

How to create and add a digital signature to a PDF using ADOBE ACROBAT READER

NOTE: This is for the free version of acrobat called Adobe Acrobat Reader. Please be sure you have the updated version of the software.

If you have the paid version called Adobe Acrobat, 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,

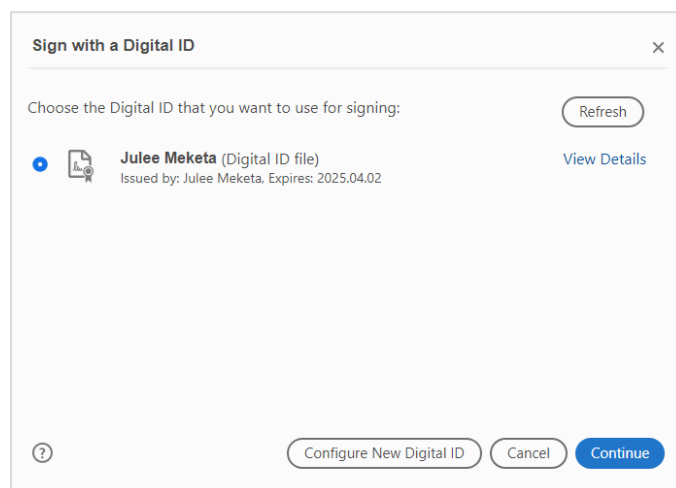
Please see the [video tutorial](#) for more information on that.

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.

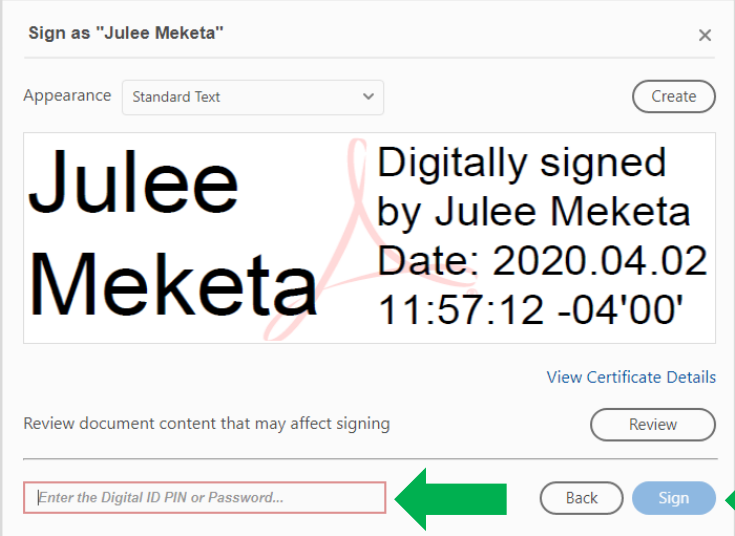
If you already have a digital signature, you will see this box:



IF YOU DO NOT HAVE A SIGNATURE, SKIP TO PAGE 4

If you only have one signature listed, simply click **Continue** at the bottom right. Otherwise, click the signature you would like to use and click **Continue**.

The next screen will show your signature:



Sign as "Julee Meketa" [Close]

Appearance: Standard Text [Dropdown] [Create]

Julee Meketa Digitally signed by Julee Meketa
Date: 2020.04.02 11:57:12 -04'00'

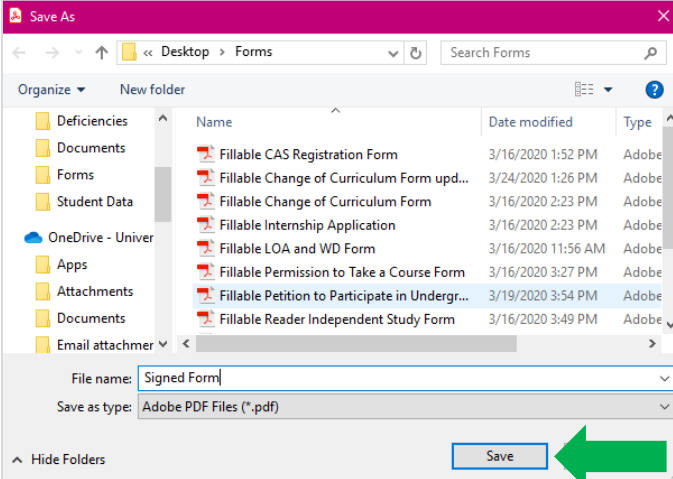
[View Certificate Details](#)

Review document content that may affect signing [Review]

[Enter the Digital ID PIN or Password...] [Back] [Sign]

Two green arrows point to the password input field and the Sign button.

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



Save As

Desktop > Forms

Organize New folder

Name	Date modified	Type
Fillable CAS Registration Form	3/16/2020 1:52 PM	Adobe
Fillable Change of Curriculum Form upd...	3/24/2020 1:26 PM	Adobe
Fillable Change of Curriculum Form	3/16/2020 2:23 PM	Adobe
Fillable Internship Application	3/16/2020 2:23 PM	Adobe
Fillable LOA and WD Form	3/16/2020 11:56 AM	Adobe
Fillable Permission to Take a Course Form	3/16/2020 3:27 PM	Adobe
Fillable Petition to Participate in Undergr...	3/19/2020 3:54 PM	Adobe
Fillable Reader Independent Study Form	3/16/2020 3:49 PM	Adobe

File name: Signed Form [Dropdown] [Green arrow]

Save as type: Adobe PDF Files (*.pdf)

[Save] [Green arrow]

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 -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!

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,

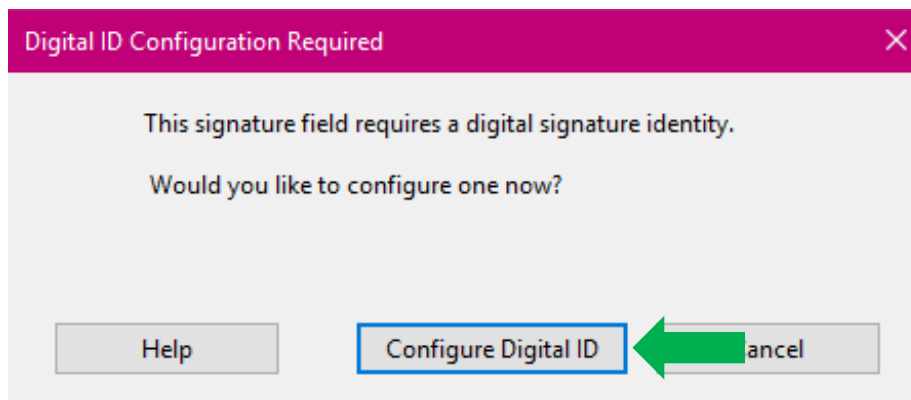
Please see the [video tutorial](#) for more information on that.

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

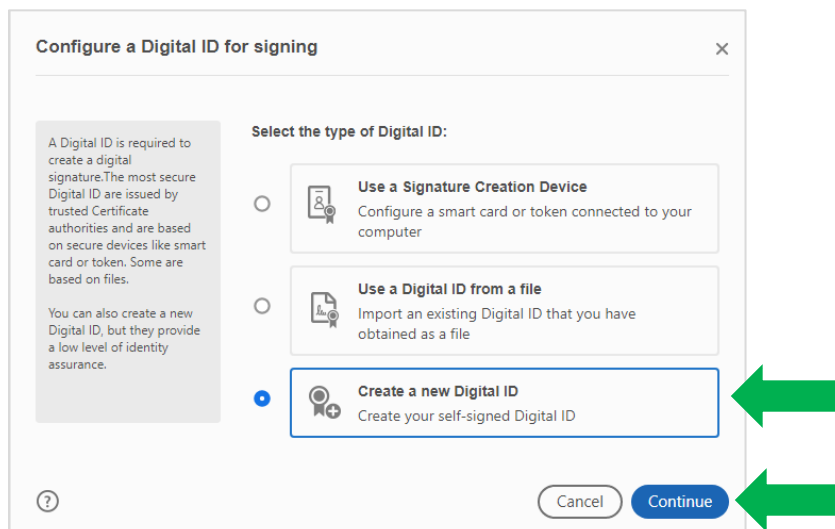


Click in the space with the orange tab.

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



Click **Configure Digital ID** (outlined in blue above). The following box will appear:



Click on **Create a new Digital ID** (outlined in blue above) and then click **Continue**.

The following box will appear:

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Be sure to click **Save to File** (outlined in blue above) and then click **Continue**.

You will see the following box:

Create a self-signed Digital ID

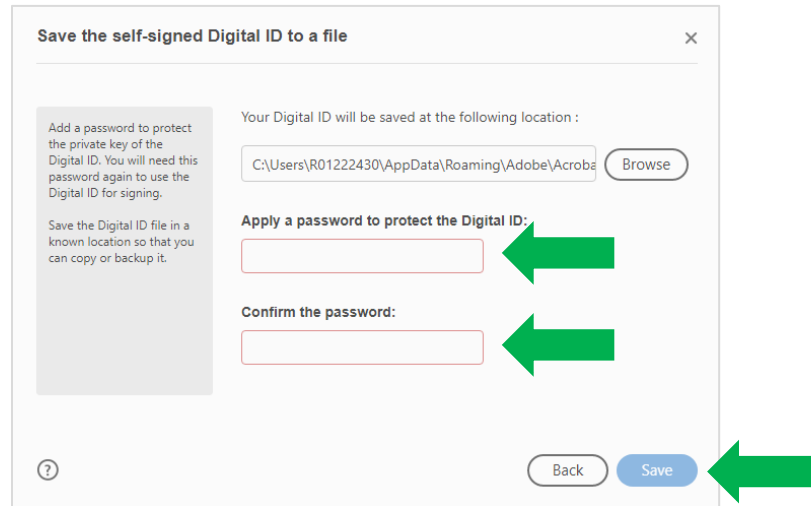
Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

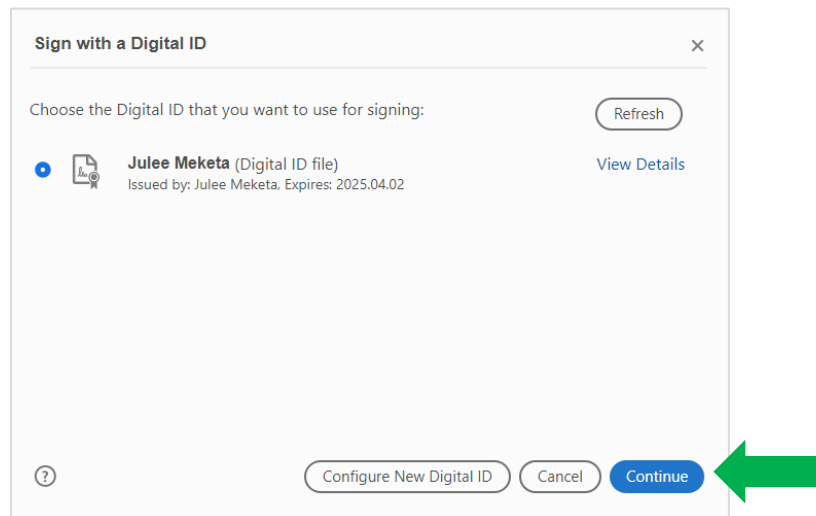
Back Continue

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

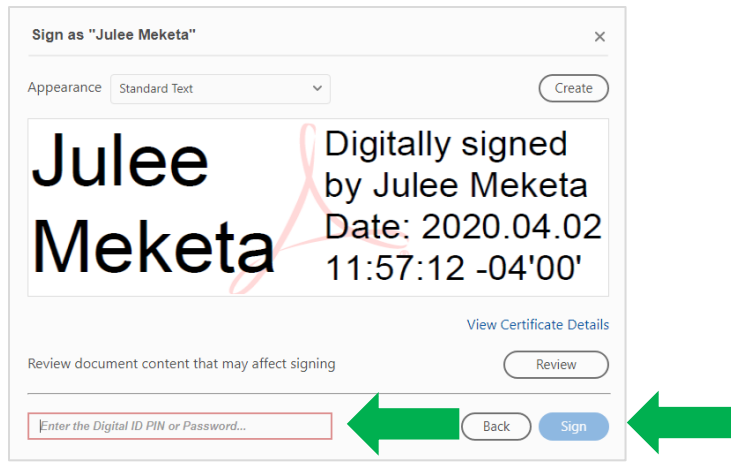
On the next screen, enter a password in the appropriate boxes. Be sure to choose something you will remember easily, as you will be asked to enter this password *each time* you digitally sign a document.



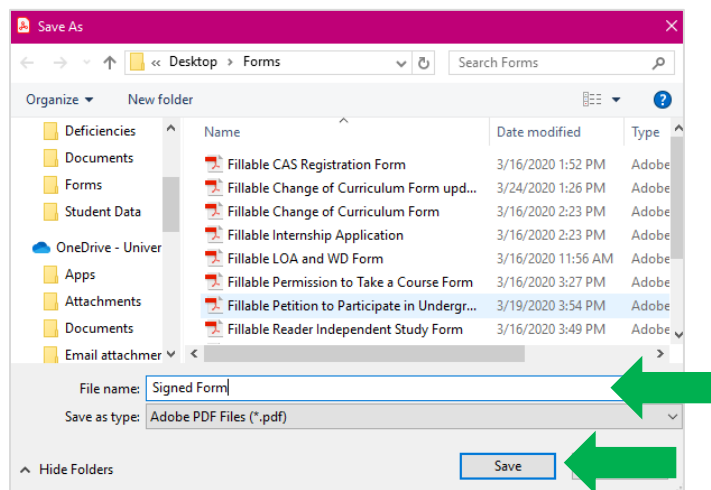
Click **Save**. The following box will appear:



Click **Continue**. The next screen will show your signature:



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:



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.