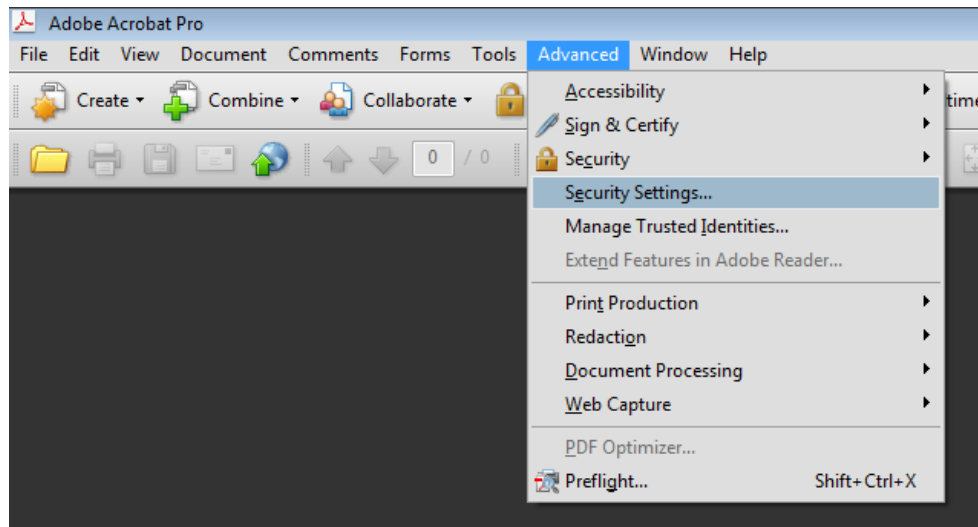
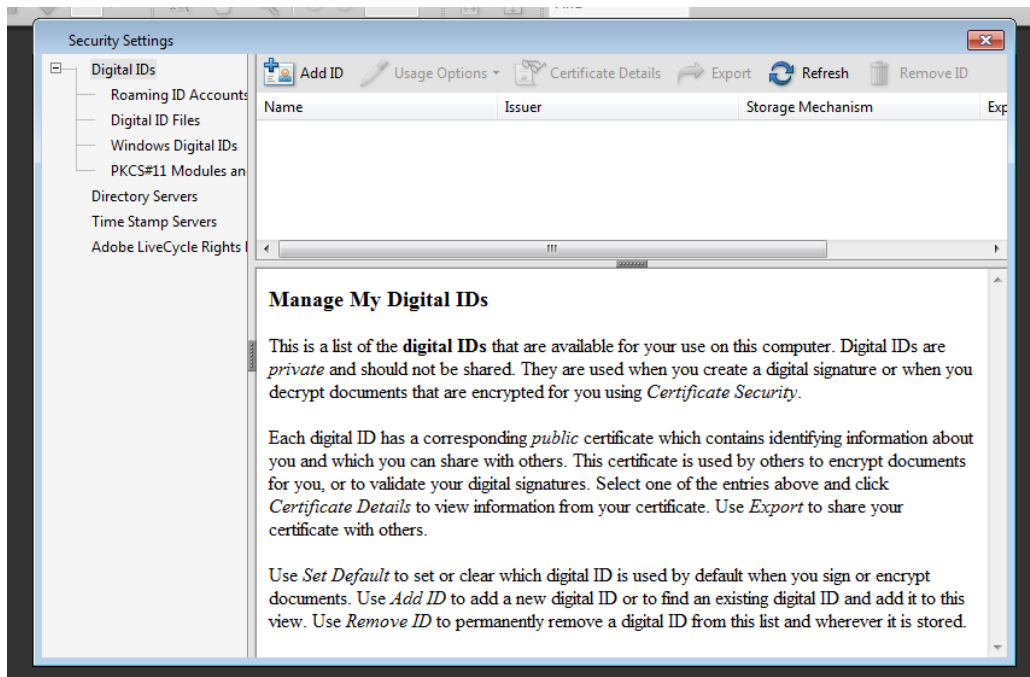


How to create a signature within Adobe Acrobat PRO 9

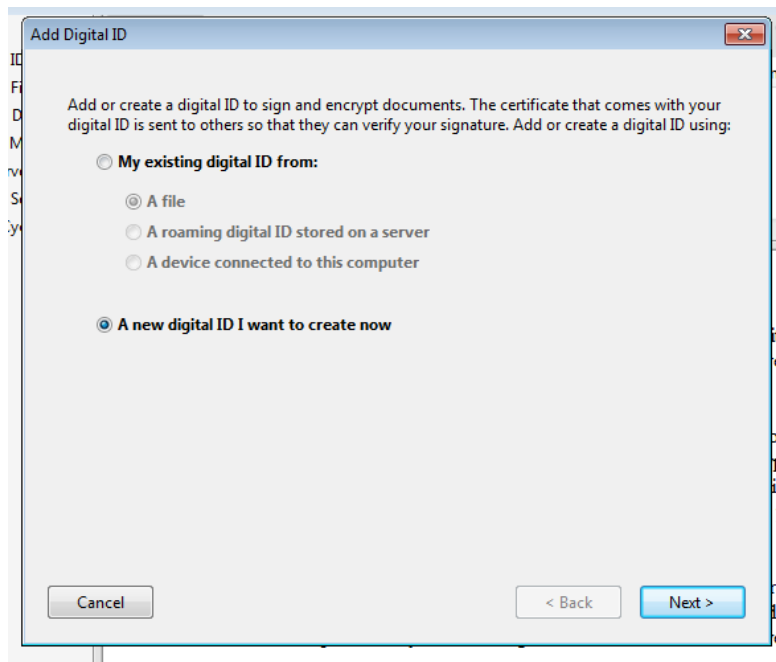
1. Begin by opening Adobe Acrobat PRO 9, from there choose the “Advanced,” tab and select “Security Settings.”



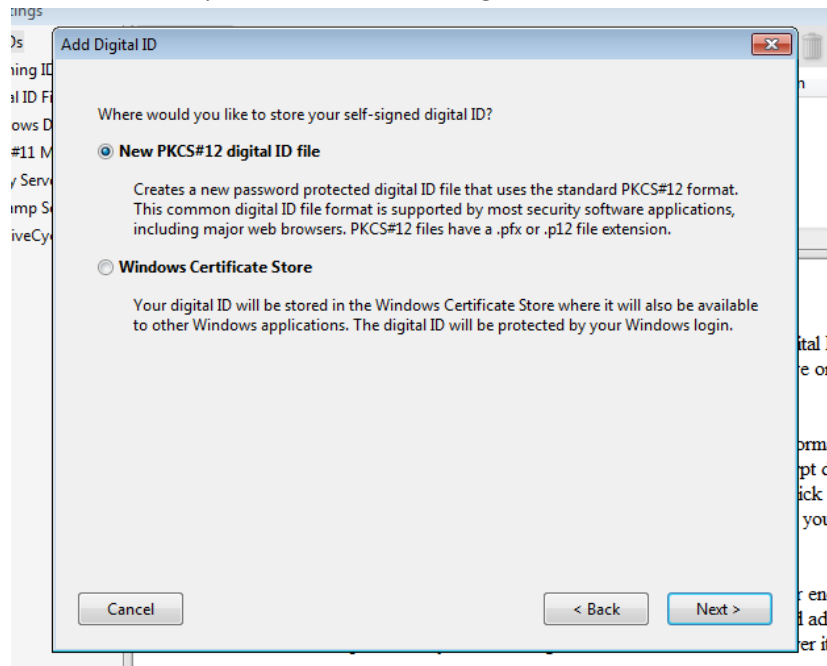
2. This will cause a menu prompt labeled “Security Settings,” to appear. On the left had side, click on “Digital IDs” and continue by selecting “Add ID.”



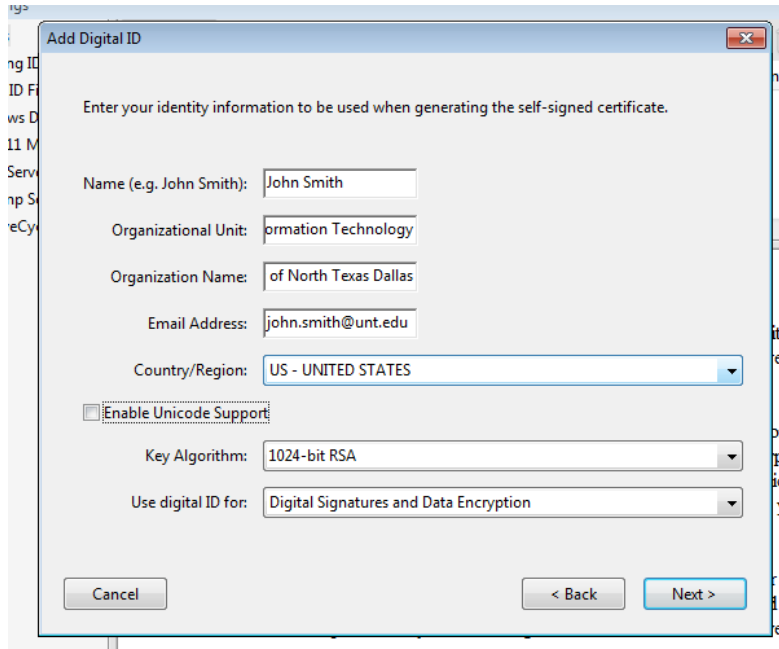
3. Another menu will pop up, and you will want to choose the second option that states “a new digital ID I want to create now.”



4. Click “Next>,” and leave the option “New PKCS#12 digital ID file” selected and click “Next>” again.

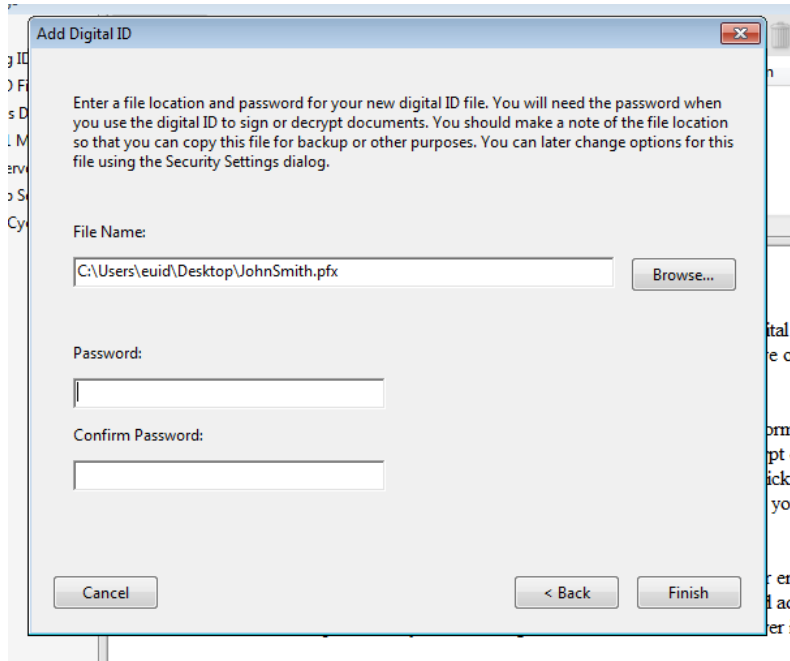


5. The next menu allows you to put your personal information into the appropriate fields.



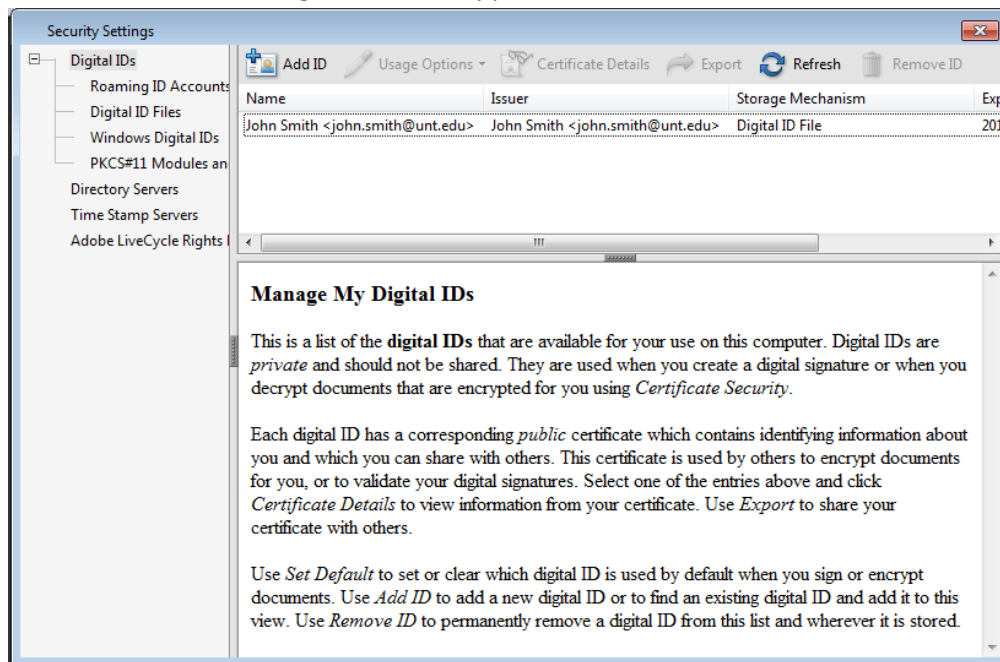
The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields: "Name (e.g. John Smith):" with the value "John Smith"; "Organizational Unit:" with the value "ormation Technology"; "Organization Name:" with the value "of North Texas Dallas"; "Email Address:" with the value "john.smith@unt.edu"; "Country/Region:" with a dropdown menu showing "US - UNITED STATES"; a checkbox labeled "Enable Unicode Support" which is unchecked; "Key Algorithm:" with a dropdown menu showing "1024-bit RSA"; and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

6. Continue by selecting a location to where you would like to save the Digital ID file. You will also need to type in a password that will be required upon application of signature onto a document.

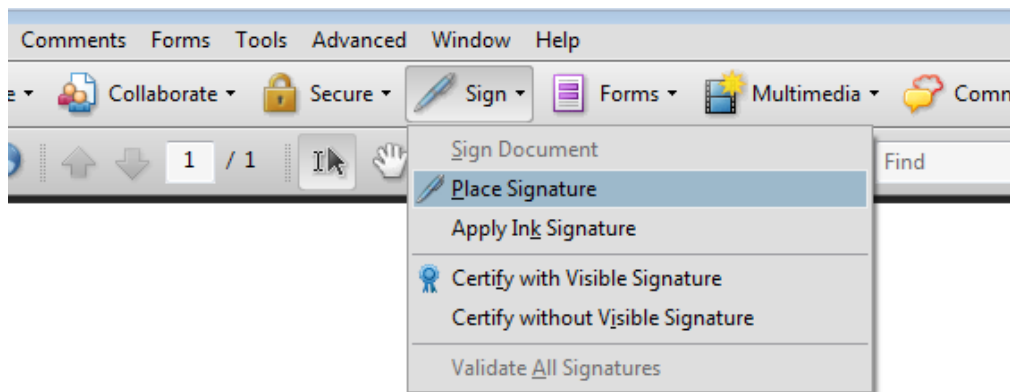


The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note 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." Below this, there are three input fields: "File Name:" with the value "C:\Users\eid\Desktop\JohnSmith.pfx" and a "Browse..." button to its right; "Password:" with an empty text box; and "Confirm Password:" with an empty text box. At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

7. Now as you can see your new Digital ID has been created. The next step would be to customize the appearance of the signature once applied to a document.



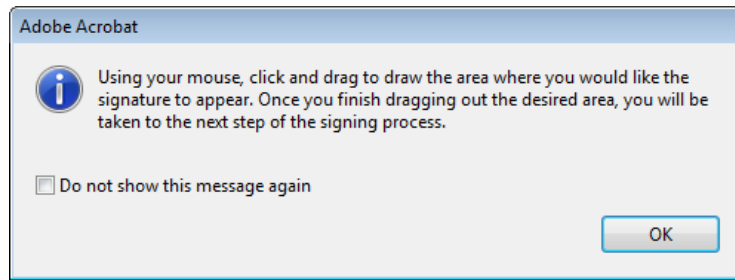
8. Open the desired document you wanted marked with your signature. Choose "Sign" from the top menu bar and on the drop down menu select "Place Signature."



TOTALLY NEW PDF DOCUMENT!!!

Sign here please: _____

9. Instructions appear directing you to left click and drag on the spot you would like your signature to be placed.

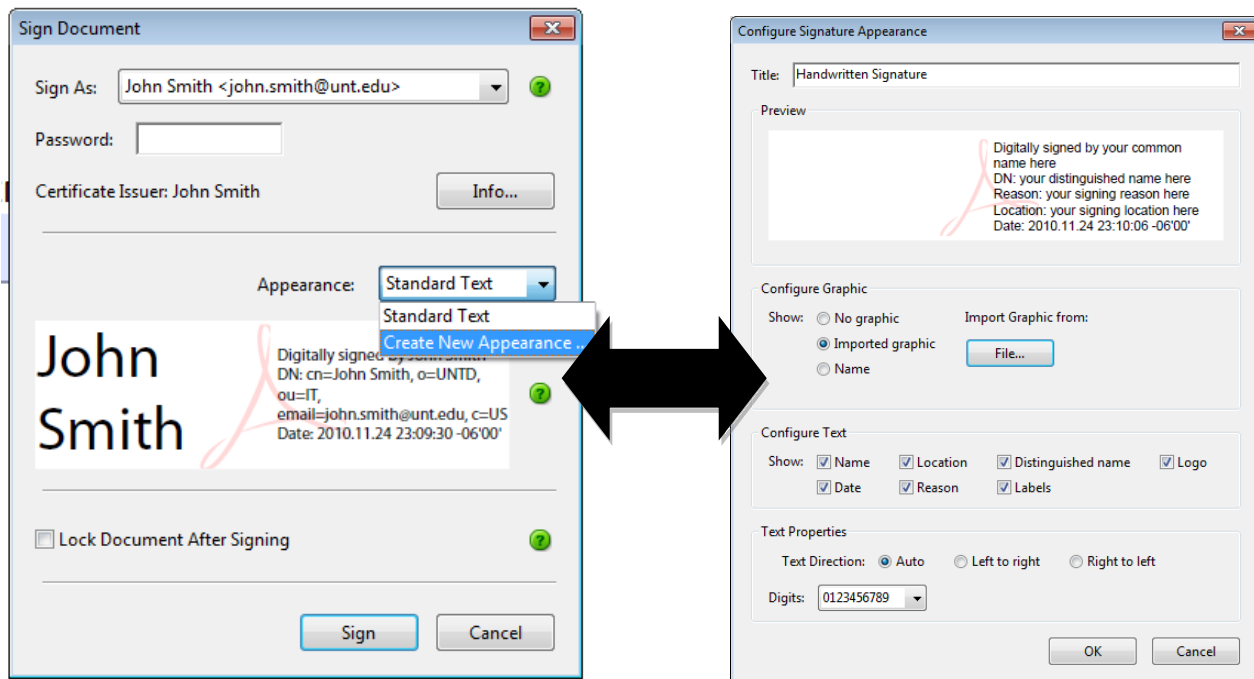


TOTALLY NEW PDF DOCUMENT!!!

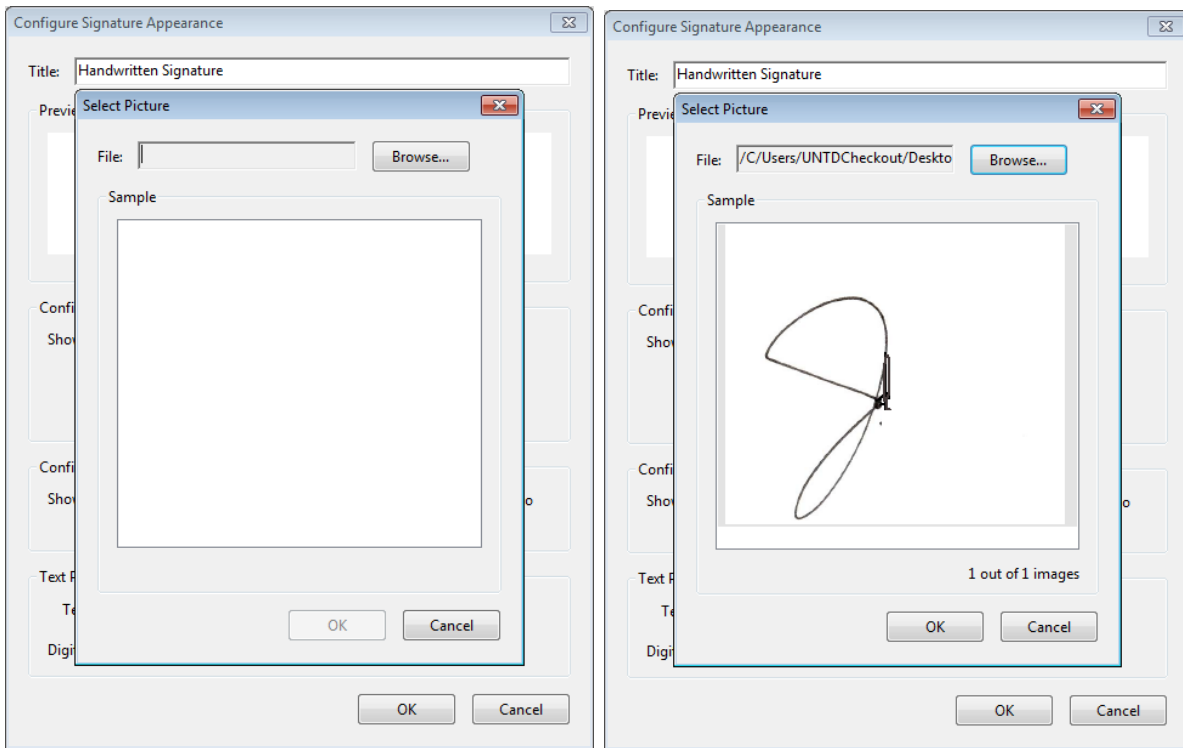
Sign here please:



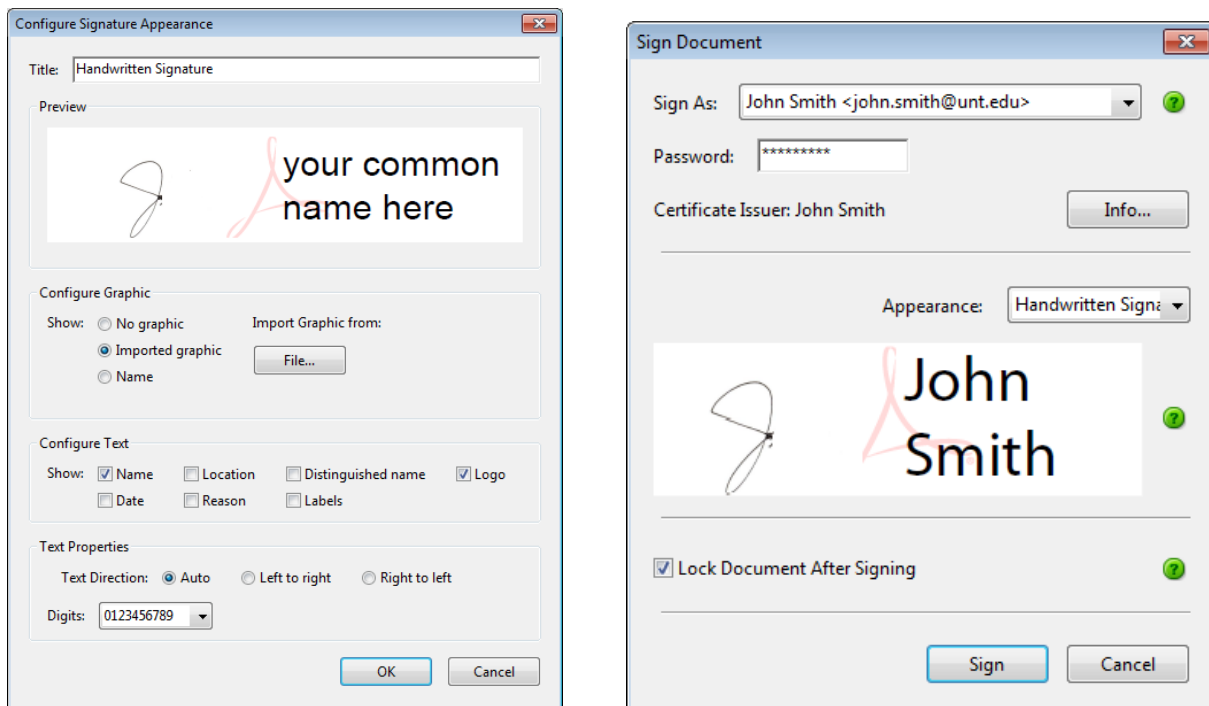
10. The prompt below appears and gives you the option to personalize the appearance of your signature. Beside the text "Appearance," you can click the drop down menu and select "Create New Appearance..."



12. Another menu will appear and show you more configuration properties. In order to customize it to include a handwritten signature, you will need to sign a sheet of paper and scan it to file. After saving it to a common directory, navigate to it by clicking the “File...” option and then browse for the file.



13. Afterwards, the main configuration prompt will appear and allow you to change the particular appearance of your signature. When you have done so, the next menu will require your password and give you the option to lock the document after applying your signature.



14. After the application of your signature the document will ask you to save as new .PDF document. Upon doing so, it will launch the newly signed document.

