Setting up Adobe for including your digital signature or Certified Digital Signature
5/26/20 slight modifications 1/6/21 kdw

Sign in to Adobe Creative Cloud or Open it on your computer is already installed.

   a. For Students
      i. https://support.atu.edu/support/solutions/articles/7000037579-adobe-creative-cloud-features-and-access-instructions-for-students
   b. For Faculty/Staff

<u>Accessing Adobe Online Features:</u>

1. Open an internet browser and go to **www.adobe.com**.
2. Click on **Sign In**. It is located in the upper right part of the web page.
3. You will be taken to an Adobe Sign-In web page.
4. Enter your ATU email address and press TAB or click your mouse in the password field. You will be redirected to our ATU Single Sign-on page.

1. *You may see another option come up that asks you to choose between an **Adobe ID** and an **Enterprise ID**. Choose **Enterprise ID.**

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Select an account

Email address
kwester@atu.edu

🔵 Personal Account ❯

🟠 Company or School Account ❯

Sign in with a different email address

2. You will be redirected to the ATU Single Sign-On page. Enter your email address and password and then click **Sign In**

ARKANSAS TECH UNIVERSITY

Arkansas Tech Single Sign-On

Sign in with your OneTech ID and password

Username

Next

Updates and helpful resources for our Adobe community during COVID-19. Learn more ›

Adobe

Creativity & Design ⌄   Marketing & Commerce ⌄   PDF & E-signatures ⌄   Business Solutions ⌄   Support ⌄

Your Services   Explore Others

Welcome back,
Ken
Manage your account

Creative Cloud   **Document Cloud**

Apps, creative work, and   Convert, share, and store PDF files online.
learning resources.
                                            Open Acrobat online
Open   View Plans & Pricing

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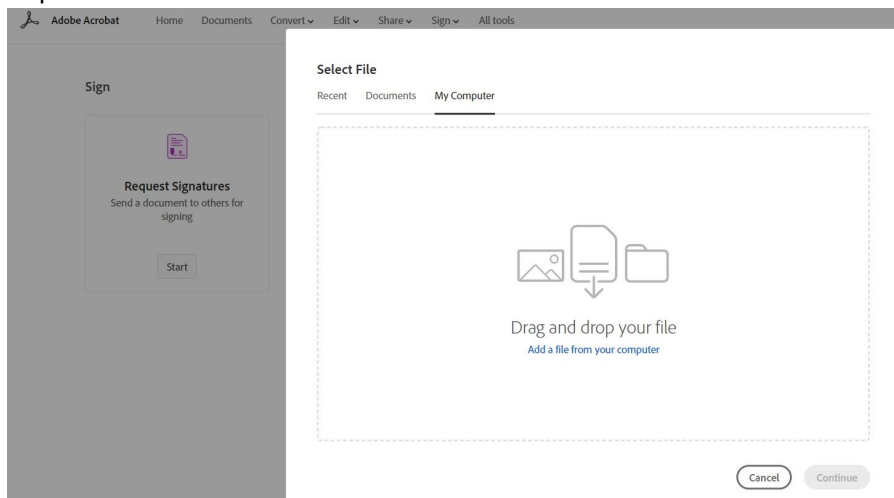5/26/20 slight modifications 1/6/21 kdw

3. You are now logged in – go to Open Acrobat Online under Document Cloud.
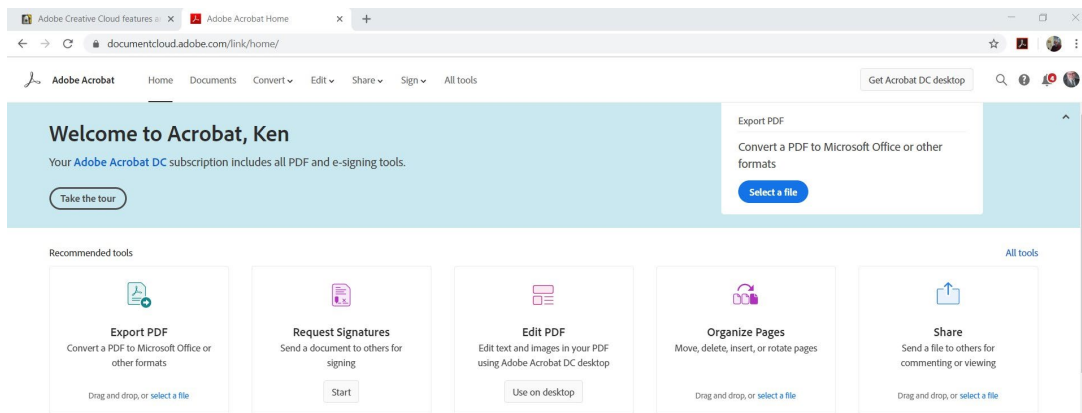
4. Click on the Menu link Sign and then Click Add Signature
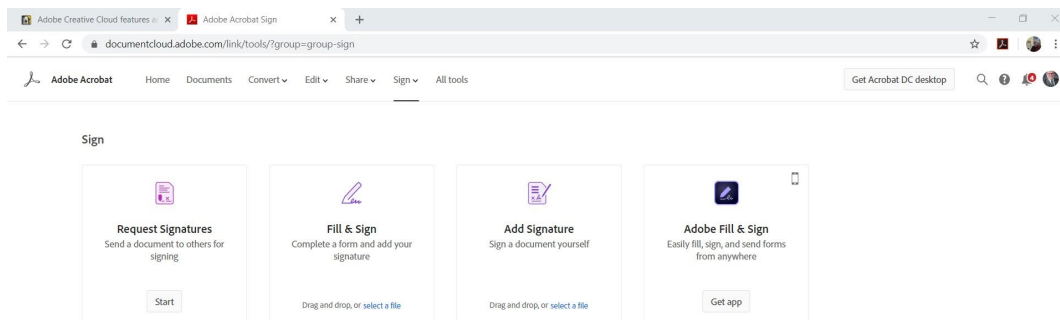
5. You will need some documents to set up the signature with. It can be any PDF for the purpose of just temp signing and not saving the document. Select a PDF from your computer that you want to practice on.
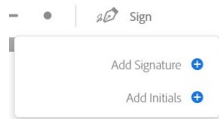

6. I created a signature test form in Word and saved it as a PDF for this test.

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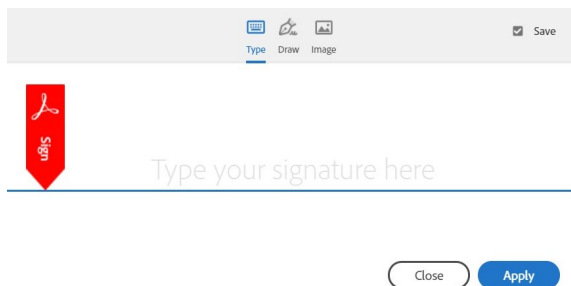5/26/20 slight modifications 1/6/21 kdw
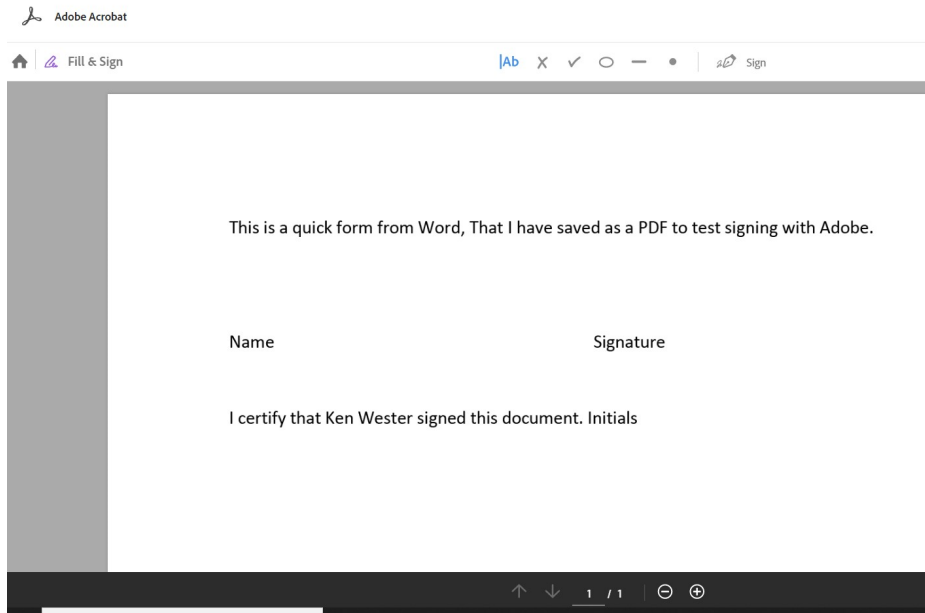
7. Notice the logo _____ on the menu line. Click it.

8. You will now see
9. Click on Add Signature, and you will now see

10. You can type in your signature line and use that; you can use draw, and if you have a touch pen screen, sign your signature or use an image and upload a signature you have completed previously, maybe a customized image signature.


You may have to experiment a little to get the right version you like, and that fits most signature lines you would be signing.

11. Once you have decided, save the signature, and it will be usable in all versions of Adobe for use as a Digital Signature, even in the Fill & Sign app for your mobile device.
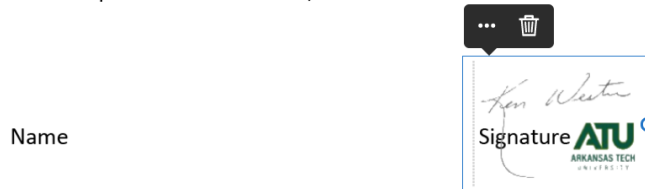
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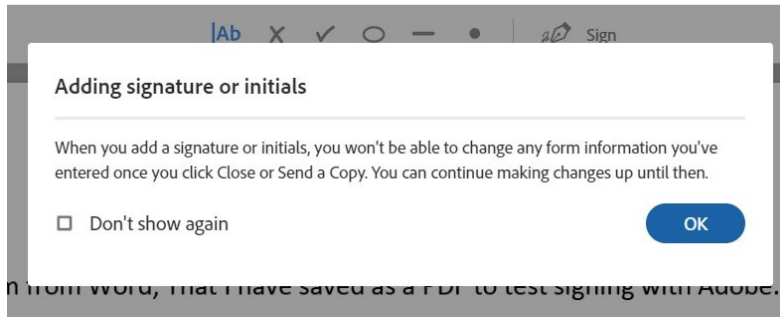
12. You can resize the signature block and move it for proper placement where needed.

13. You can also put additional informational text in before completing the process.

14. You can also add an Initial set to use for annotating or other needs within a document. Use the same process as adding the signature. This, too, will be saved for use within Adobe.
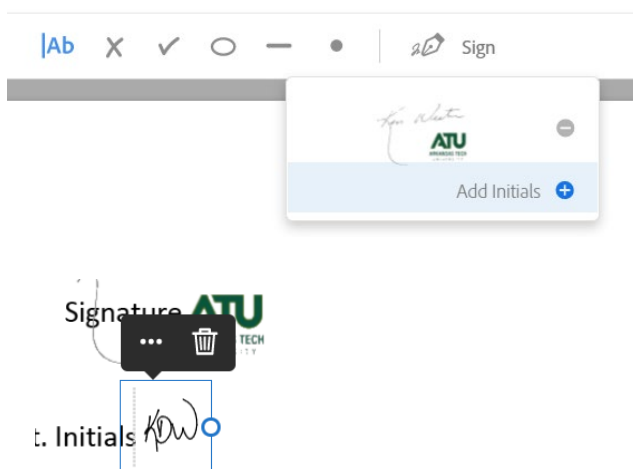
> NOTE: If you don't need initials, you can use this just as the signature block and create an alternate signature to use. Let's say only a direct signature with no other information, for example.

15. And now you can move on to saving the document. But beware of the needs of others if you are not the only signatory of the document. Click Next on the menu bar.

This will save the document in Adobe Cloud and have you create a link for others to retrieve. You can also use this to send to others for their signature. But this is not the process we recommend as it may require additional licenses in some cases. It is better to finish and download the document (See Below). Again, this is useful if only **you** need to sign the document and you don't have Acrobat is not installed, or you don't have access (Public Computer, etc.)

16. So go ahead and close the Fill & Sign by clicking Close on the Menu Bar. Afterward, you will be returned to the main cloud screen, and you will see the document listed there.
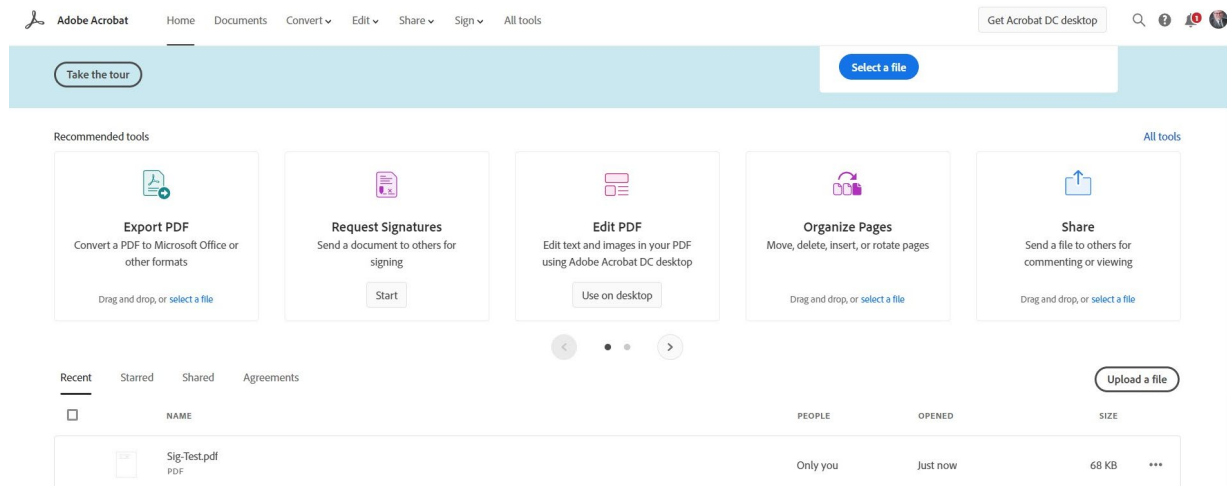

Unless you are on a Public PC - We recommend that you download Acrobat DC to your computer (Notice the link at the top of the screen for the download) and use it whenever working on multi-signature documents or if you need to add or use a Cert Verified Signature. We will explore that creation in another document.

Link to Adding a Digital/Cert-Verified Signature using Adobe.
https://

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17. If you click on the three-dot menu at the right, you will see what options you have for this file.
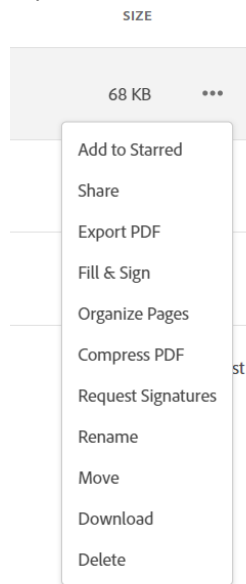
If the file is really large from included images or other items, you may want to attempt to compress the document, so it is smaller for sending to others or including in sites, etc.

You can export the PDF using Export PDF – Use this to export into another format for others.

Use the download selection to transfer the document to your local device in pdf format.

For practice, open the pdf using Adobe Reader on your computer.
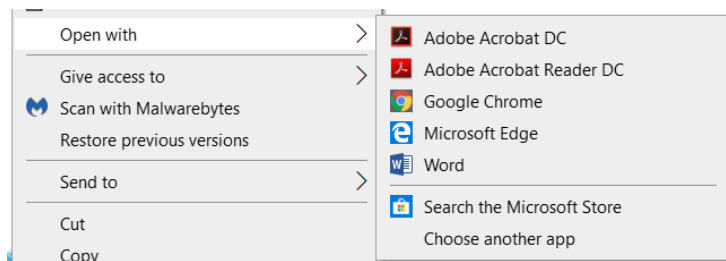
You will notice your information is there, and the form/pdf is again Fill & Sign Capable.

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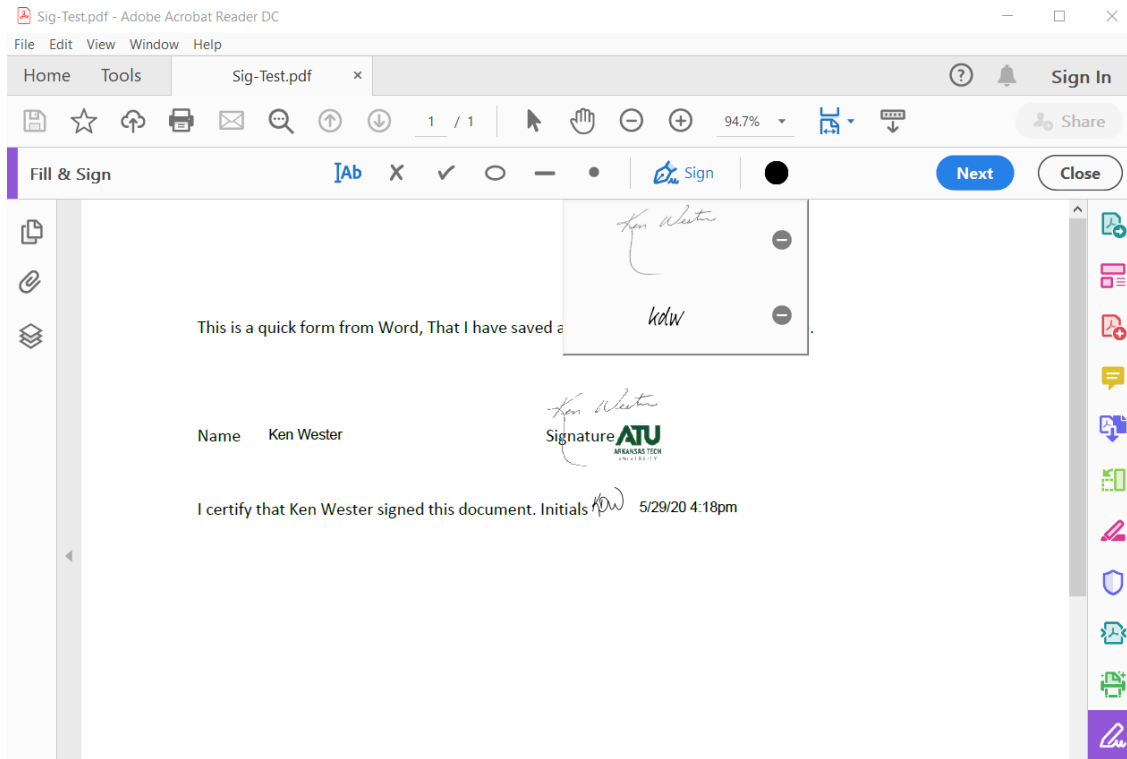
Notice the signature is different than what I had saved in the Cloud version. In the installed versions, you may need to add the signature/initials/cert-verified to each install version you use.

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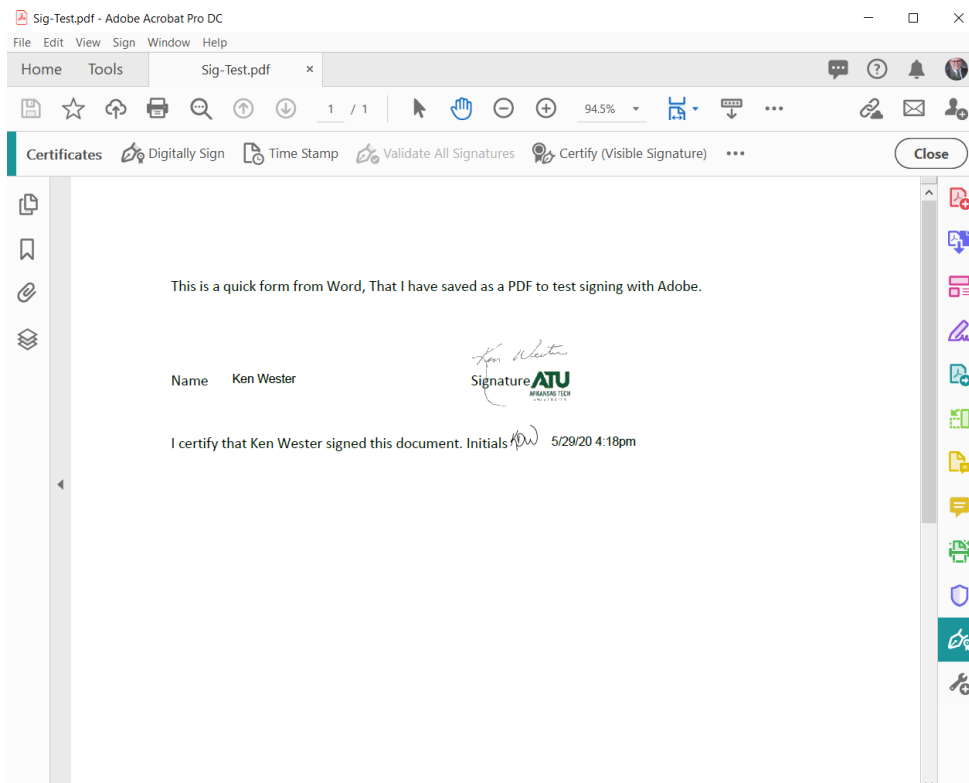
Now open the document with your installed version of Adobe Acrobat DC or Other

Notice That I have a Green Pen, and clicking it opens a different menu than just the Fill & Sign, I can still use the Digital Signature. Still, now I can also use the Certified Signature ID that I have set up on this computer for a Certified and Verifiable Signature Block.

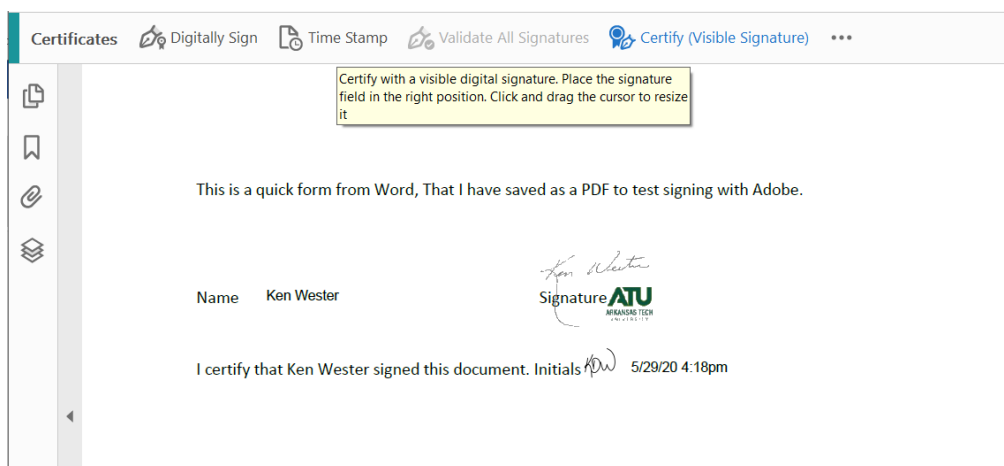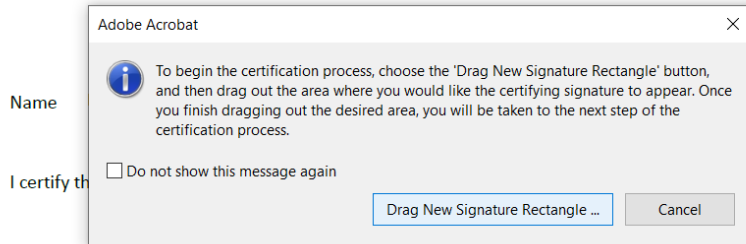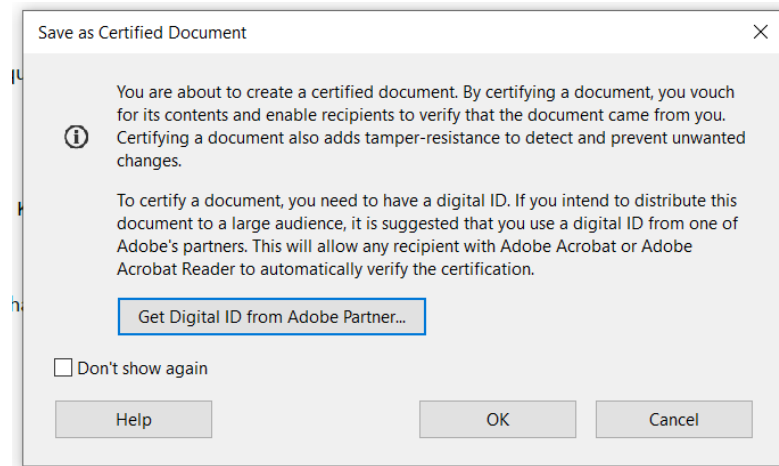Using the Same File, I'm going to add that different Signature Type.

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By clicking the Certify Menu Item, I am presented with –

This is a quick form from Word, That I have saved as a PDF to test signing with Adobe.
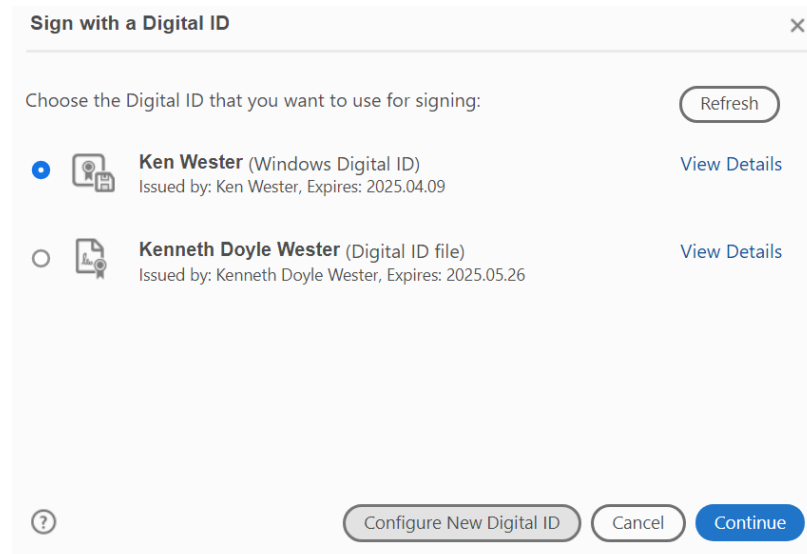
Adobe Acrobat

To begin the certification process, choose the 'Drag New Signature Rectangle' button, and then drag out the area where you would like the certifying signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the certification process.

☐ Do not show this message again

Name

I certify th   Drag New Signature Rectangle ...   Cancel

After clicking Drag New Signature, I am presented with –

Save as Certified Document

You are about to create a certified document. By certifying a document, you vouch for its contents and enable recipients to verify that the document came from you. Certifying a document also adds tamper-resistance to detect and prevent unwanted changes.

To certify a document, you need to have a digital ID. If you intend to distribute this document to a large audience, it is suggested that you use a digital ID from one of Adobe's partners. This will allow any recipient with Adobe Acrobat or Adobe Acrobat Reader to automatically verify the certification.

Get Digital ID from Adobe Partner...

☐ Don't show again

Help   OK   Cancel

This reminds me that if I have already created a Certified Digital ID, I would need to do so to complete the signature process.

Click ok, and I'm going to draw out a signature box out beside the one I've already done for Reference. When I release the mouse from the drawing, it presents –

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

⦿ Ken Wester (Windows Digital ID)
   Issued by: Ken Wester, Expires: 2025.04.09   View Details

○ Kenneth Doyle Wester (Digital ID file)
   Issued by: Kenneth Doyle Wester, Expires: 2025.05.26   View Details

?   Configure New Digital ID   Cancel   Continue

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What you see here is my certified digital ID's that are stored on this computer and are available for me to use for the signature. I will use the default and click continue. It presents me with –

Under appearance, there is standard text and a customized version I had created that includes my image signature, so I have both in the same signature process.

I will use the custom version.

Under the Permitted Actions After Certifying, you will see –

It is essential not to select no changes allowed, or no one else can modify the form even if it had been initially set for multiple signatures or form completion. Default is Form Fill and Digital Signatures. But if
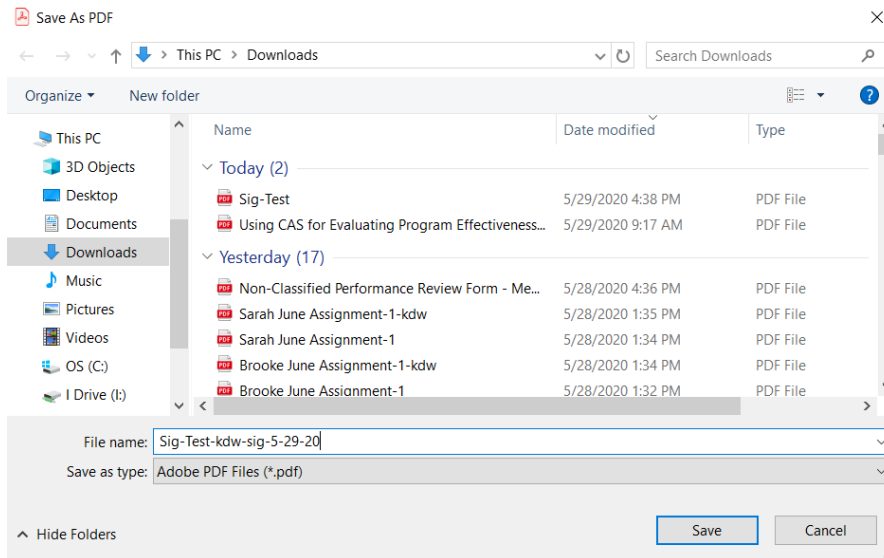
Setting up Adobe for including your digital signature or Certified Digital Signature
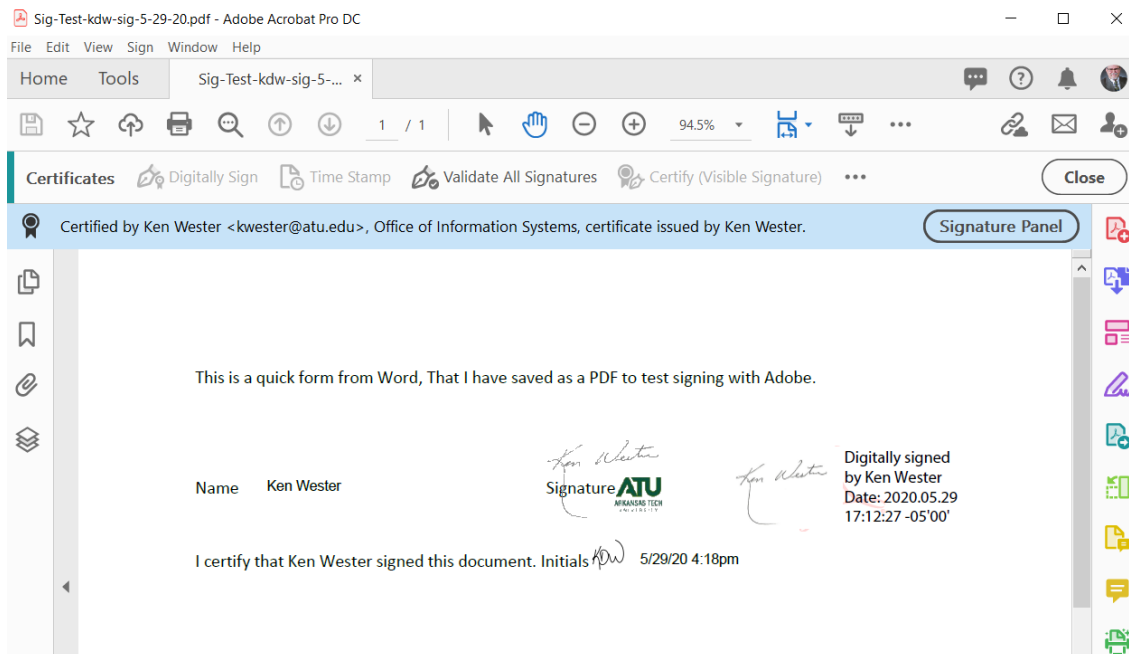5/26/20 slight modifications 1/6/21 kdw

additional information notes were needed like approval stamps or other, then choose Annotations, form-fill, and digital signatures.

The Review button allows you to see if parts of the document don't conform to Adobe; this may be ok. It tells me the additional line I added does not support it, but that is ok.

I return to the form and click SIGN. When I do, it will (like in the cloud version) save the document as a new document. This is important to remember, and it is advisable to create a revision or different name for the document. I usually add something at the end showing I signed it. Like -kdw-sig

It saves the document and returns you to Adobe –

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Notice the Certified By statement and Signature Panel Button. Also, notice the signature that is added next to the one I had already completed and their differences. The certification contains a time-stamp and has added information to the PDF properties.

By clicking the signature panel button, you can review that information.
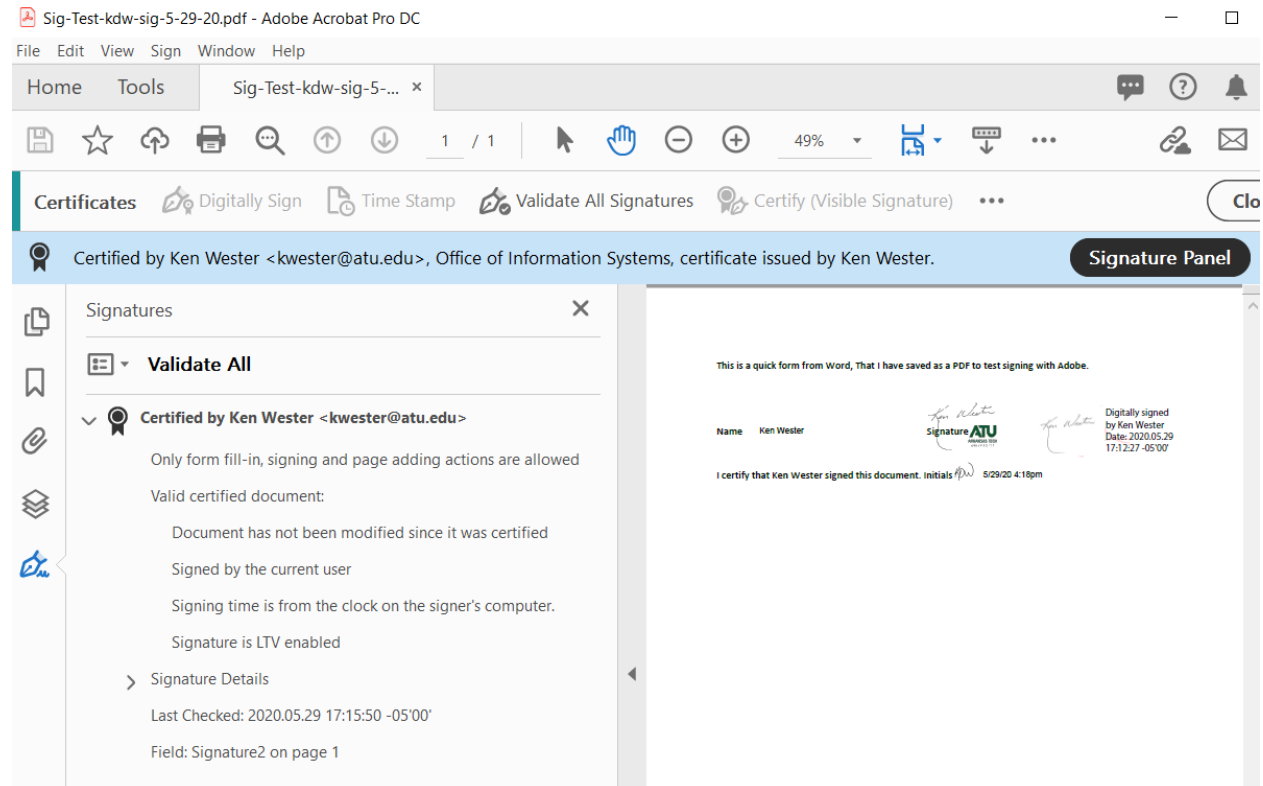
As long as the document is in its original format (not printed, scanned in another system, or converted), it can be used to verify the original signature process and any added certified signatures by others in the process.

You can now send this to others if additional signatures are needed, and they would complete a similar process for their signature. Eventually, the final document should be identified as such and archived in its original format for later verification as needed.
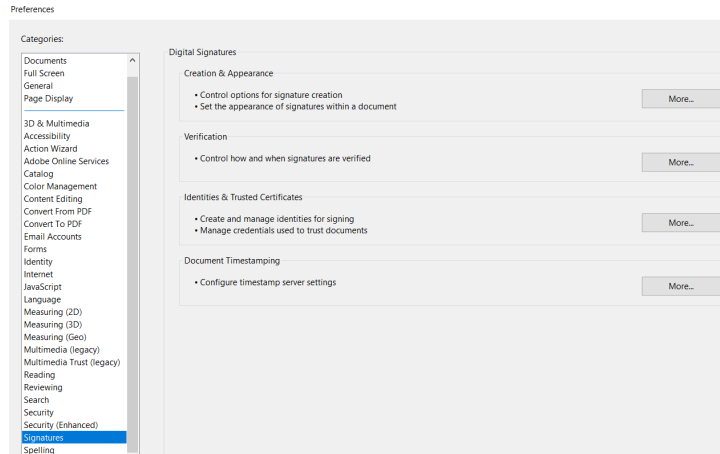
How to create your Certified Digital ID:

Open Adobe Acrobat DC (or another version – may have slightly different steps)

From the Top Menu, select Edit, then Preferences, Then towards the bottom of the drop-down, choose Signatures

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Preferences

Categories:

Documents
Full Screen
General
Page Display

3D & Multimedia
Accessibility
Action Wizard
Adobe Online Services
Catalog
Color Management
Content Editing
Convert From PDF
Convert To PDF
Email Accounts
Forms
Identity
Internet
JavaScript
Language
Measuring (2D)
Measuring (3D)
Measuring (Geo)
Multimedia (legacy)
Multimedia Trust (legacy)
Reading
Reviewing
Search
Security
Security (Enhanced)
Signatures
Spelling

Digital Signatures

Creation & Appearance

• Control options for signature creation
• Set the appearance of signatures within a document

[More...]

Verification

• Control how and when signatures are verified

[More...]

Identities & Trusted Certificates

• Create and manage identities for signing
• Manage credentials used to trust documents

[More...]

Document Timestamping

• Configure timestamp server settings

[More...]

Click on Identities & Trusted Certificates, then click 🔒 Digital ID and Trusted Certificate Settings

∨ Digital IDs   [icon] Add Digital ID

Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your
digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

◯ My existing digital ID from:

◉ A file

◯ A roaming digital ID accessed via a server

◯ A device connected to this computer

◉ A new digital ID I want to create now

Click Next

Add Digital ID

Where would you like to store your self-signed digital ID?

◉ New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format.
This common digital ID file format is supported by most security software applications,
including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

◯ Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be
available to other Windows applications. The digital ID will be protected by your Windows
login.

Click Next

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Complete the information as appropriate and click next
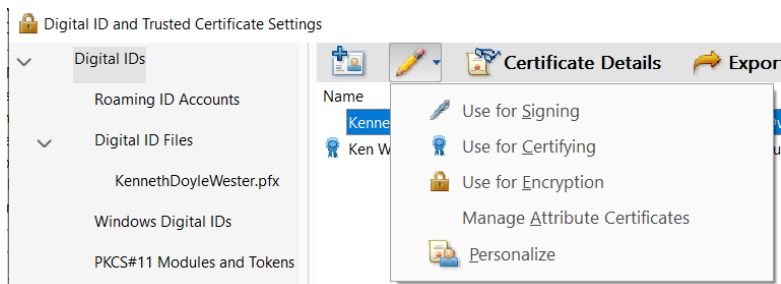

Accept the default location and create a strong password. Record the password in a safe place.

Click Finish. You now have a locally stored Certified Digital ID on this computer and Adobe Acrobat Install

A couple more steps. Especially if you have more than one certificate.

Choose how you want to default in using this ID.

If you want to separate the Digital ID and the Certified ID, then just choose for Certifying. Personalizing allows for a Common Name to identify.

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Remember my signature and the ATU image and others, and you can go back to Preferences, Signatures and click on Creation & Appearance More.

A dialog box will open, go to the bottom under appearances, and click new.
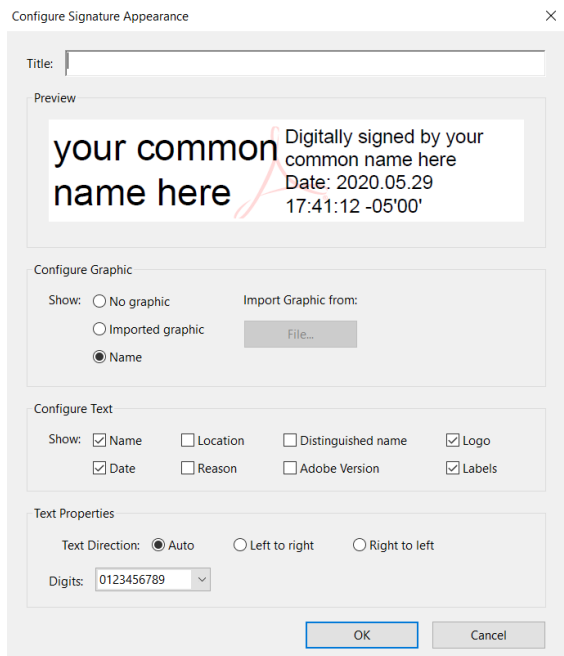
From here, you can experiment with adding your digital signature or another image to add emphasis or style to the signature. Use Configure Graphic to add an image, Use Configure Text to add attributes, etc.

Once Completed, click ok and create others for different types of signature styles.