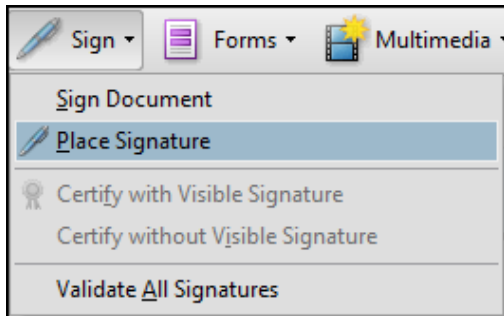


## D. Sign Softech Private Limited

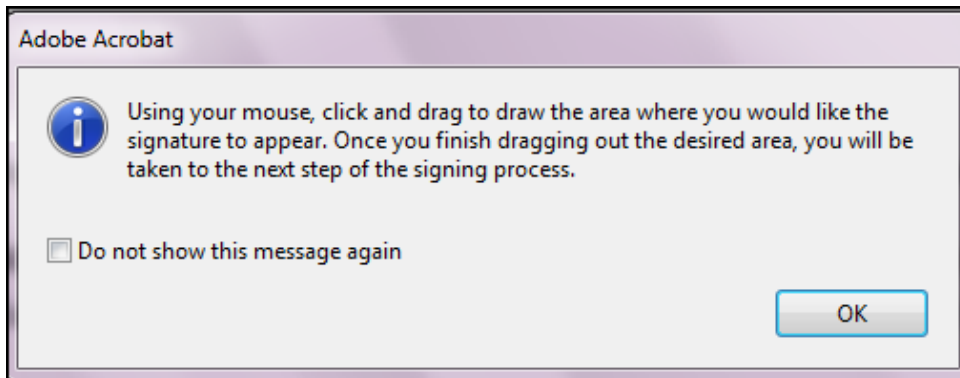
### Creating a Digital Signature using Adobe Acrobat Pro v 9

*These instructions are for creating a digital signature to add to a pdf file using Adobe Acrobat Pro version 9.*

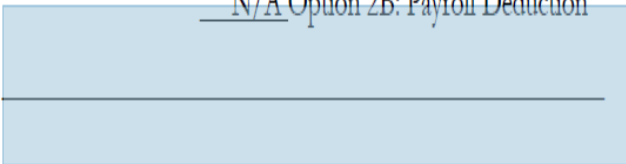
Click on drop down arrow under **Sign, Place Signature**.



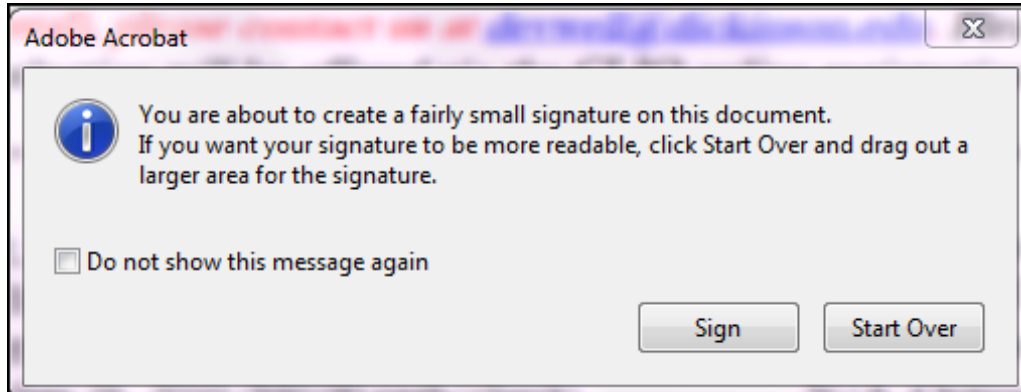
You will get this dialog box with instructions. Click **OK** & select the area for your signature to appear & make it larger than just a line area.



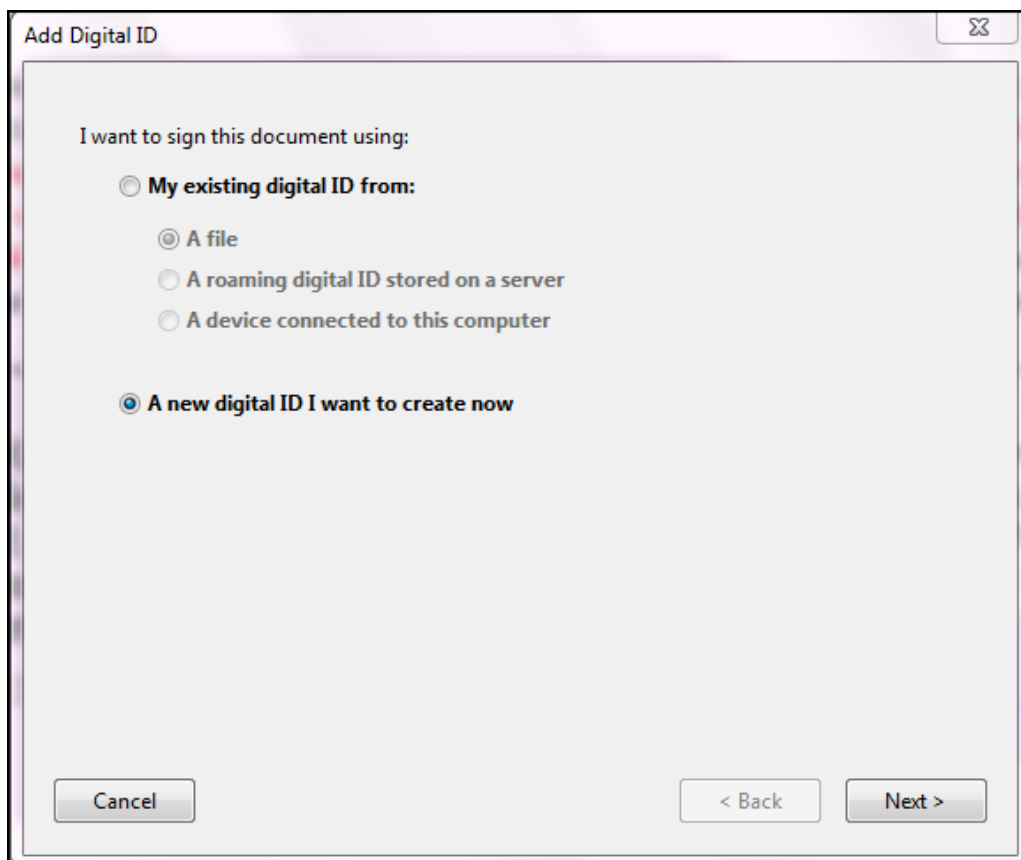
Your document selected area should be blue for the place your signature will appear.

Balance due by: <u>November 26, 2010 (\$80.00 cash/check)</u>	<u>N/A</u> Option 2A: Payroll Deduction
or <u>as noted for payroll deduction</u>	<u>N/A</u> Option 2B: Payroll Deduction
Signature for Payroll Deduction Authorization:	

If you get the **Start Over** dialog box, select the area again & make the selected area larger.



Add Digital ID window appears, click on **A new digital ID I want to create now**. Click **Next**.



Select **Windows Certificate Store** and 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.

Cancel      < Back      Next >

Fill in details as show below and click **Finish**.

Add Digital ID

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

Name (e.g. John Smith): Jeanette Gribble

Organizational Unit:

Organization Name:

Email Address: gribble@dickinson.edu

Country/Region: US - UNITED STATES

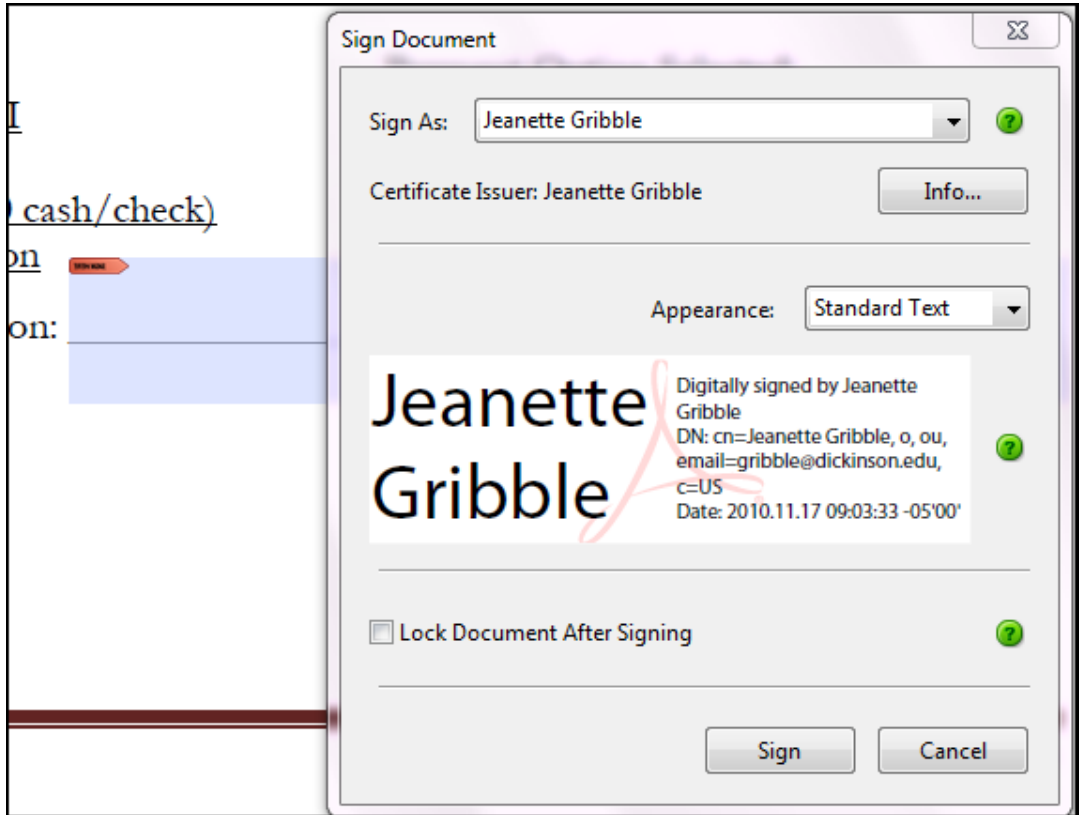
Enable Unicode Support

Key Algorithm: 1024-bit RSA

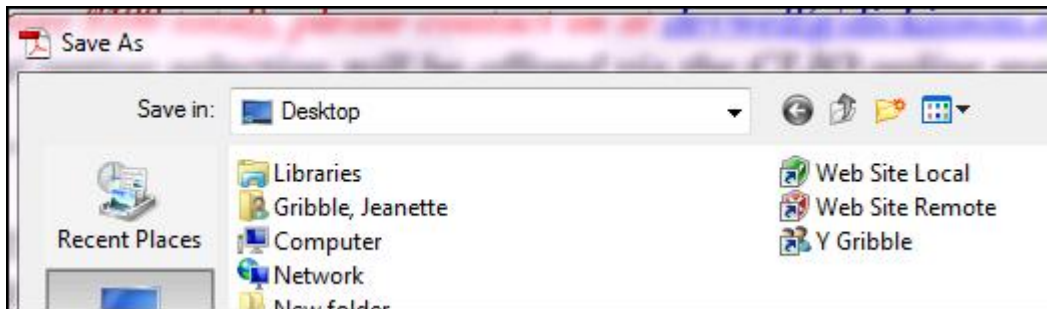
Use digital ID for: Digital Signatures and Data Encryption

Cancel      < Back      Finish

A **Sign Document** window appears. Click **Sign**.



It will require you to **Save As** the document with the digital signature on it.



Example of digital signature on a pdf document.

