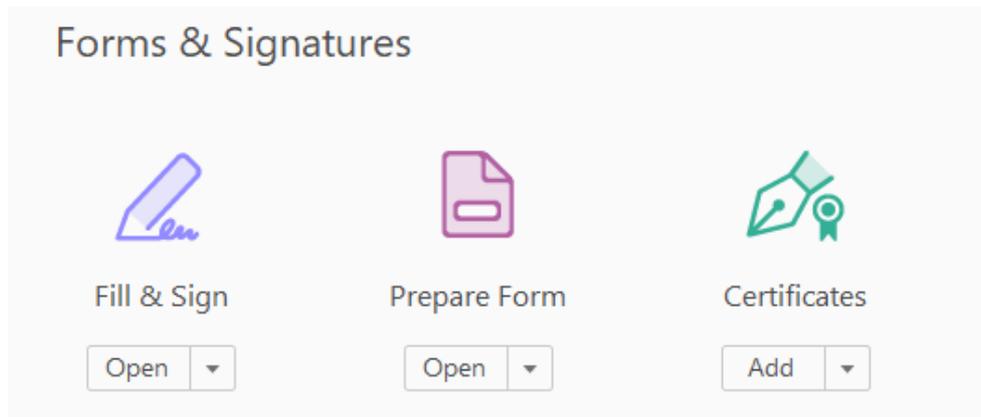




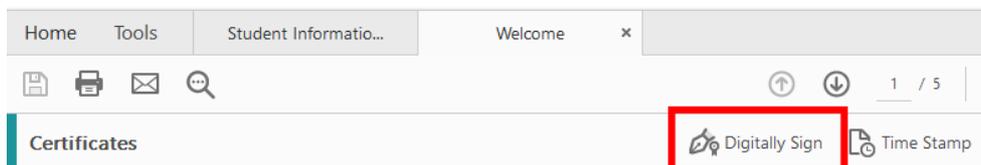
Adobe Acrobat DC: Digital Signatures

Create a Digital ID

1. Open any pdf document in **Adobe Acrobat** and click **Tools** on the top menu.
2. Scroll down to the **Forms & Signatures** section and select **Certificates**.

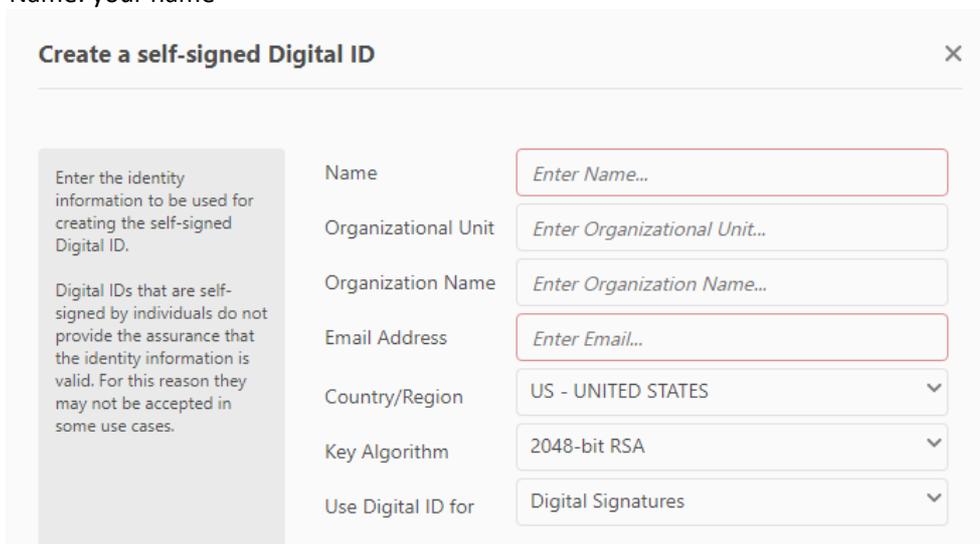


3. Navigate to the point in the document where a signature is required, click **Digitally Sign** from the top menu and **draw a box** using your mouse where the signature is required (this is done by holding down the left mouse button and dragging the mouse to the right).



4. Click **Configure (new) Digital ID**, select **Create a new Digital ID** from the options available and click **Continue**.
5. Select **Save to File**.
6. Enter your personal details, when complete click **OK** to continue.

Name: your name



Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

Organizational Unit: Department, College or Unit

Organization Name: James Cook University

Email address: your JCU email address

Country/Region: Australia

Key Algorithm: Leave as default (2048-bit RSA)

Use Digital ID for: choose whether you want to use the digital ID for signatures, data encryption, or both.

Leave as default if unsure.

7. Create a password for your Digital ID (do not use the password for your JCU email account) and select a location to save your Digital ID.
8. Click **Save**.

Add Digital Signature to PDF

1. Open PDF document
2. Click on **Tools** in the top menu
3. Scroll down to **Forms & Signatures** and select **Certificates**
4. Navigate to the place in the document where a signature is required, click **Digitally Sign** from the top menu.
5. Use the mouse to **draw a box** where the signature should sit.
6. Select a **Digital ID** and click **continue**
7. Review the “lock document after signing” check box
 - Tick if you are the last person signing the document and want no further changes to be made.
 - Leave unticked if other people need to sign and or edit the document.
8. Enter the **Password** for your Digital ID and click **Sign**
9. Select a location to store the signed document, and amend the File Name to include ‘Signed’ at the end of the file name.

The document is now signed and saved.

More information about Adobe Digital ID's available directly on the [Adobe Digital ID page](#).