

How to create an E-Signature in Adobe Acrobat

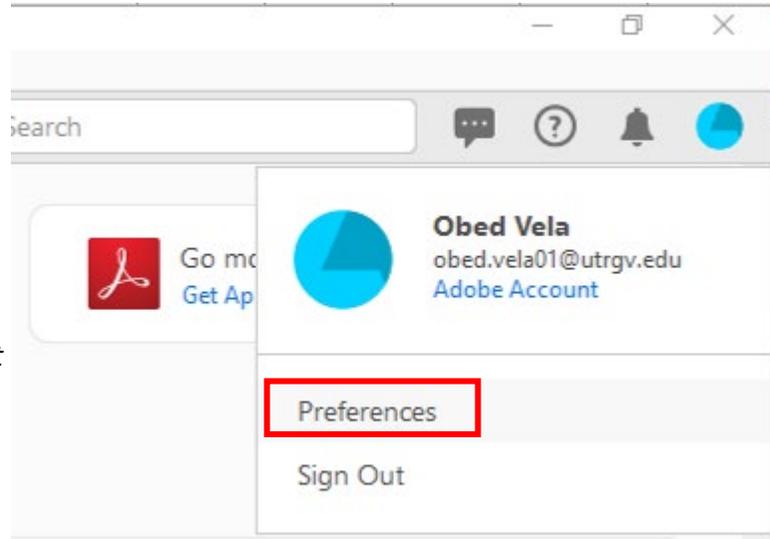
1. Open "Adobe Acrobat DC".



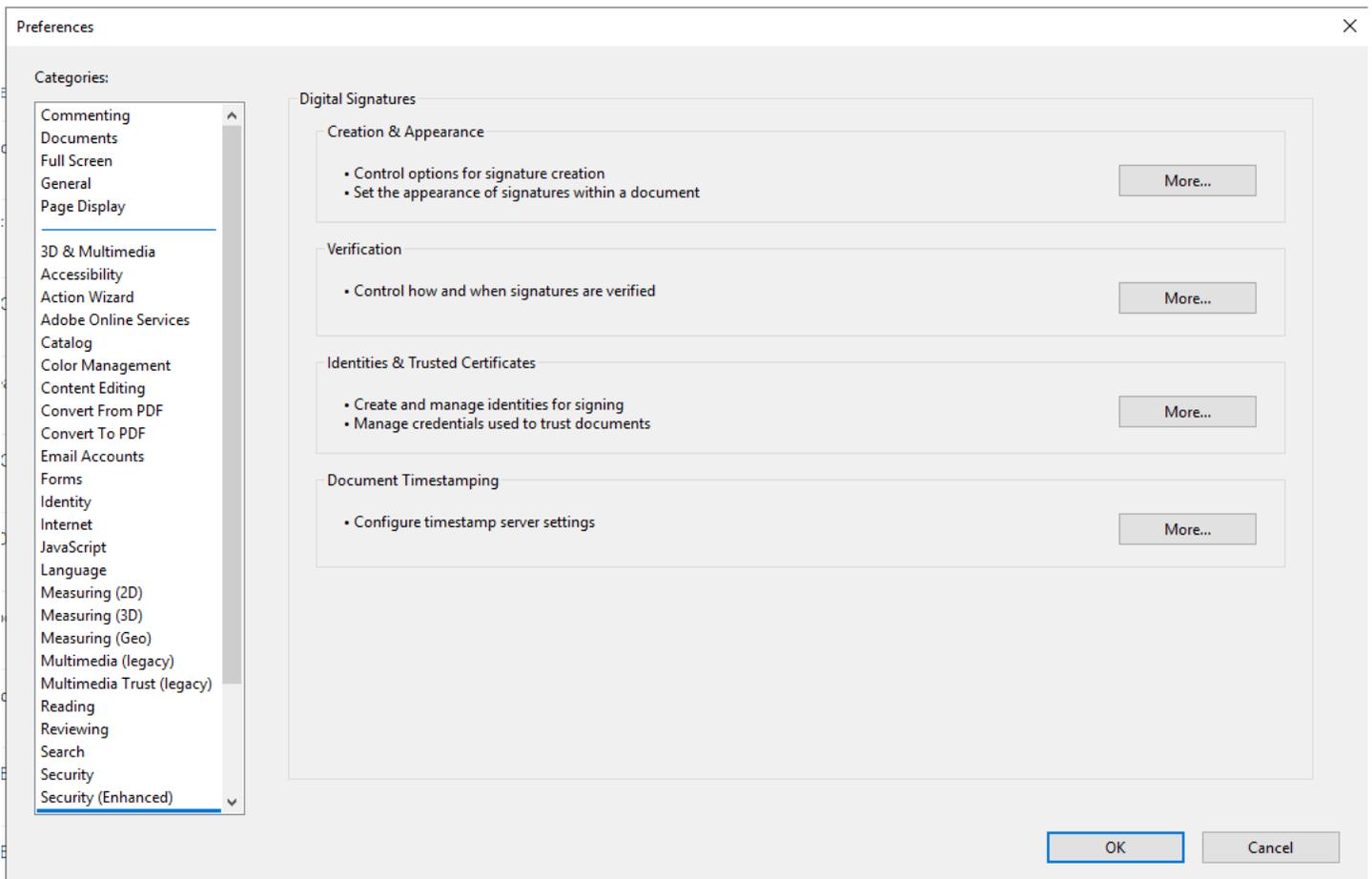
2. Once program is open, please click on the pie chart icon  located on the top left window and then click on the "Preferences" option.

If you are not signed in Adobe Acrobat then you will find the "Preferences" option on the top right menu bar under "Edit"

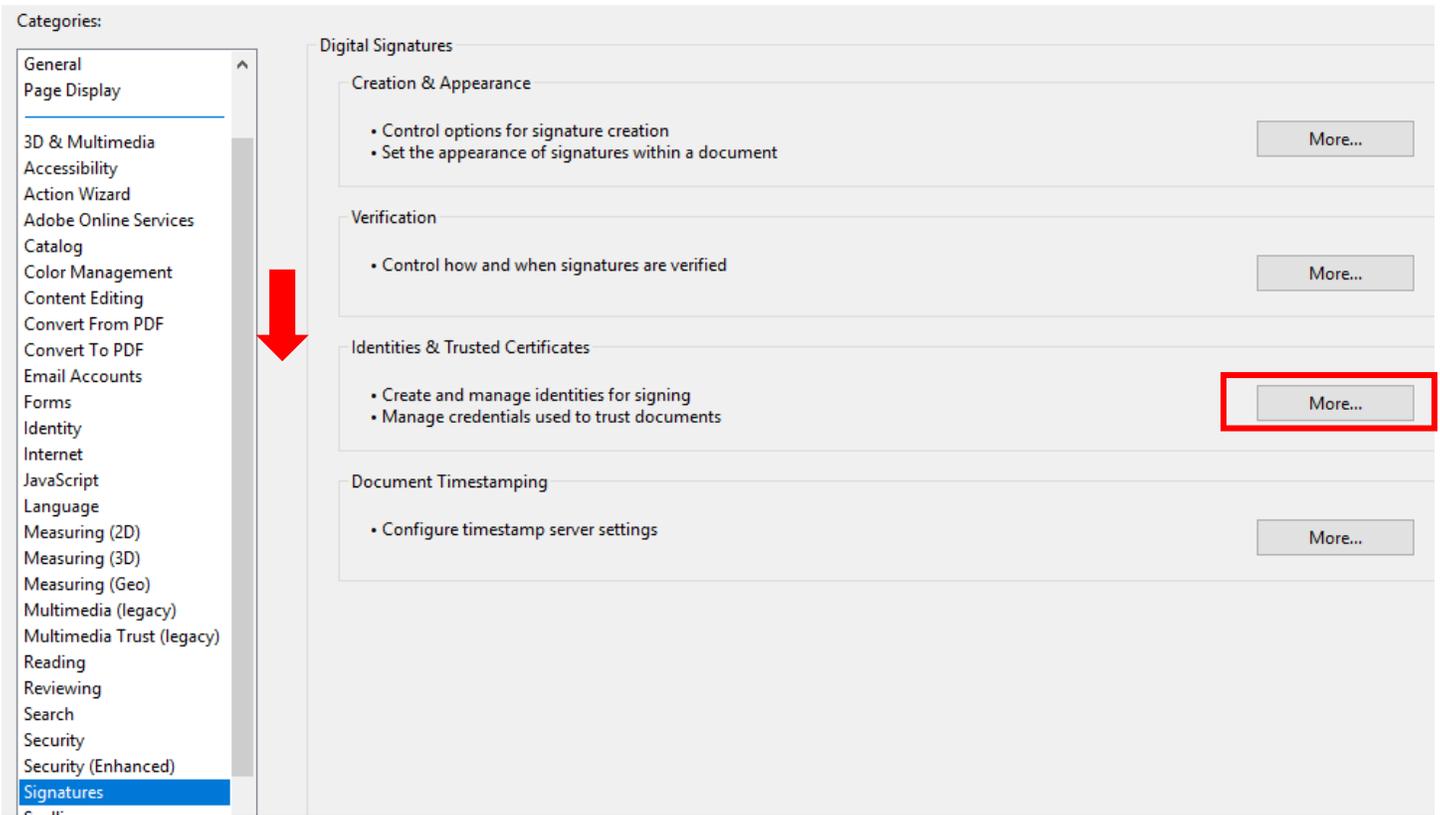
3rd option – once in adobe press "Ctrl" + "K"



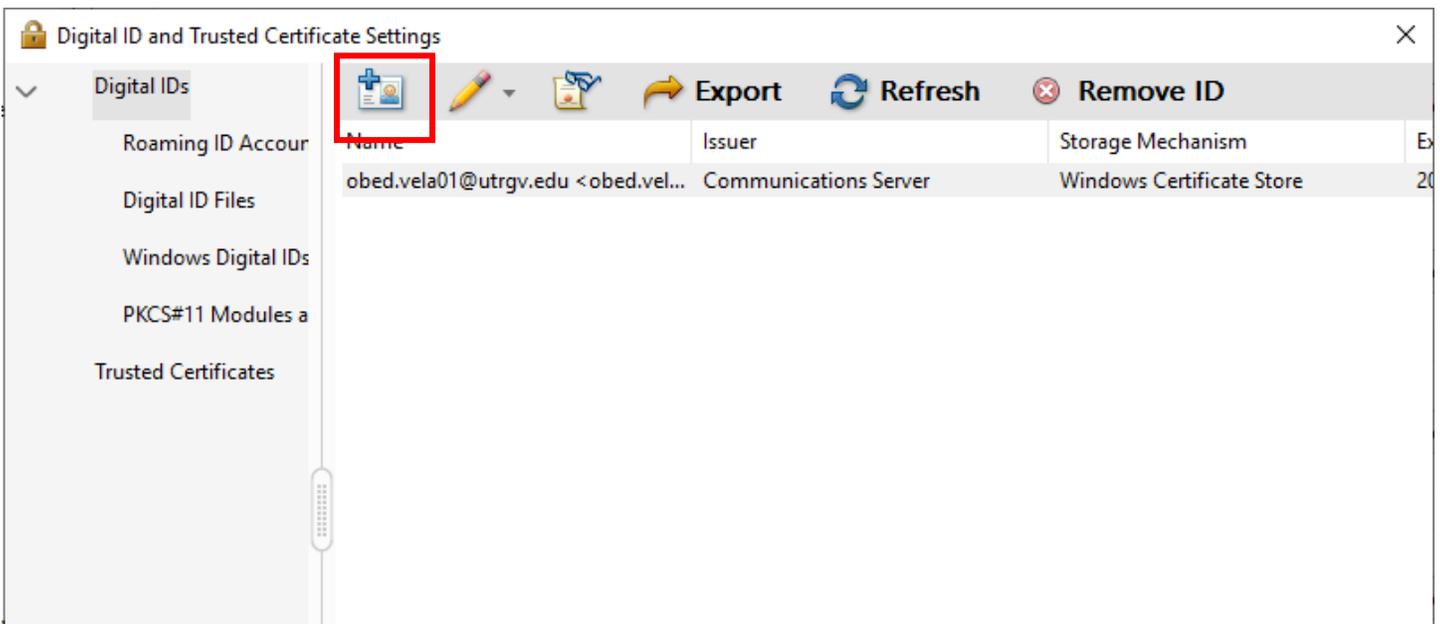
3. A new window will pop up.



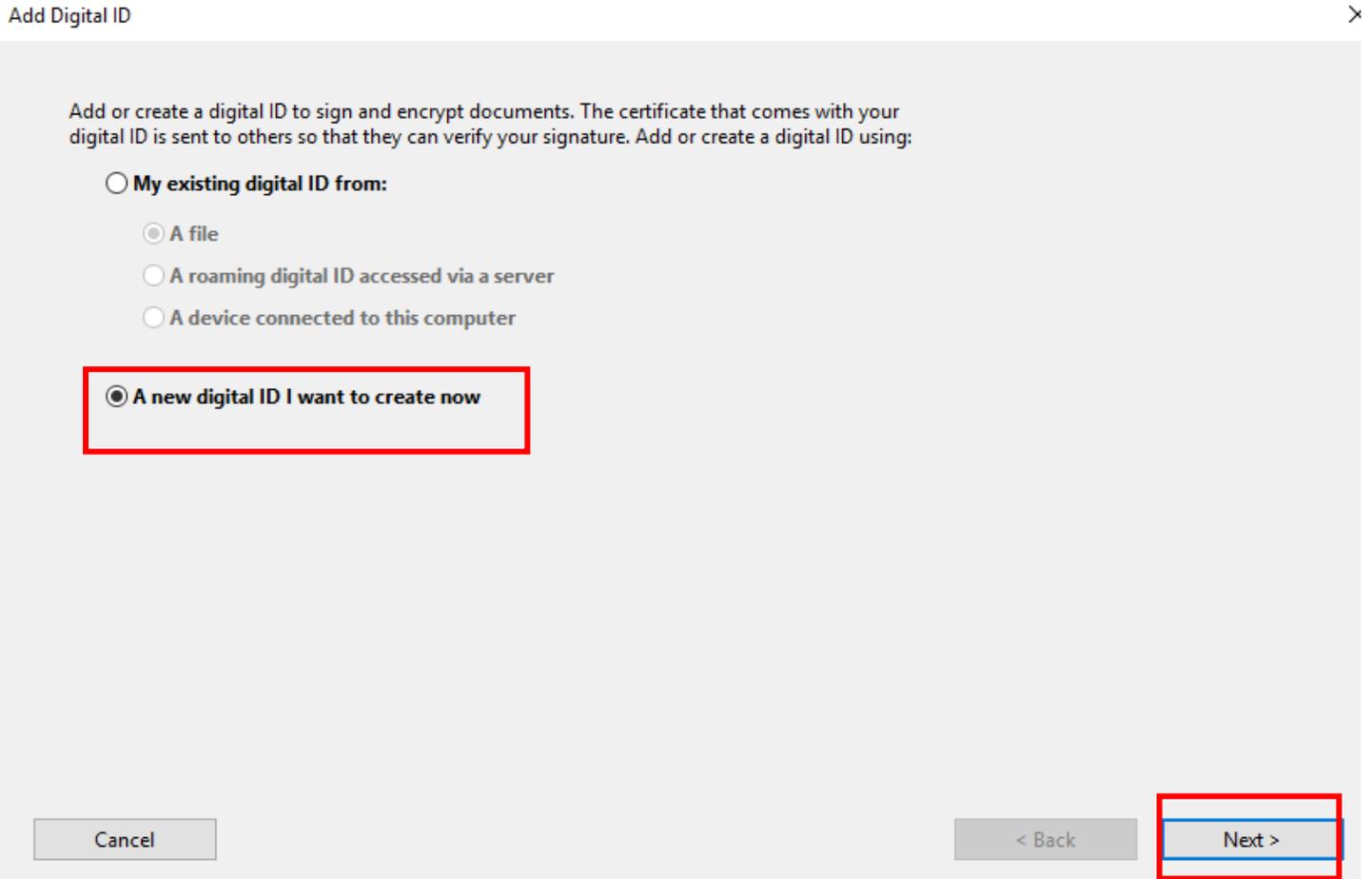
4. Scroll down the categories to find “Signatures” then select “More” under “Identities & Trusted Certificates”



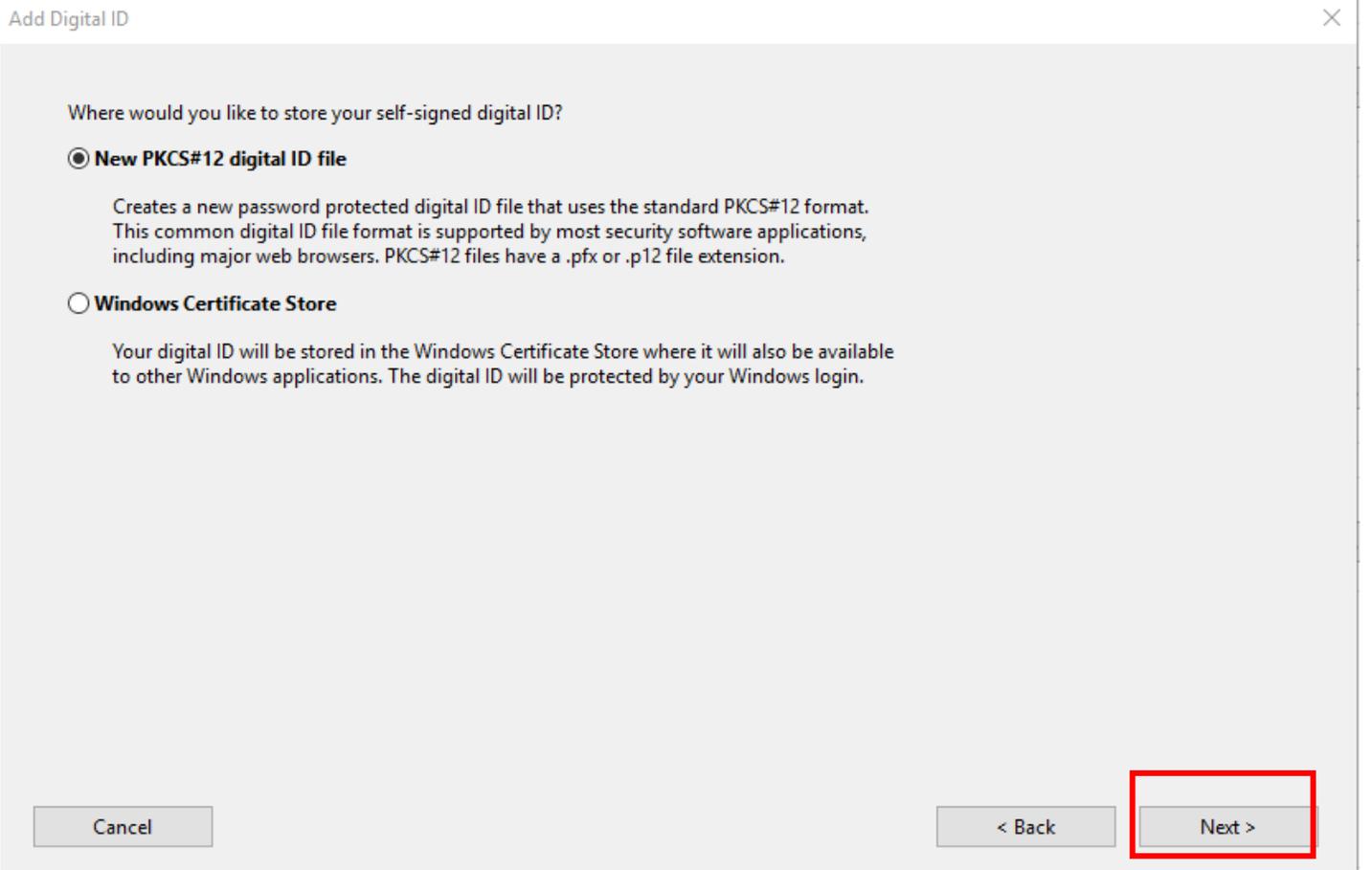
5. Select the  icon to add your new signature.



6. Select “A new digital ID I want to create now” then click “Next”



7. Select “Next”



8. Enter your credentials then click "Next"

Add Digital ID



Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

Cancel

< Back

Next >

9. Please create a password and then select finish.

Add Digital ID



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.

File Name:

s\yac504\AppData\Roaming\Adobe\Acrobat\DC\Security\ObedVela.pfx

Browse...

Password:



Strong

Confirm Password:

Cancel

< Back

Finish

10. You may close all windows and your signature is ready to be use.