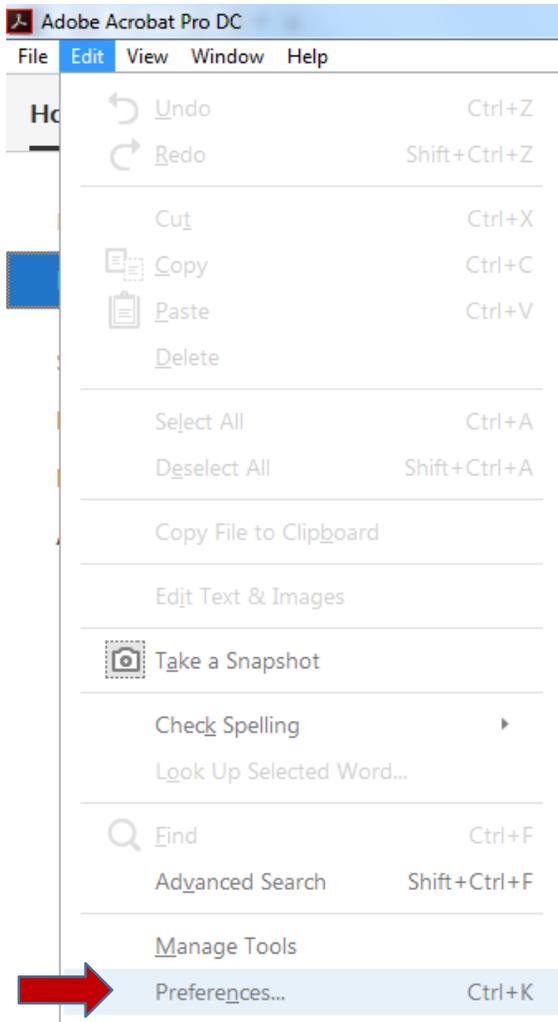


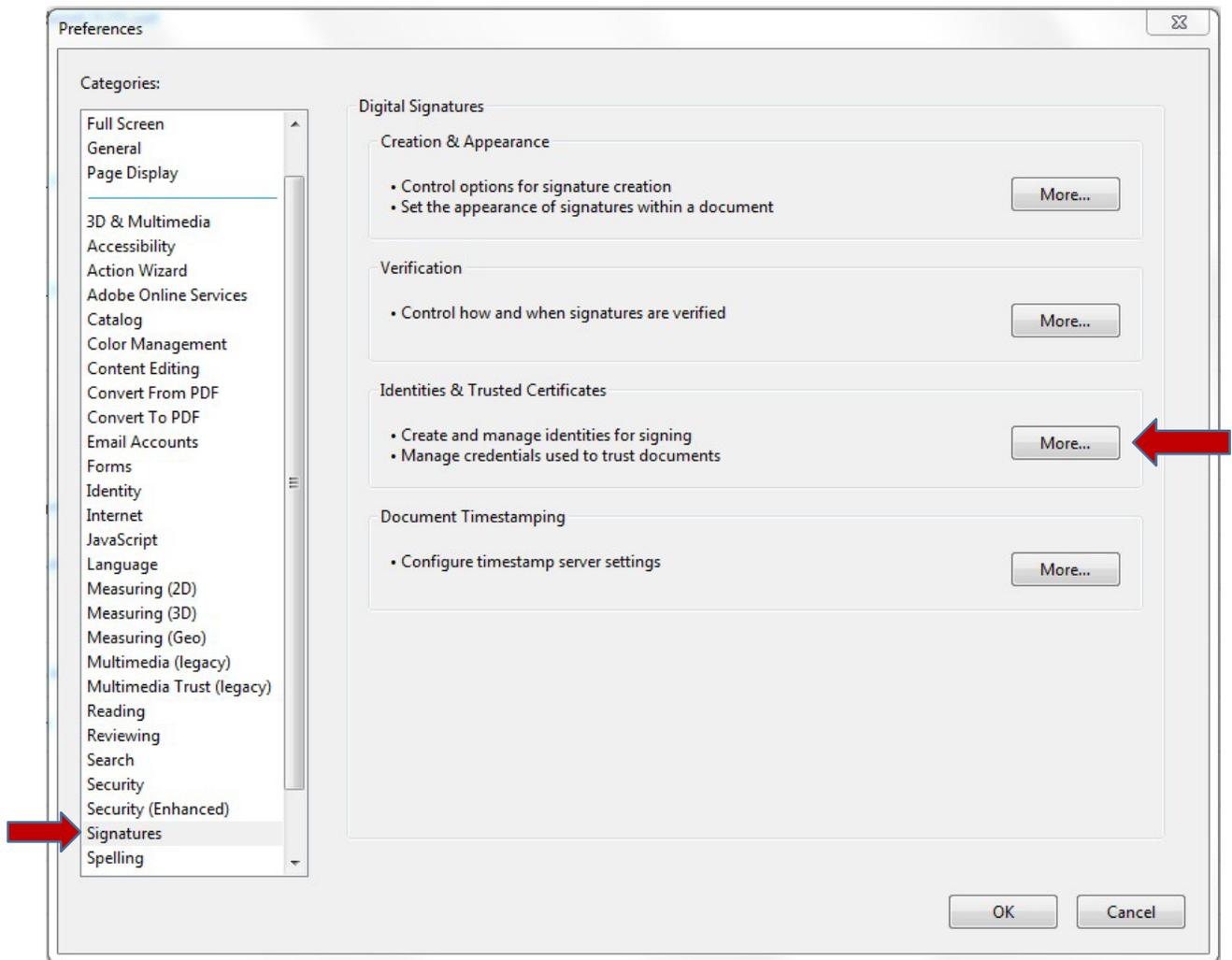
How to Create a Digital Signature in Adobe

Note: This example is Adobe Acrobat Pro DC.

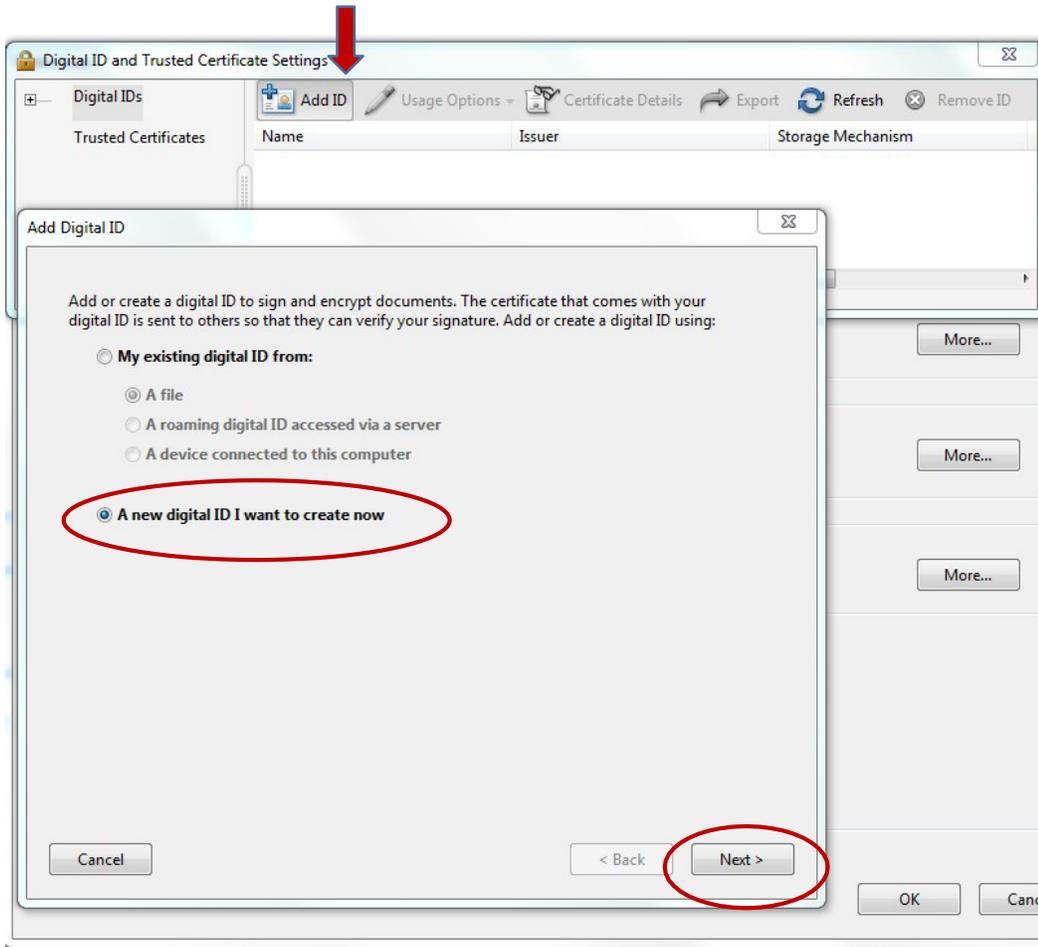
1) Open Acrobat Reader and navigate to the Preferences menu, as show below:



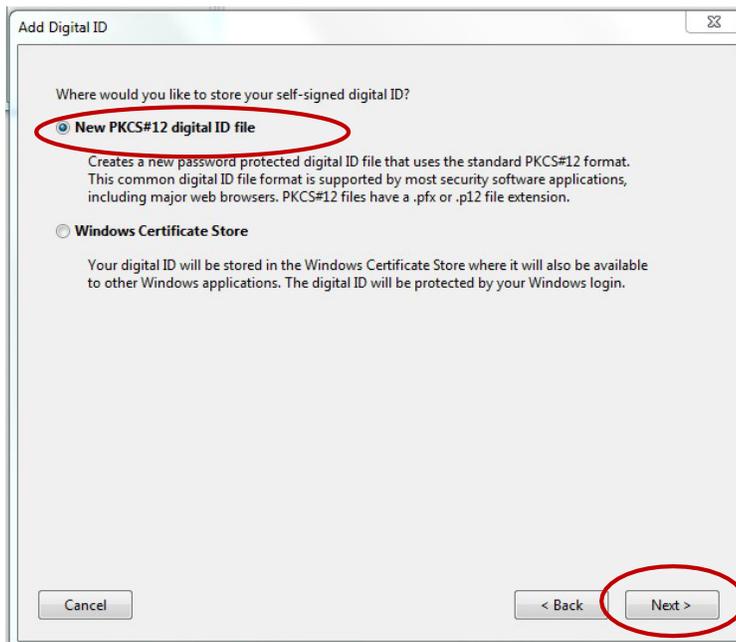
- 2) Under the “Categories” menu, choose “**Signatures.**” Then, next to “Identities & Trusted Certificates,” click “**More.**”



3) Click “Add ID,” then select “A new digital ID I want to create now,” and lastly click on “Next.”



4) Ensure that “New PKCS#12 digital ID file” is selected, as shown below. Then click “Next.”



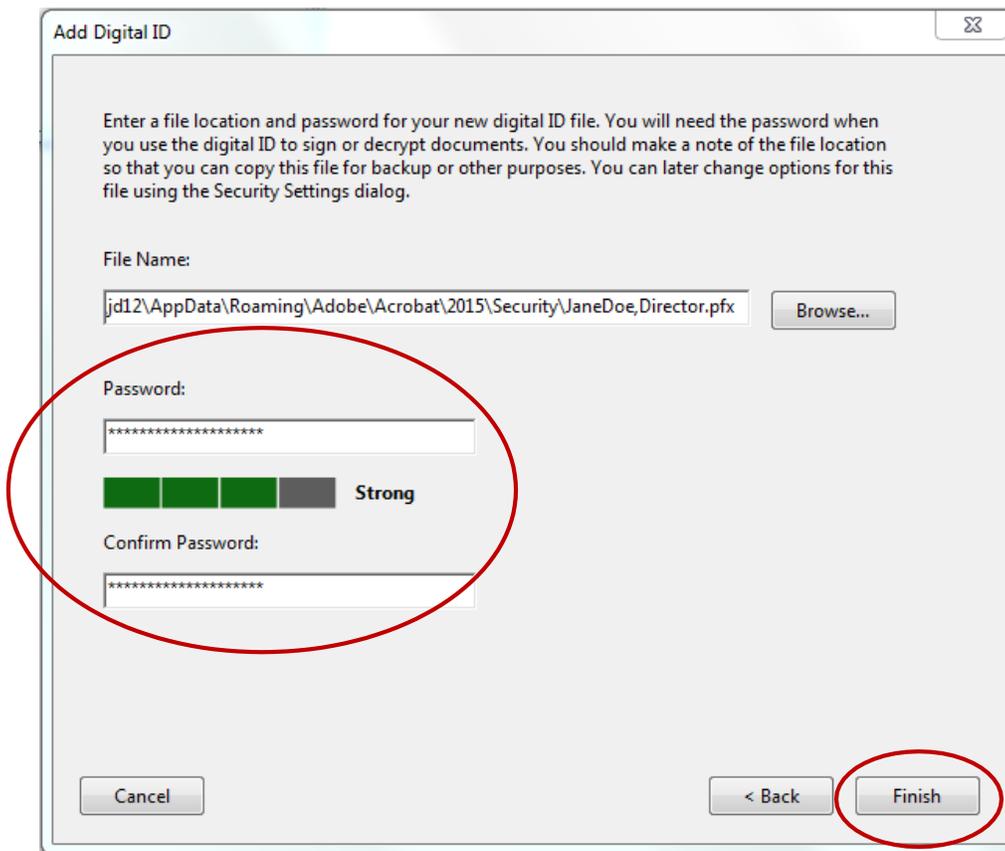
- 5) Fill out the appropriate portions of the window below. Do not change *Country/Region*, *Key Algorithm*, or *Use digital ID for*. Click “**Next.**”

The image shows a Windows-style dialog box titled "Add Digital ID". The dialog contains the following fields and controls:

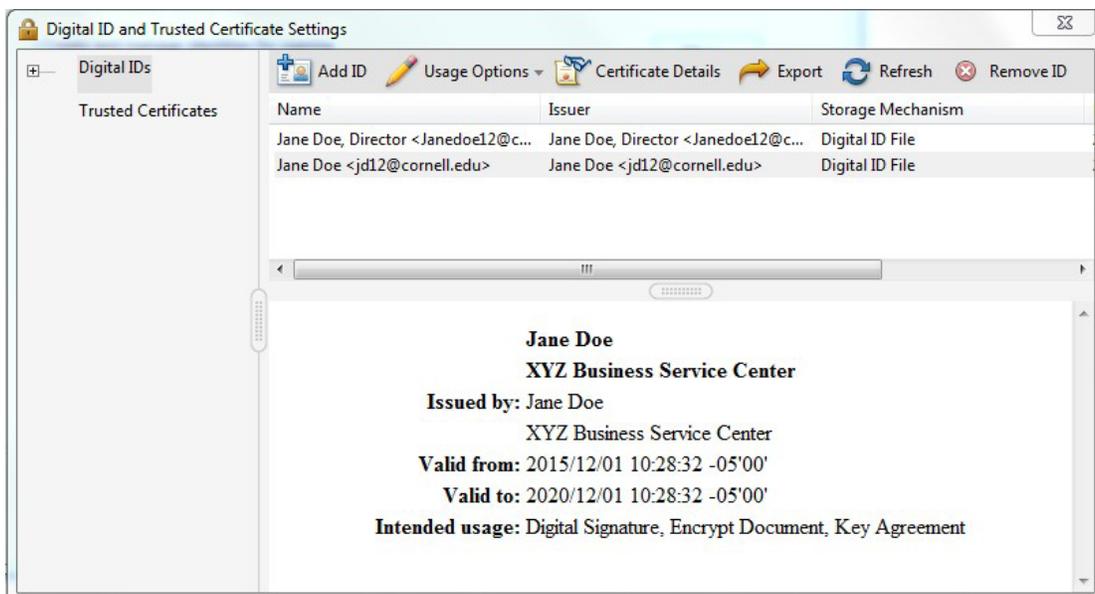
- Name (e.g. John Smith):** Text input field containing "Jane Doe".
- Organizational Unit:** Text input field containing "Director".
- Organization Name:** Text input field containing "XYZ Business Service Center".
- Email Address:** Text input field containing "jd12@cornell.edu".
- Country/Region:** Dropdown menu showing "US - UNITED STATES".
- Key Algorithm:** Dropdown menu showing "1024-bit RSA".
- Use digital ID for:** Dropdown menu showing "Digital Signatures and Data Encryption".

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is circled in red.

- 6) **Choose a password** for your digital signature. Note: If you forget this password, you will have to create a new digital signature as there is no password recovery mechanism. Click **“Finish.”**



- 7) View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms.



Signing an Adobe Document with Your Digital Signature

1. You will select the area that needs the Digital Signature.

Center immediately to make the necessary arrangements.

I give permission to the Wilson Advising Center Staff to review my grades and attend honor the terms of this agreement. I am aware that some of my demographic and pe help evaluate and strengthen the effectiveness of the Restart@state Program. **I understand through my official A-State student email account as listed above on this form** minimum of once a week for information and updates regarding this Program and my co

Student Signature

Wilson Advising Center

Unsigned signature field (Click to sign)

2. Then you will select the Digital ID Signature to use and select Continue.

