

How to create a digital signature

To be applied to Adobe PDF forms

STEP ONE

When you open the pdf on your computer, there will be certain places that require a signature indicated by a red flag (Diagram A).

Click on this field. A window will open, click Configure Digital ID (Diagram B).

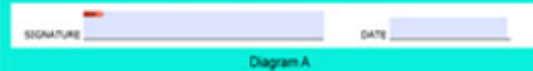


Diagram B

STEP TWO

The next window, select "Create a new Digital ID" then click Continue, or will say "A new digital ID I want to create now" then click Next (Diagram C).



Diagram C

STEP THREE

The next window will ask you where you want to Save (or store) the file — save to your computer.

Fill out the information in the provided fields, leave it at Digital Signatures. Click Continue (Diagram D).



Diagram D

STEP FOUR

Now you save your Digital ID on your computer (Leave the file name value as it is). Enter Password — **REMEMBER IT**, as there is no way to recover the password. Click Save (Diagram E).

In the next window, click Continue.



Diagram E

STEP FIVE

Here is where you will set up your signature. Click on Create.

You can take a picture with your phone and email it to yourself. Download it onto your computer. Then click image (or import graphic), then click Browse button, select the picture you saved to your computer and click Open. If the signature looks good, click OK.

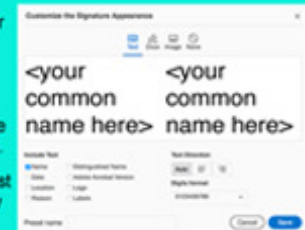


Diagram F

You can also include date (most forms have a place where they want you to type in the date), as well as a logo. For this document, click all of this extras off — just leave name checked (Diagram F).

STEP SIX

If you chose to draw your signature, click on the pen tool. If you don't like it, you can click the clear button until you have the signature you want, then click Save (Diagram G).

Next window will have you enter your password — You didn't forget it, right? Then click Sign (Diagram H).

You have created your Digital Signature!!!!!! :D



Diagram G



Diagram H

TIME TO ADD YOUR SIGNATURE

1. Open a PDF form that requires your signature (red tag), click on the signature field.
2. The window that opens will ask you to select your digital signature, click Continue.
3. Remember that password we told you **NOT TO FORGET** ... enter it at the bottom (box is highlighted in red), then click Sign.
4. You will then be prompted to Save the signed version of the document to the location of your choosing. (Note: whenever you click a signature field in the same document, it's going to prompt you to save it again — just save it over top of the one you just did.)

You have officially signed your first digital form!

Infographic by: **SURREAL GRAPHICS**
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