

How to create and add a digital signature to a PDF using

ADOBE ACROBAT

NOTE: This is for the paid version of Adobe Acrobat. Please be sure you have the updated version of the software.

If you have the FREE version called Adobe Acrobat READER, the instructions are in a separate document.

Instructions:

First, be sure you open the document from its file location, not from online. If you open the document in a web browser, you will not be able to sign it.

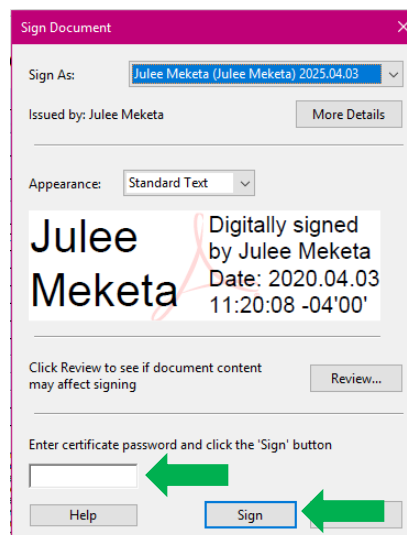
Please see the [video tutorial](#) for more information on that.

On the fillable document you would like to sign, you should see a signature area with a small orange arrow/tag.



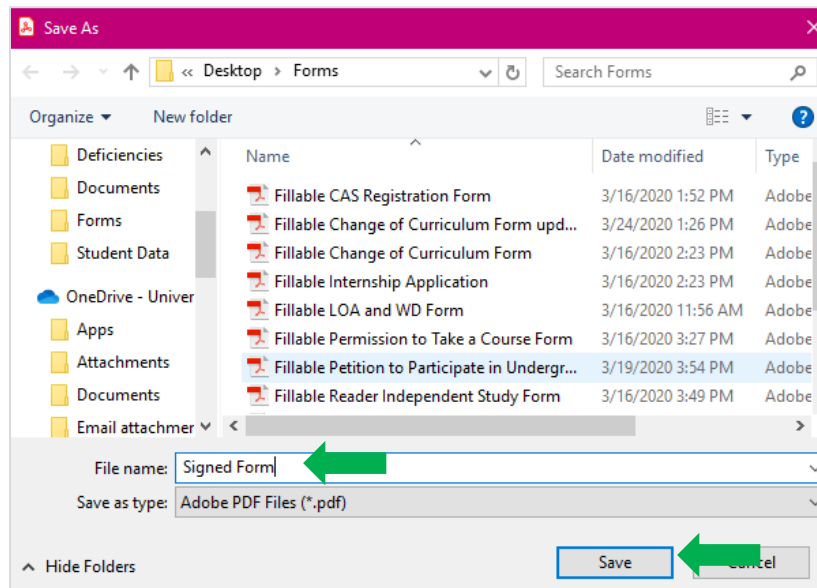
Click in the space with the orange tab.

If you already have a digital signature, you will see this box:



IF YOU DO NOT HAVE A SIGNATURE, SKIP TO PAGE 3

Enter your password in the appropriate box and click **Sign**. You will be prompted to save the document:



Choose the save location as you would with any other document, rename the document as you wish, and click **Save**.

The signature area of the form will now look like this:

Advisor's/Mentor's Signature <u>Julee Meketa</u> (First Major)	Digitally signed by Julee Meketa Date: 2020.04.02 11:59:13 -04'00'	Date _____
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That's it! Simply attach the signed document to any email as you normally would and you're done!

The following pages are the instructions for creating a digital signature.

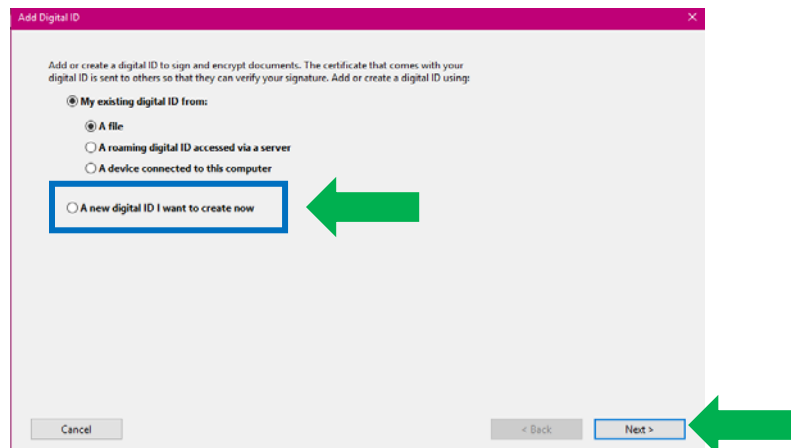
First, be sure you open the document from its file location, not from online. IF you open the document in a web browser, you will not be able to sign it,
Please see the [video tutorial](#) for more information on that.

On the fillable document you would like to sign, you should see a signature area with a small orange arrow/tag.

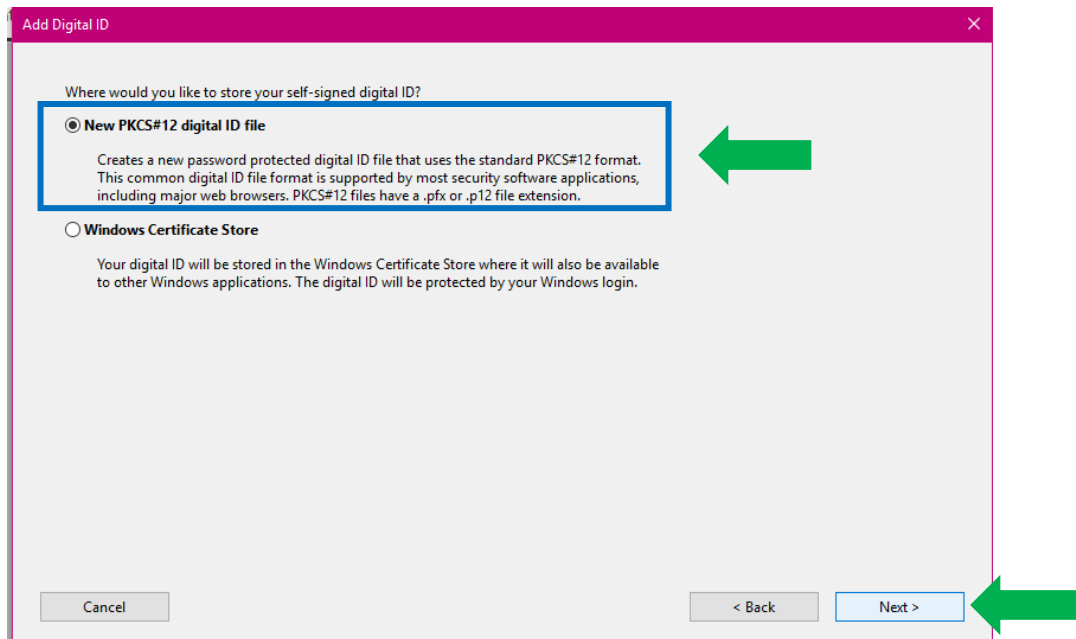


Click in the space with the orange tab.

If you do not have a digital ID, the following box will appear:

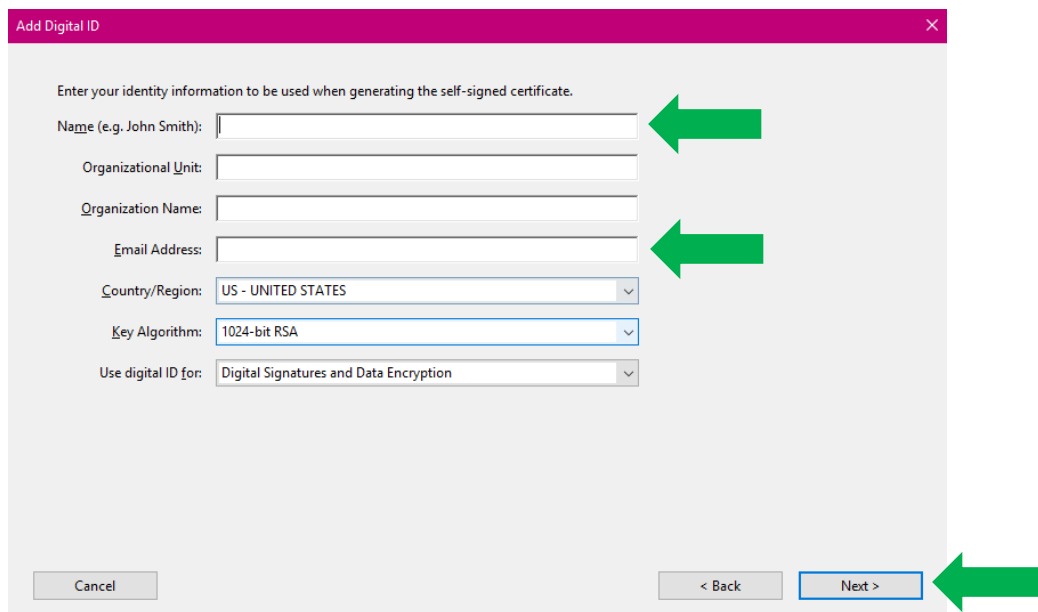


Click **A new Digital ID I want to create now** (outlined in blue above) and click **Next**. The following box will appear:



Click on **New PKCS#12 Digital ID File** (outlined in blue above) and then click **Next**.

The following box will appear:



Enter your name and your Scranton email in the appropriate boxes and click **Next**.

On the next screen, enter a password in the appropriate boxes. Be sure to choose something you will remember easily, as you will be asked to enter this password *each time* you digitally sign a document.

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\R01222430\AppData\Roaming\Adobe\Acrobat\2015\Security\U Browse...

Password:
***** Medium

Confirm Password:

Cancel < Back Finish

Click **Finish**. The following box will appear:

Sign As: Julee Meketa (Julee Meketa) 2025.04.03

Issued by: Julee Meketa More Details

Appearance: Standard Text

Digitally signed by Julee Meketa
Date: 2020.04.03 11:20:08 -04'00'

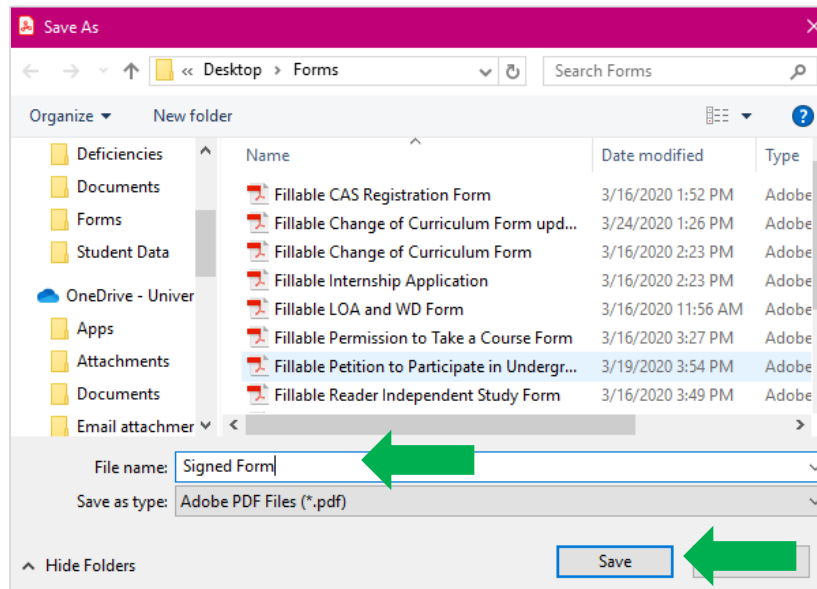
Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign

Enter your password in the appropriate box and click **Sign**.

You will be prompted to save the document:



Choose the save location as you would with any other document, rename the document as you wish, and click **Save**.

The signature area of the form will now look like this:

Advisor's/Mentor's Signature Julee Meketa (First Major)	Digitally signed by Julee Meketa Date: 2020.04.02 11:59:13 -0400	Date _____
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That's it! Simply attach the signed document to any email as you normally would and you're done!

If you have any questions, please email julee.meketa@scranton.edu.