- 1) Go to Edit > Preferences 🔁 sign-a-pdf-with-reader-enabled.pdf - Adobe Acrobat Pro File Edit View Window Help Con Undo Ctrl+Z 2 🖂 🏟 🗩 🌄 🗋 🔊 <u>R</u>edo Shift+Ctrl+Z 204% * Cut Ctrl+X ြာ <u>C</u>opy Ctrl+C Ð Deste Paste to your device or Acrobat.com. Ctrl+V <u>D</u>elete Select All Ctrl+A Deselect All Shift+Ctrl+A Copy File to Clip<u>b</u>oard Edit Text & Images 👼 T<u>a</u>ke a Snapshot Check Spelling ۲ la Look Up Selected Word... 🔍 <u>F</u>ind Ctrl+F Advanced Search Shift+Ctrl+F
- Select "Signatures" on the left hand side and then click on "More..." under "Identities & Trusted Certificates.

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ategories:	Digital Signatures	
3D & Multimedia	Digital Signatures	
Accessibility	Creation & Appearance	
Action Wizard		
Adobe Online Services	Control options for signature creation	More
Catalog	set the appearance of signatures within a document	
Color Management		
Content Editing	Verification	
Convert From PDF		
Convert To PDF	 Control how and when signatures are verified 	More
mail Accounts		
Forms		
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avaScript	 Create and manage identities for signing 	More
anguage	Manage credentials used to trust documents	
Measuring (2D)		
Measuring (3D)	Document Timestamping	
Measuring (Geo)		
Multimedia (legacy)	Configure timestamp server settings	More
Multimedia Trust (legacy)		
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5) Leave the default selection "New PKCS#12 digital ID file" and click "Next".

Add Digital ID

O 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 .pk 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. Inter all of your pertinent information and click "Next". widd Digital ID Enter your identity information to be used when generating the self-signed certificate. Name (e.g. John Smith): Matthew Cody Ortt Organizational Unit College of Agriculture, Food and Environment Organization Name University of Kentucky Email Address: cody.ortt@uky.edu County/Region: US - UNITED STATES Key Algorithm: 1024-bit RSA Use digital ID for Digital Signatures and Data Encryption		tore your self-signed digital ID?		
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 _pfs or .p12 file extension. Windows Certificate Store Word digital ID will be to 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 Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel	New PKCS#12 digital	ID file		
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7) Choose a password and a location to save the certificate (consult with IT Specialist about the

best place to save this) and click "Finish".

Digital ID			:
Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a no so that you can copy this file for backup or other purposes. You can later cl file using the Security Settings dialog.	the password when te of the file location hange options for this		
File Name:			
N:\Documents\MatthewCodyOrtt.pfx	Browse]	
********* Strong			
Confirm Password:			
Cancel		< Back	Finish

- 8) Close the "Digital ID and Trusted Certificate Settings" window as well as the "Preferences" window.
- 9) Within a document, select "Fill & Sign" from the top right of Acrobat, the click "Place Signature".



10) In the "Sign Document" window, select the dropdown menu beside "Sign As:" and select your name. Type in the pass word you created, and from the dropdown menu beside "Appearance:" select "Create New Appearance"

ign As:	Matthew Cody Ortt (Matthew Cody Ortt) 20	20.08.21 ~
assword:	****	
ertificate l	ssuer: Matthew Cody Ortt	Info
	Appearance: Created 2015.	08.2' 🗸
	Standard Text	
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Æ	Digitally signed Orti DN: cn=Matthe Create 2015.0 DN: cn=Matthe Create New A o=University of nemucxy, ou=College of Agriculture, Food a Environment, email=cody.ortti@uky.edu, c=US Date: 2015.08.21 14:07:22 -04'00'	08.21 11:04:47 -04'00' ppearance

11) In the "Configure Signature Appearance" window select "Imported graphic" from the "Configure Graphic" section, and then click on the "File..." button.

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tle:		
Preview		
	Digitally signed by your common name here	
	DN: your distinguished name here	
	Location: your signing location here	
	Date: 2015.08.21 14:09:23 -04:00	
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12) Click the "Browse..." button and select an image file that contains a scanned copy of your written signature and click "OK"

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13) Click OK again in the "Configure Signature Acceptance" window. You should now see your signature along with a bunch of text. This means you are ready to go. You can now click "Sign" and place the signature.

,	•••	
ign As:	Matthew Cody Ortt (Matthew Cody Ortt) 2020.08.21	~
assword:	*****	
Certificate l	ssuer: Matthew Cody Ortt	Info
	Appearance: Created 2015.08.2" ~	
	Digitally signed by Matthew Cody Ortt DN: cn=Matthew Cody Ortt, o=University of Kentucky, ou=College of Agriculture, Food and Environment, email=cody.ortt@uky.edu, c=US Date: 2015.08.21 14:13:20 -04'00'	
i) Click may	Review to see if document content affect signing	Review
Click may	Review to see if document content affect signing	Review