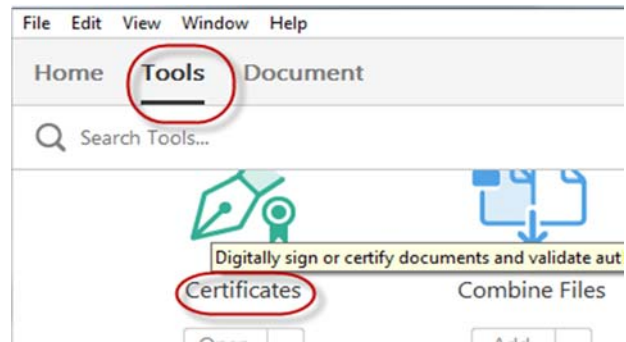


# How to Create a Digital Signature for PDF (For Adobe Acrobat DC)

This is the process approved by the Graduate School for digitally signing any of the official forms either existing as fillable PDFs or existing in another format and then printed to PDF. Before you begin this process, you will need to obtain a digital image (e.g., a scan) of your signature. Once you've done that, open the PDF on which you want to place your digital signature and complete the following steps.

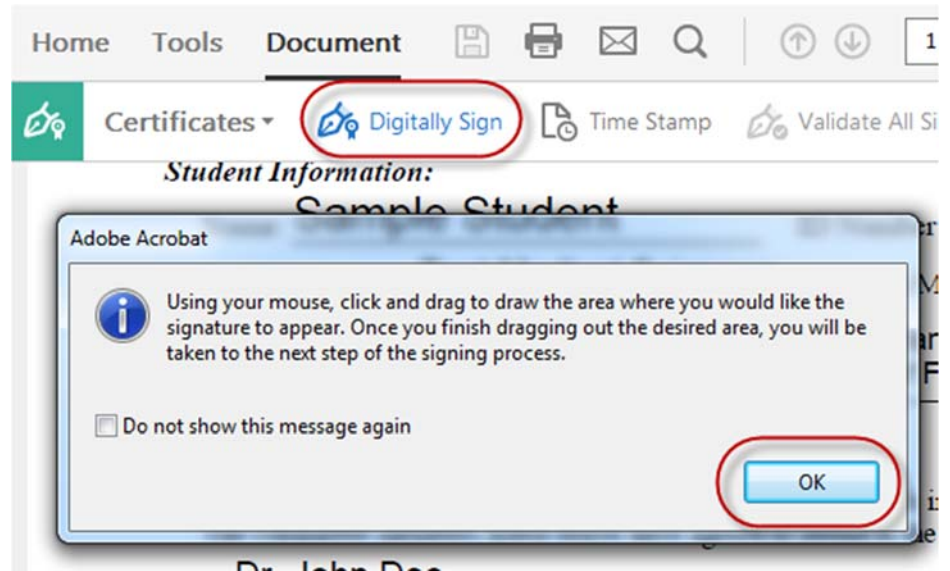
1. Click on the "Tools" menu item, then click on the "Certificates" option.

The top of your screen will change and a Certificates menu bar will now appear.

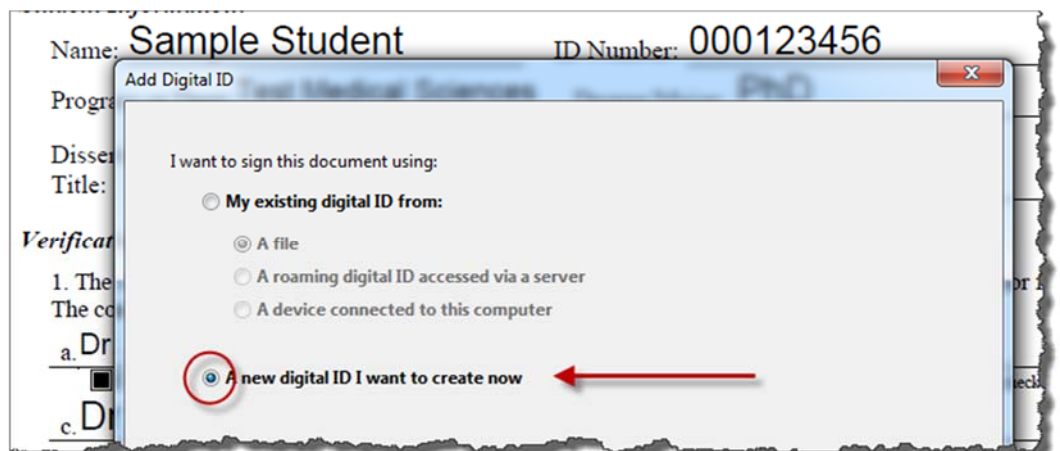


2. Click the "Digitally Sign" option. A dialog box will appear. Click the OK button at the bottom. Per the instructions, using your mouse, click and drag to draw the area in the PDF where you would like your signature to appear.

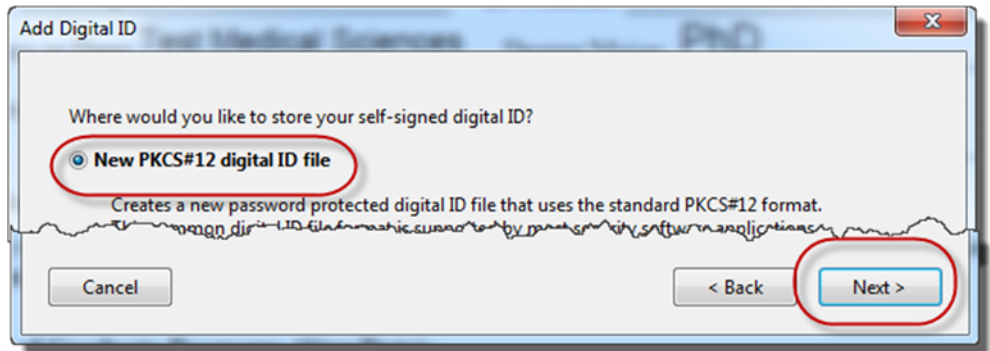
**NOTE:** In this scenario, we are using the "Request to Schedule Doctoral Oral Examination" form which requires a signature from the Director of Graduate Programs (DGP), but this can be used on any other such form after it has been printed to PDF.



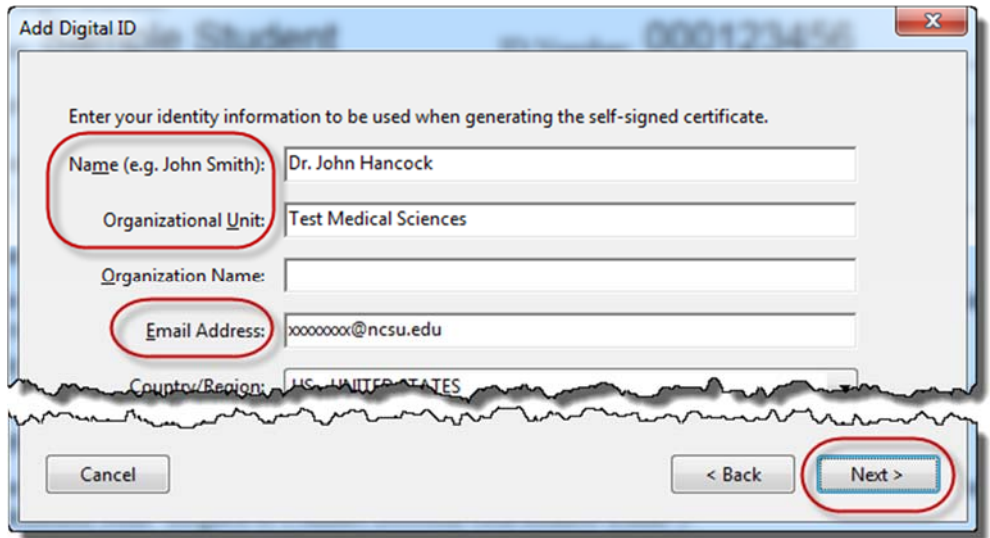
3. In the "Add Digital ID" dialog box, choose the "A new digital ID I want to create now" option. Then click the "Next" button at the bottom of the box.



4. Accept the default choice in the dialog box and click the “Next” button at the bottom.

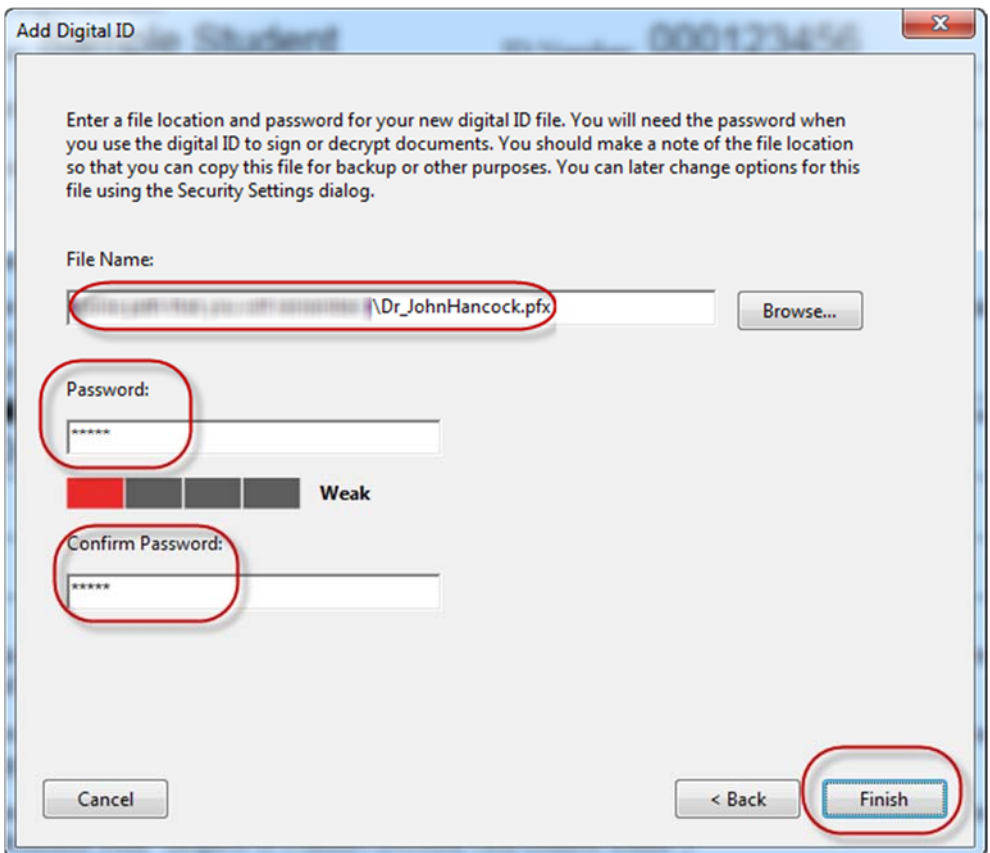


5. Enter your identity information in the next step, filling in only your name, your department name (in the “Organizational Unit” field), and your official NC State email address, then click the “Next” button.

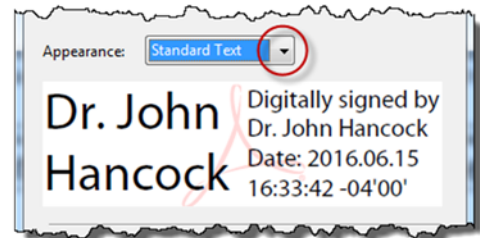


6. Enter a password for the digital ID file you are creating. You will need this password whenever you use this digital ID to sign or decrypt documents. You should make a note of where Adobe saves this file in case you need to use it when digitally signing another PDF from a different computer. Click the “Finish” button.

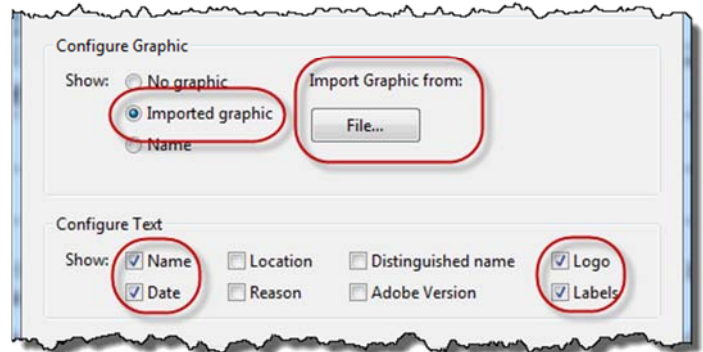
A weak password was chosen for this example; you may want to consider a password that is difficult for someone else to guess, yet simple enough for you to remember for later use. A minimum of six characters is required by Adobe.



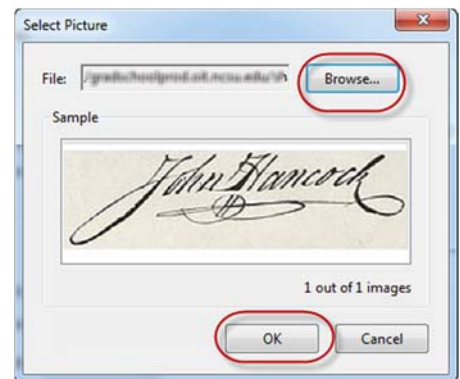
7. In the next dialog box, change the default “Appearance” choice from “Standard Text” to “Create New Appearance”. This pops up the “Configure Signature Appearance” dialog box.



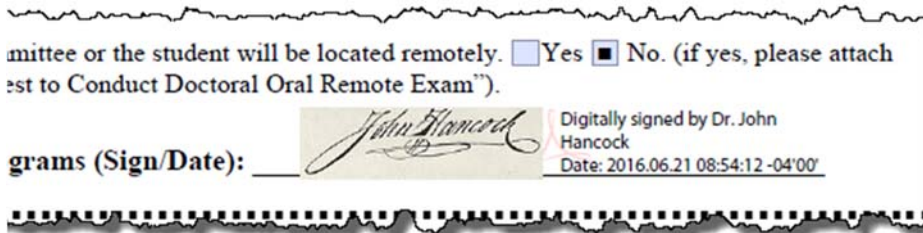
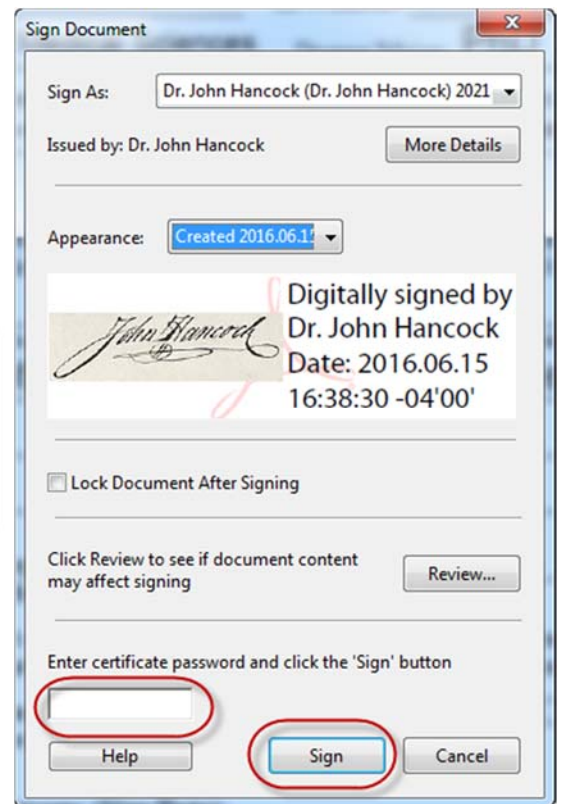
8. In the “Configure Signature Appearance” dialog box, ensure the Name, Date, Logo, and Labels boxes are checked off (these should be already checked by default). Then select the “Imported graphic” radio box and click the “File” button to find the location of the graphic image file you previously created for your signature. This pops up the “Select Picture” dialog box.



9. In the “Select Picture” dialog box, click the Browse button to find the file that contains your electronic signature (see first paragraph of this document), then click the OK button. This takes you back to the “Configure Signature Appearance” dialog box. Click the “OK” button to return to the “Sign Document” dialog box.



10. Your Digital ID should look like the example to the right and is now ready to use. You may want to consider clicking the “Lock Document After Signing” checkbox (see illustration at right), but **ONLY** if you have no further edits to the document. Enter your password in the prompt (i.e., the one you entered earlier), then click the “Sign” button to place your digital signature on the PDF. The bottom of your document should look like the example below (the “Request to Schedule Doctoral Oral Examination” form).



**NOTE:** Once you have successfully completed the initial setup of your digital signature in Adobe, you can reuse it for any PDF you wish to sign digitally. Simply click Tools > Certificates > Digitally Sign, then follow the prompts to choose your digital ID. You will see the “Sign Document” dialog box shown at right, after which you only need to enter the password and click the “Sign” button.