

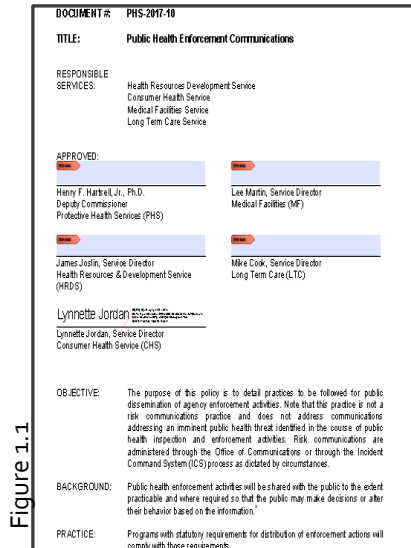
ELECTRONIC SIGNATURES IN ADOBE

SIGNING PDF E-DOCUMENTS

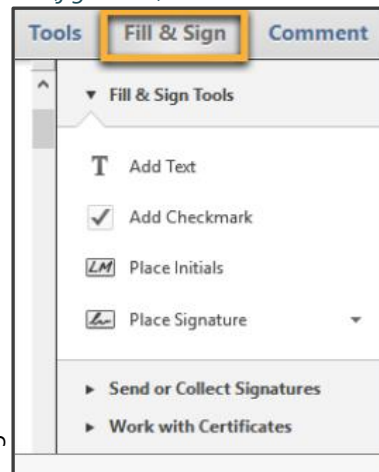
THIS DOCUMENT WILL PROVIDE TIPS ON HOW TO SIGN AN E-FORM/DOCUMENT WITH ADOBE ACROBAT/ADOBE.

SIGN A PDF

1. Open the PDF document or form you want to sign. (figure 1.1)



2. In the upper right on the *toolbar*, select **Fill & Sign**. (figure 1.2)
3. The *Fill & Sign Tools* options will appear below the toolbar. Select **Place Signature**. (figure 1.2)

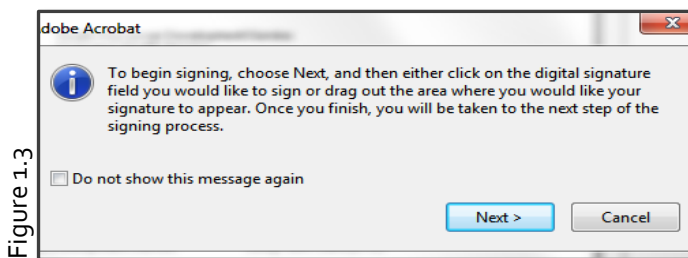


Note:

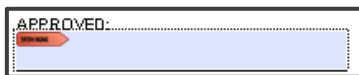
If you already have a signature, you can just click *Place Signature* and skip to step six. To change or clear an existing signature, click the arrow button next to the *Place Signature* and then choose *Change Saved Signature* and *Clear Saved Signature*

4. The first time you sign, The *Place Signature* options dialog box will pop-up to allow you to create or import your signature. Thoroughly read the prompter before selecting an option. (figure 1.3)

If this pop-up box does not show, follow the steps of inserting your signature with one of the options listed in step six.



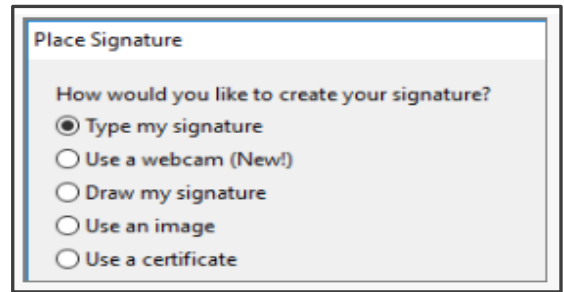
5. Determine where the signature fields are and if there's not a space provided, place signature in a conspicuous spot on the document. Once determined, select **Next**. (The red tab on the highlighted area is usually the signature field)



SIGN A PDF

6. You have several options to choose from when signing a form:
 - a. Type signature
 - b. Draw a signature
 - c. Use an image
 - d. Use a certificate
7. The option you choose, Acrobat uses that signature on future PDFs you sign. It can always be cleared or changed later.

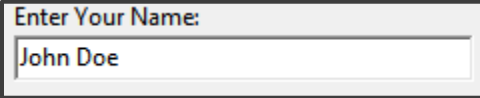
Figure 1.4



Use the subsequent steps to determine which option is best for the intent of the form/document.

TYPED SIGNATURE:

1. In the *Place Signature* dialog box, select **Type my signature**. (figure 1.4)
2. Type your name in the **Enter Your Name** field. You can choose from a small selection of signature styles; click Change Signature Style to view a different style.



- a. 
- b. 
- c. 
- d. 

3. When you are satisfied with your signature, click **Accept**.
4. The signature will be placed in your desired location (if not, simply place in location of choice).
5. Save the file. The file is ready to be emailed or faxed.
6. Please be sure to complete your edits before you sign. Changes made to the document after signing can invalidate the signature.

DRAW A SIGNATURE

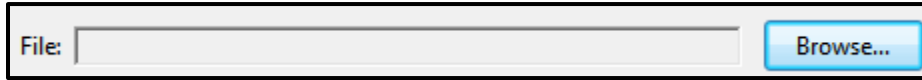
1. In the *Place Signature* dialog box, select **Draw my signature**. (figure 1.4)
2. Draw your name in the **Draw your signature** field.



3. When you are satisfied with your signature, click **Accept**.
4. The signature will be placed in your desired location (if not, simply place in location of choice).
5. Save the file. The file is ready to be emailed or faxed.
6. Please be sure to complete your edits before you sign. Changes made to the document after signing can invalidate the signature.

USE AN IMAGE- You will need to sign a blank sheet of paper for this step and save the scanned copy to an accessible folder on your computer. **(Please use a marker or dark pen)**

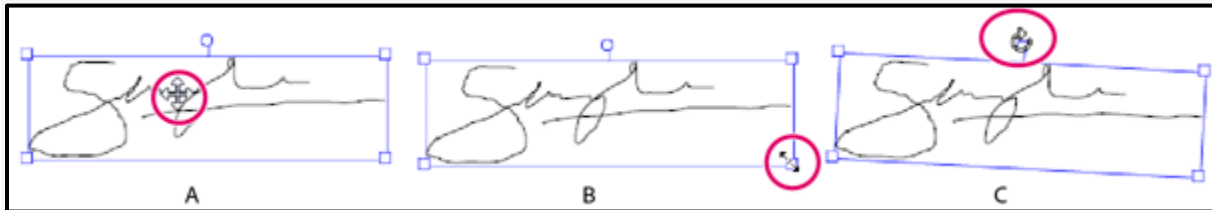
1. In the *Place Signature* dialog box, select **Use an image**.(figure 1.4)
2. Next, select **Browse** and use the signature file that you created previously.



3. Once you have the file selected, click *Open*. Adobe automatically captures the signature image. If you are satisfied, select **Accept**.



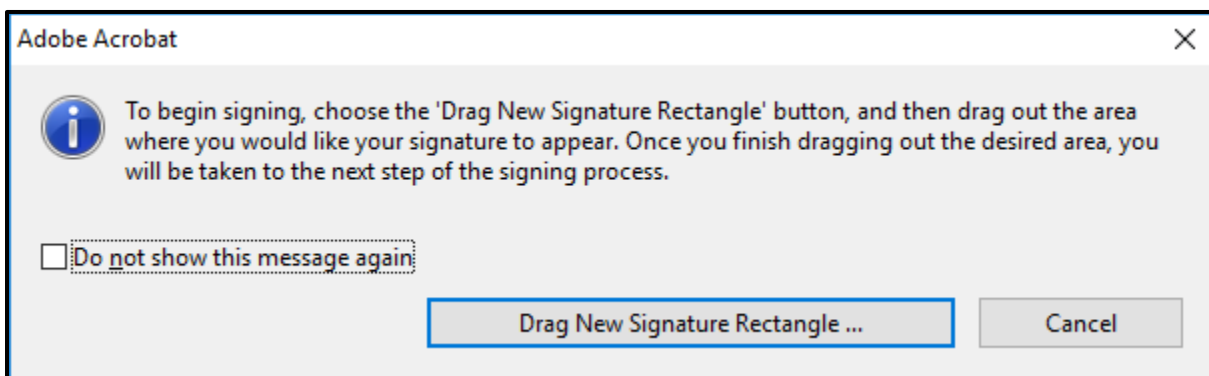
4. To move, resize, or rotate the signature, do one of the following.



5. A. Move pointer
 - a. Position the cursor over the signature and drag into position.
6. B. Resize pointer
 - a. Drag a corner handle to resize.
7. C. Rotate pointer
 - a. Position the cursor over the rotation handle (top-middle handle), when the cursor changes to a circular arrow, drag to rotate the signature.

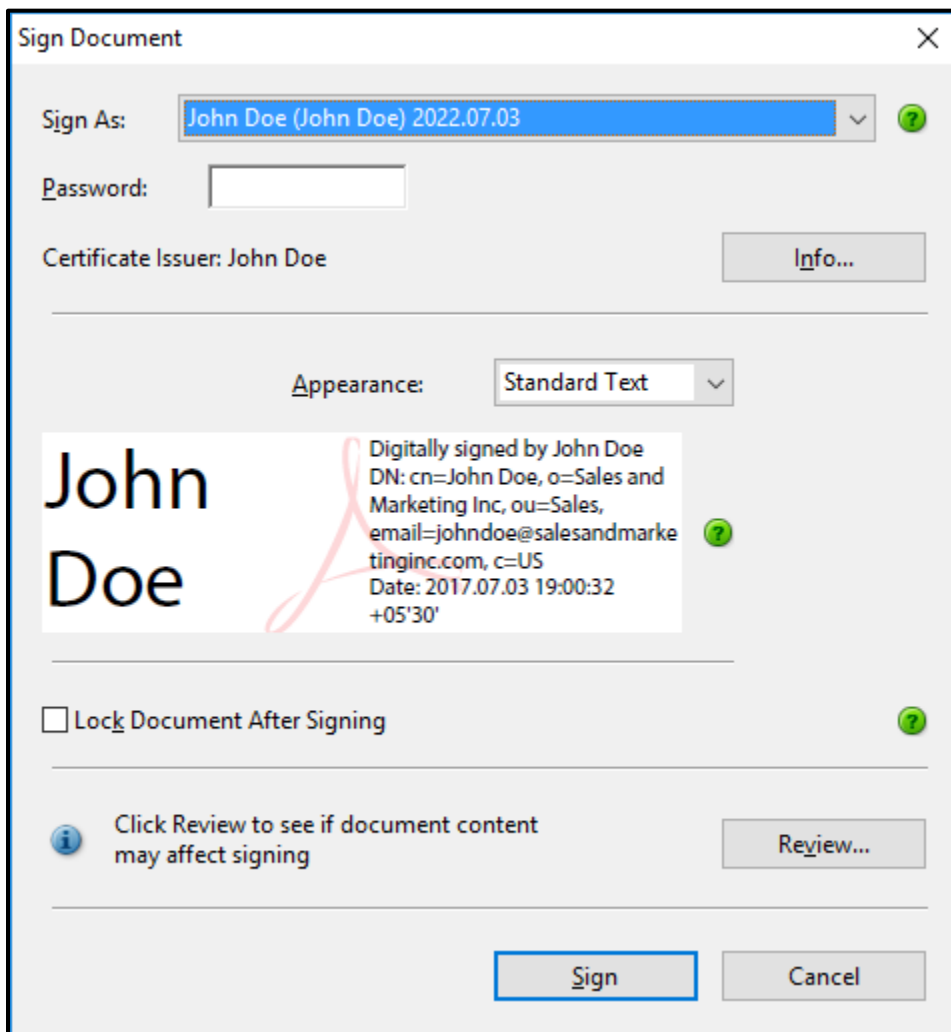
TO CERTIFY OR SIGN A PDF WITH A DIGITAL ID: (Use a Certificate)

1. In the *Place Signature* dialog box, select **Use a certificate** and click **Next**.(figure 1.4)
2. Click Sign with Certificate. You see a prompt to draw a rectangle. Click Drag New Signature Rectangle.

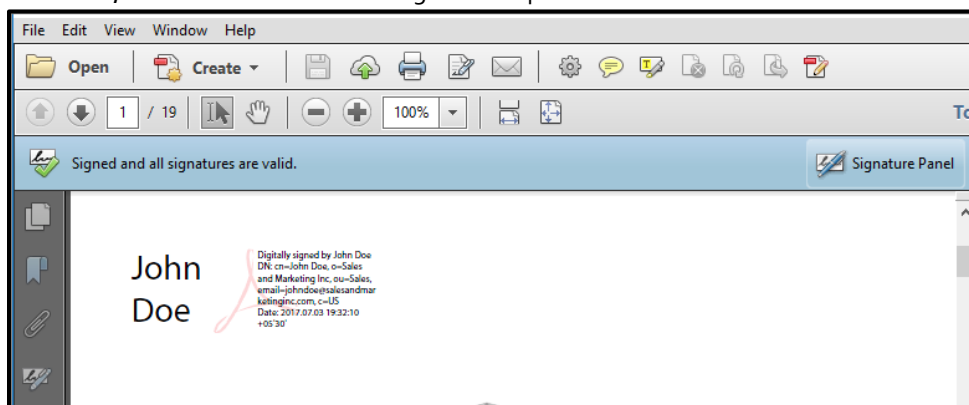


TO CERTIFY OR SIGN A PDF WITH A DIGITAL ID: (Use a Certificate)

3. Go to the location in the PDF where you want to place the digital ID or signature, and then drag your mouse and draw a rectangle to place the signature.
4. The **Sign Document** dialog box is displayed. The default ID or signature is selected in the Sign As drop-down. If you want to choose another ID, click the drop-down and choose one.

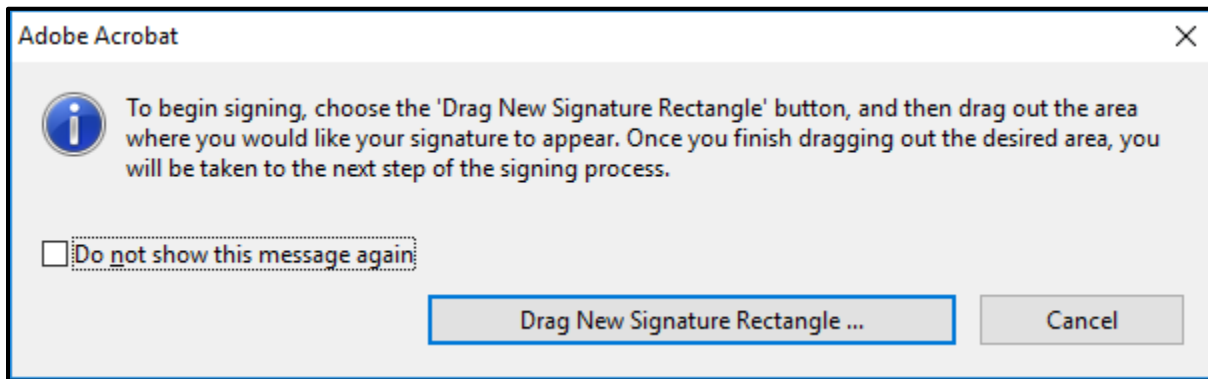


5. In the Password field, enter the password for the digital ID.
6. If you want to lock the document after signing, choose the Lock Document After Signing check box.
7. **Caution:** Note that the document will be locked for further editing. This is useful when you're the last person or the only one person to sign the document. If you're not sure, save a copy of the PDF before choosing this option and signing.
8. Click Sign. You may be prompted to save as the document. Choose a different name if you want to keep a copy of the document, and then click Save. The signature is placed in the document.

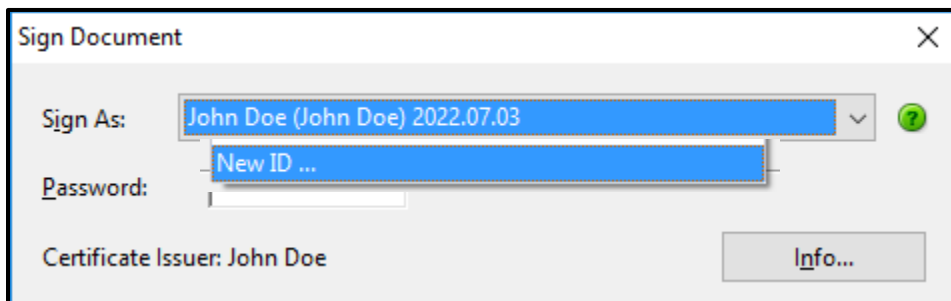


CREATING NEW DIGITAL ID

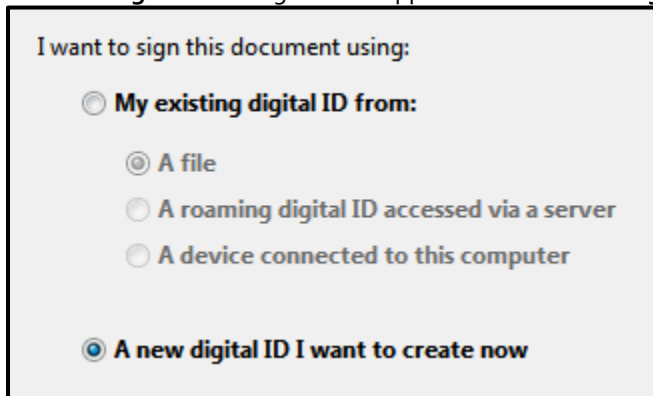
1. In the *Place Signature* dialog box, select **Use a certificate** and click **Next**. (figure 1.4)
2. Click Sign with Certificate. You see a prompt to draw a rectangle. Click Drag New Signature Rectangle.



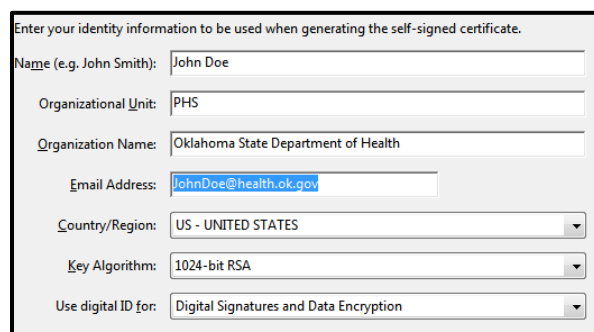
3. Go to the location in the PDF where you want to place the digital ID or signature, and then drag your mouse and draw a rectangle to place the signature.
4. The **Sign Document** dialog box is displayed. The default ID or signature is selected in the Sign As drop-down. If you want to choose another ID, click the drop-down and choose **New ID**.



5. The **Add Digital ID** dialog box will appear. Select **A New digital ID I want to create now** and click **Next**.



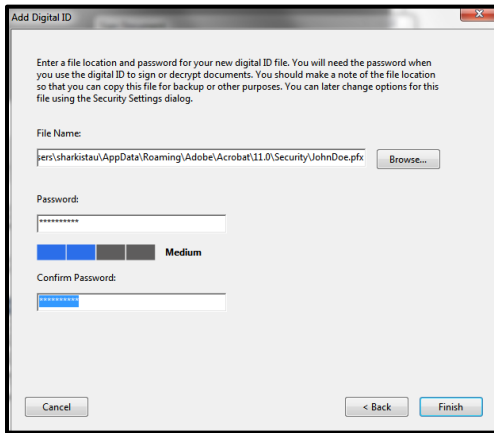
6. You will be prompted to select a **New PKCS #12 digital ID File** or a **Windows Certificate Store**. Please select **New PKCS #12 digital ID File**.
7. Enter your identity information to be used when generating the self-signed certificate. Select **Next**.



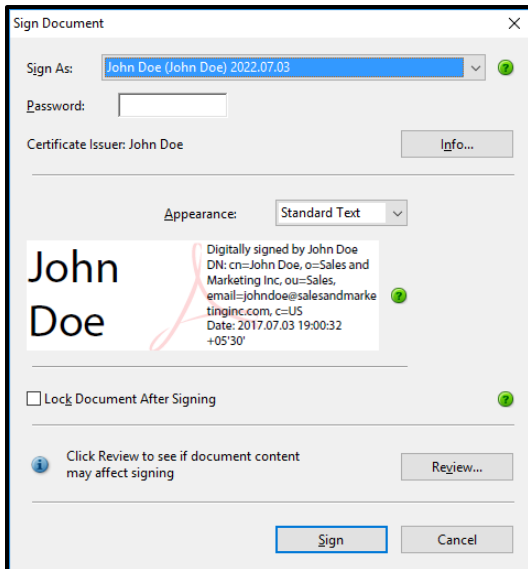
The screenshot shows a dialog box titled "Enter your identity information to be used when generating the self-signed certificate." It contains several input fields and dropdown menus: "Name (e.g. John Smith):" with "John Doe"; "Organizational Unit:" with "PHS"; "Organization Name:" with "Oklahoma State Department of Health"; "Email Address:" with "JohnDoe@health.ok.gov"; "Country/Region:" with a dropdown menu showing "US - UNITED STATES"; "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".

CREATING NEW DIGITAL ID...Continued

- Enter a file location and password for your new digital ID. 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.
- Select **Finish**.



- In the Password field, enter the password for the digital ID.



- If you want to lock the document after signing, choose the Lock Document after signing check box.
- Caution:** Note that the document will be locked for further editing. This is useful when you are the last person or the only one person to sign the document. If you are not sure, save a copy of the PDF before choosing this option and signing.
- Click Sign. You may be prompted to save as the document. Choose a different name if you want to keep a copy of the document, and then click Save. The signature is placed in the document.

