Digitally signing of documents using adobe reader

Note: Adobe Acrobat Reader DC is used for signing pdf files that application can be downloaded by visiting the Adobe Website <u>here.</u>

Note: If you cannot download this application due to firewall permissions or It has not been cleared within your organization then you will need to do the needful and contact your companie's IT team

To digitally sign a pdf document, perform the following:

Step 1: Open or create your pdf in Adobe Acrobat

In Adobe Acrobat Reader open or create the PDF you would like to sign

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Step 2: Click the Tools tab and then click under Certificates click Open.

Step 3: A new section will be appended to the top of your document called Certificates. Click **Digitally Sign.**

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Step 4: Using your mouse, click and drag to draw an area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step in the signing process.

(anywhere will do). Left mouse click > Drag a box > Release.

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In the Sign with a Digital window, select by clicking on the digital signing certificate you would like to use, then click **Continue**

Note: If you don't have preconfigured digital sign then follow step 5 to configure new digital signature



On clicking on continue your digital sign will appear as following

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After you click 'Sign' you should get a pup up window to save your newly signed pdf file.

After saving this file if you open it up you should now see your signature in the location you drew out for signing.

Step 5: Configuration of New Digital Signature

For configuration of new digital signature click on configure new ld on the pop up that will appear after following Step 4

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Step 6: Select 'create new digital id' and click on 'continue'

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Step 7: Select 'Save to file' option on the pop up window to save signature in your local computer and click on 'continue'.



Step 7: Fill all the details in the dialogue box that will appear. Given below are sample details. Fill your own details in the same and click on 'continue'.

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Step 8: Type an appropriate password and click on 'save'

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Step 9: Your digital signature is created now. Click on 'continue' by selecting the newly created digital ID



Step 10: Enter the password that you saved for creating signature and click on 'sign'.



Step 11: After clicking on 'sign', windows will prompt you to save the file. Save it in your preferred location on desktop.

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Step 12: Open the saved pdf, you can see the digitally signed document as shown below.

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