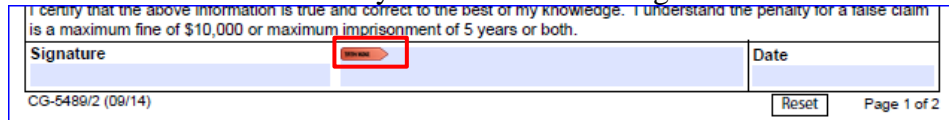


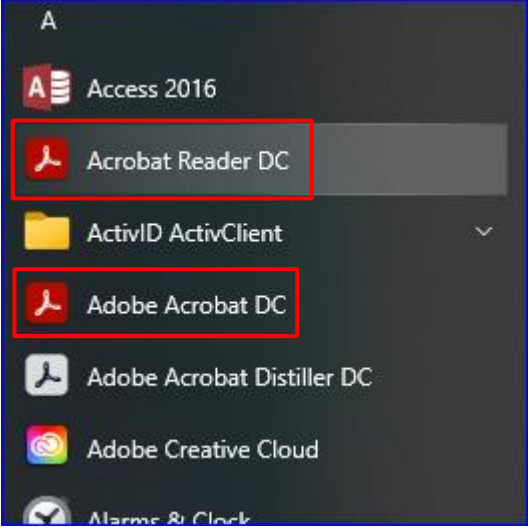
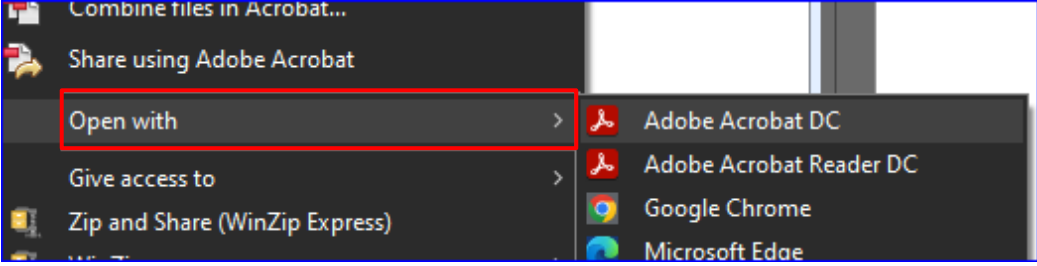
Digital Signing of Adobe Documents

Introduction This guide provides the procedures for digitally signing an Adobe form.

Information If your form already has an editable signature block as shown below, just use that **red arrow** to select your certificate and sign it.



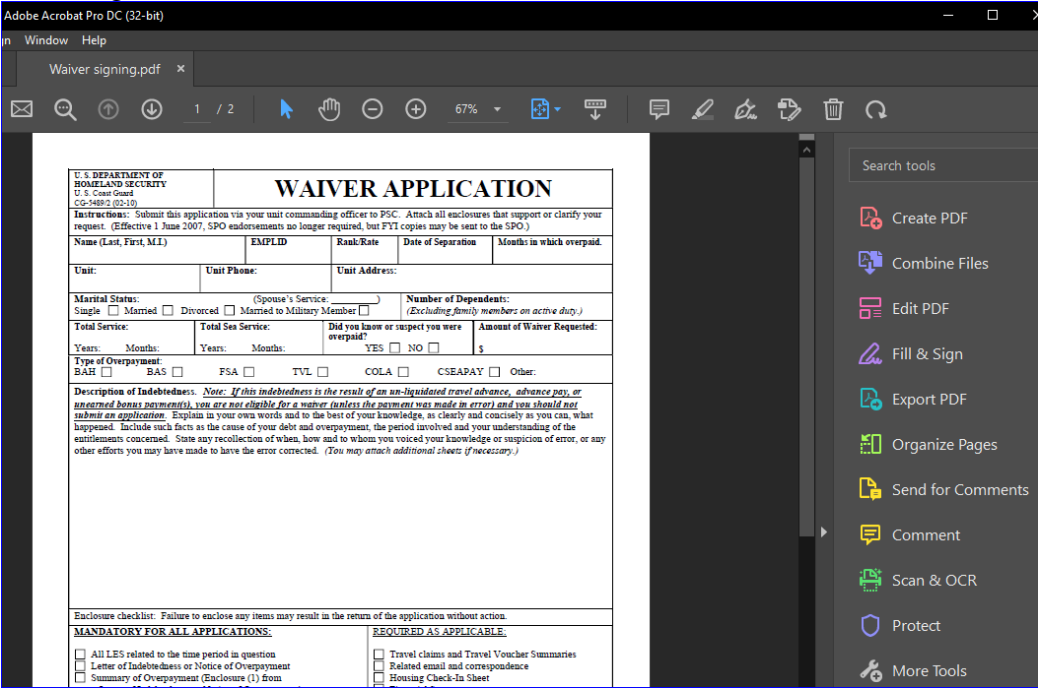
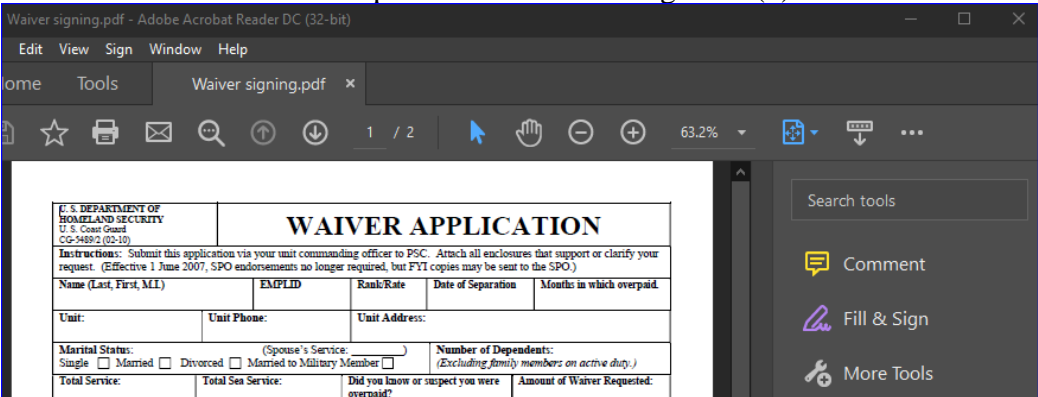
Procedures See below.

Step	Action
<p>1</p>	<p>This process works for using either of the Acrobat applications.</p>  <p>The screenshot shows a Windows Start menu search for "Acrobat". The results list several applications: "Access 2016", "Acrobat Reader DC" (highlighted with a red box), "ActivID ActivClient", "Adobe Acrobat DC" (highlighted with a red box), "Adobe Acrobat Distiller DC", "Adobe Creative Cloud", and "Alarms & Clock".</p>
<p>2</p>	<p>Right click on the document and click the Open with arrow to select one of the two applications.</p>  <p>The screenshot shows a right-click context menu over a document. The "Open with" option is highlighted with a red box. A sub-menu is open, showing the following options: "Adobe Acrobat DC", "Adobe Acrobat Reader DC", "Google Chrome", and "Microsoft Edge".</p>

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Digital Signing of Adobe Documents, Continued

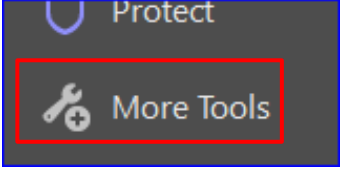
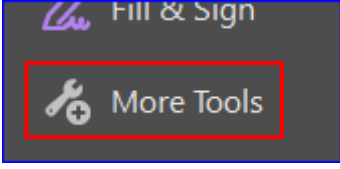
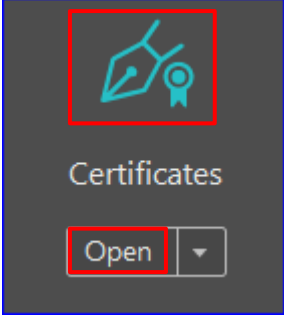
Procedures,
continued

Step	Action
3	<p>Adobe Acrobat DC opens as an Adobe Acrobat Pro DC document with the following tools (11).</p>  <p>Adobe Acrobat Reader DC opens with the following tools (3).</p> 

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Digital Signing of Adobe Documents, Continued

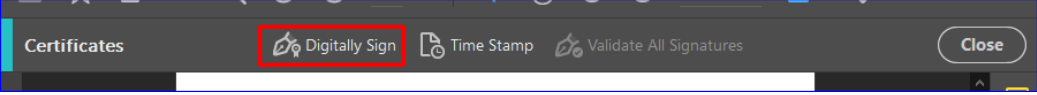
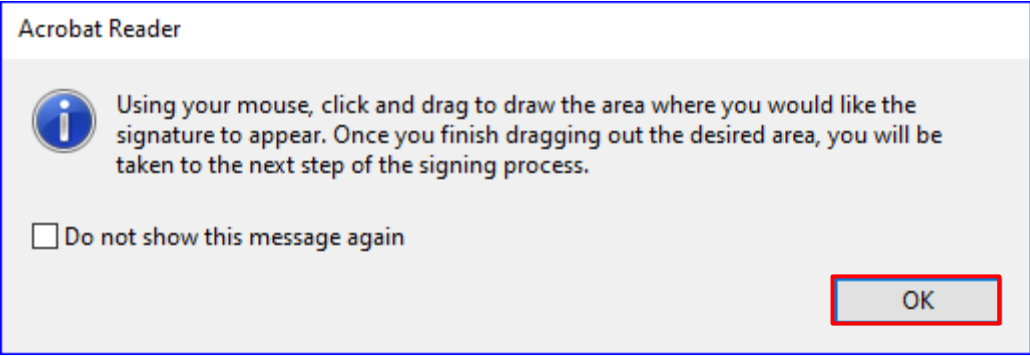
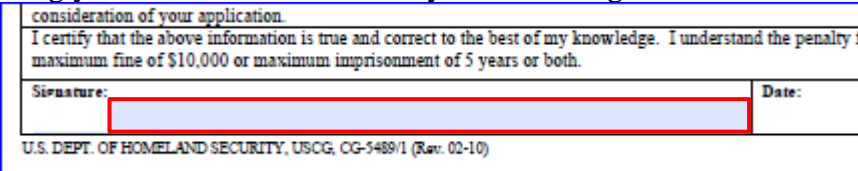
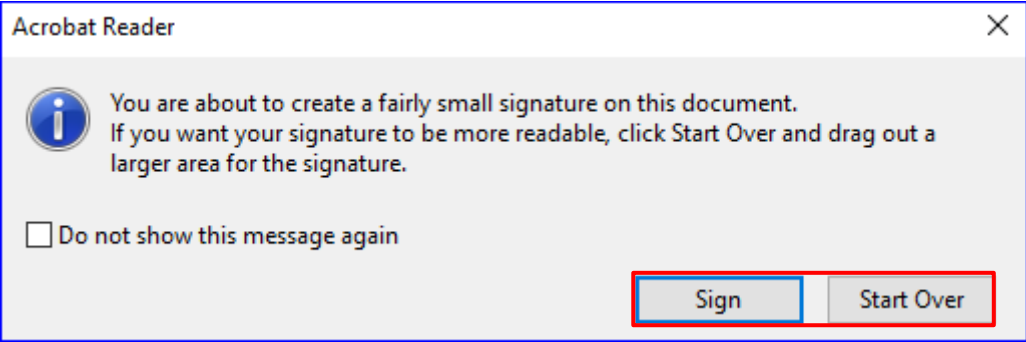
Procedures,
continued

Step	Action
4	<p>Click on More Tools.</p> <p>Adobe Pro:</p>  <p>Adobe Reader:</p> 
5	<p>Click on the Certificate icon or click Open from the drop-down arrow.</p> <p>NOTE: If Open does not display when clicking the drop-down arrow, click Add, and then Open should display.</p> 

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Digital Signing of Adobe Documents, Continued

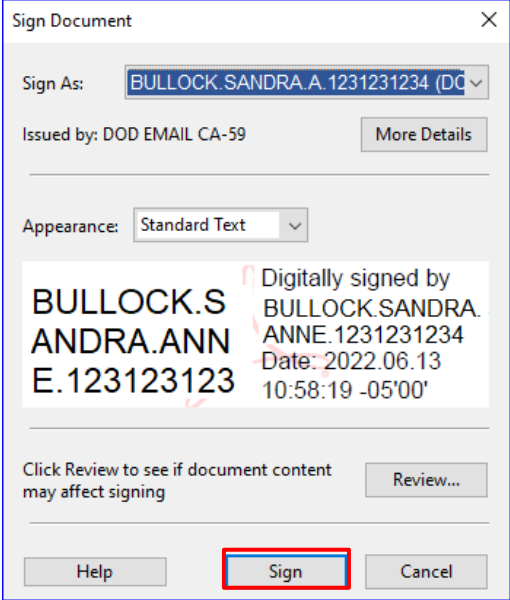
Procedures,
continued

Step	Action
6	<p>Click on Digitally Sign at the top of the document.</p> 
7	<p>Read the directions and click OK.</p> 
8	<p>Drag your mouse across the area you want to sign.</p>  <p>NOTE: If the box you create is relatively small, this message may display. Click Start Over to create a bigger box or click Sign to finish signing the document.</p> 

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Digital Signing of Adobe Documents, Continued

Procedures,
continued

Step	Action
9	<p>Verify your information has populated correctly and click Sign.</p> 
10	<p>Your document should now display your official signature.</p> 