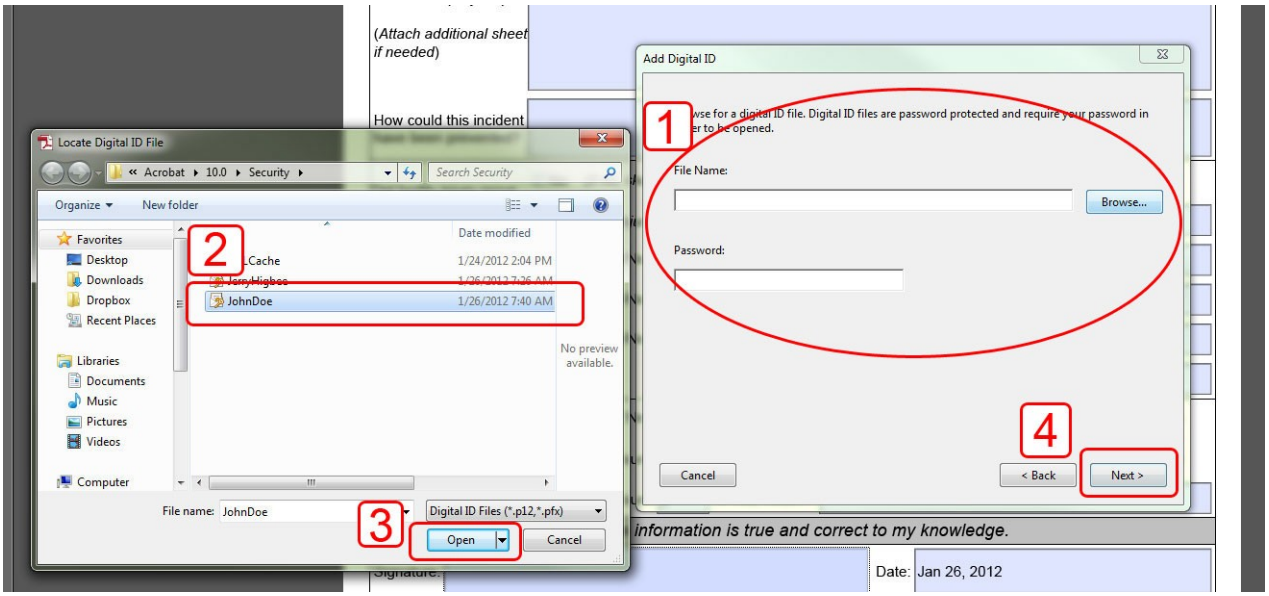
Sign An Adobe Document With Your Digital Signature

(Note: This method is identical to the instructions for signing a document in Acrobat X)

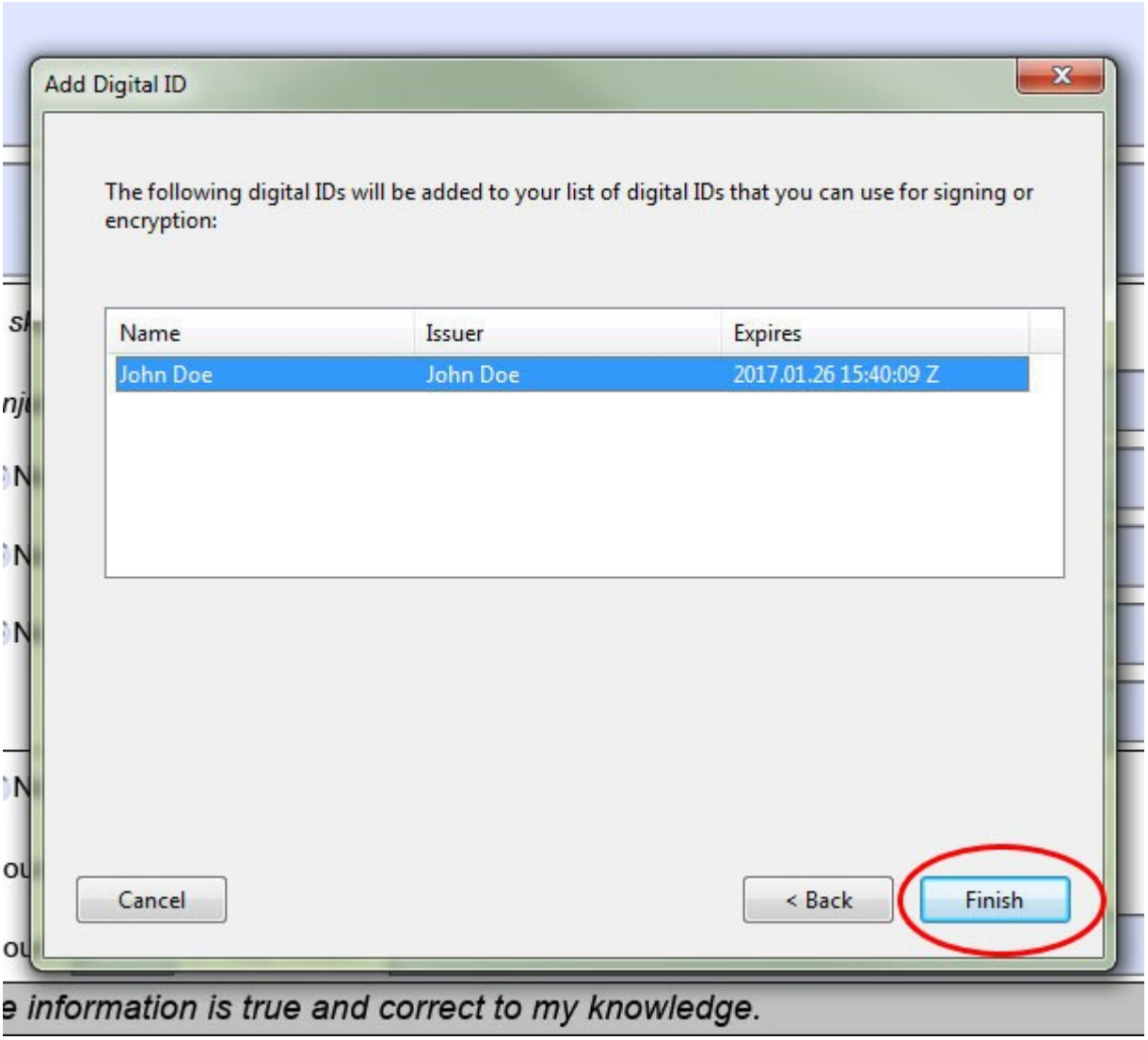
(1) In an Adobe document, click the signature field (shown as '1' in the picture). If this is the first time you are signing a document with your digital signature, you may see the 'Add Digital ID' window below. Ensure 'My existing digital ID from -> A file' is selected (2) and then click 'Next' (3).



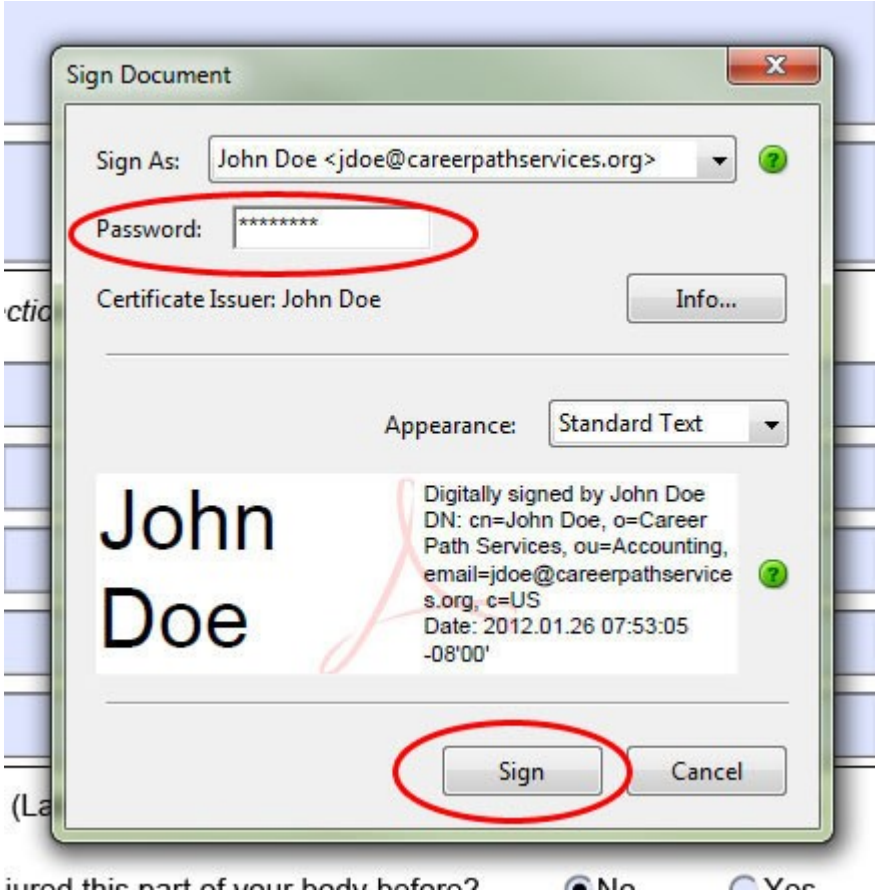
(2) To continue adding your digital ID and make it available to use for signatures, locate the digital signature file you created earlier (1) and select the file (2). Click 'Open' (3). Enter the password you created for your file, and then click 'Next' (4).



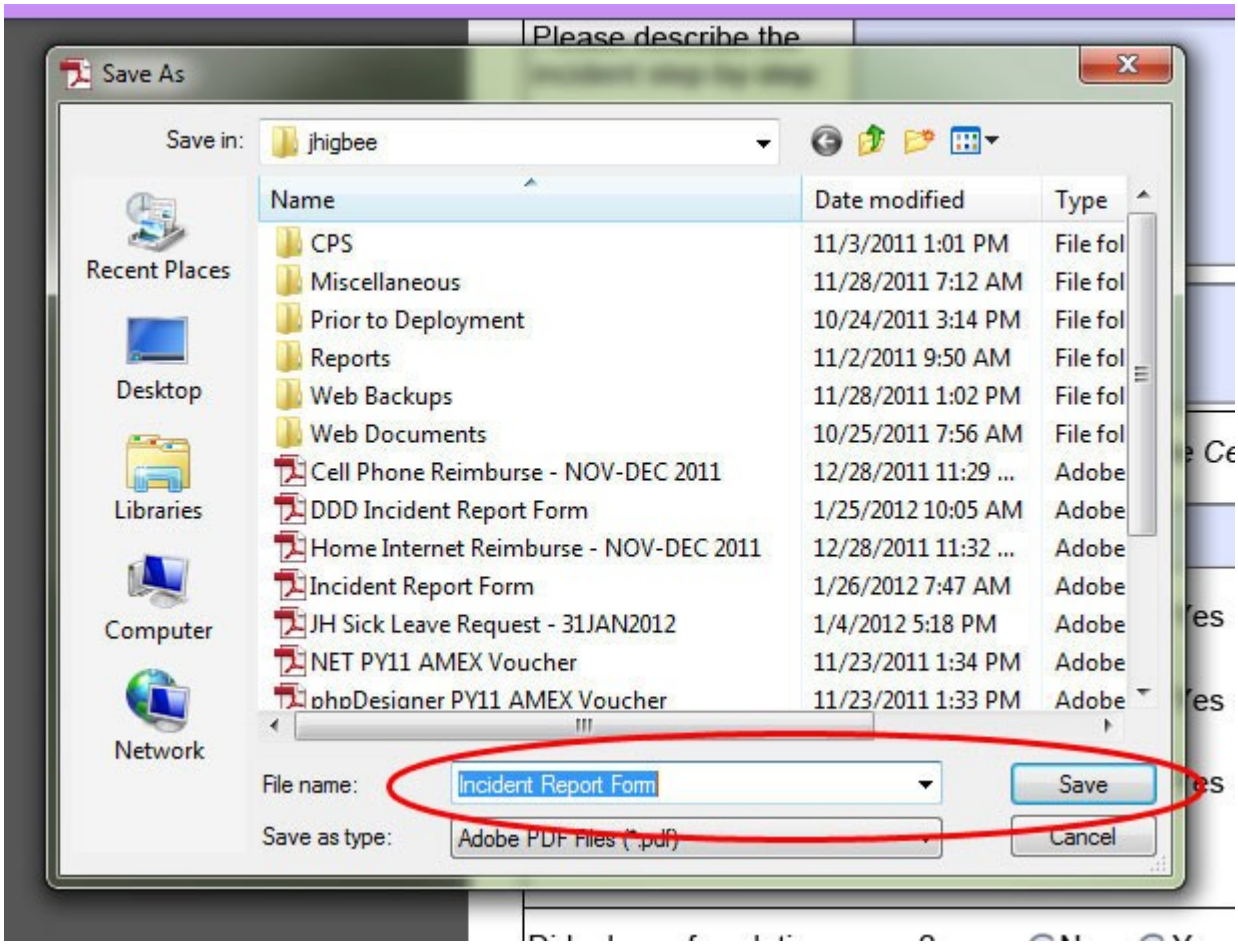
(3) View that your digital signature has been added to the list of signatures that can be used for signing and encryption. Click Finish.



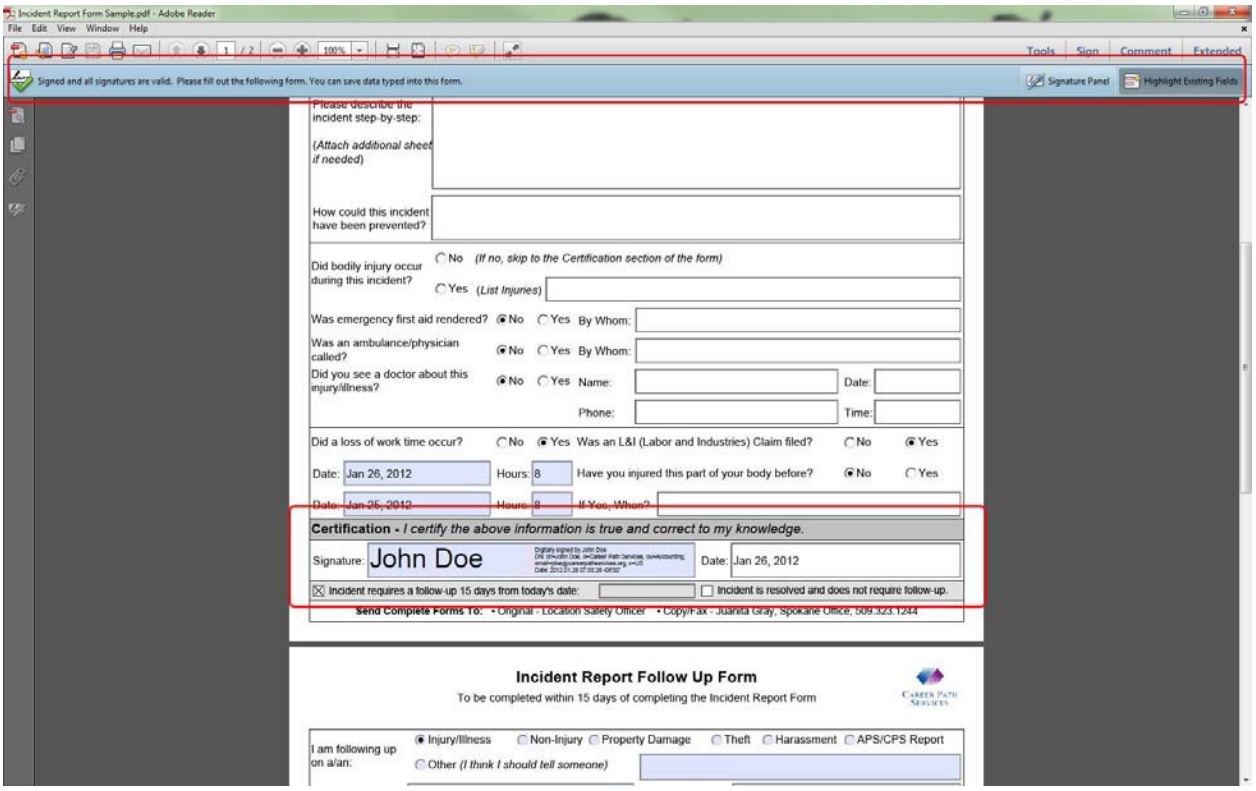
(4) To sign the Adobe document, enter the password you originally created for your signature. If you cannot remember your password, you will have to create a new digital signature. There is no password recovery mechanism for digital signatures. Click Sign.



(5) Optionally rename the file you are signing. Click Save, whether or not you rename the file , to ensure the digital signature is saved to your document.



(6) Note the bluish gray bar at the top of the window indicating the validity of the digital signatures. You will also see that your signature has been added to the document.



Note: It is worth noting that signing a document often has the effect of locking some or all of the fields in the document from being edited. The reason for locking some or all of the fields is to ensure the document is not modified by someone else after a form has been signed by a particular user.

Congratulations – you are finished!