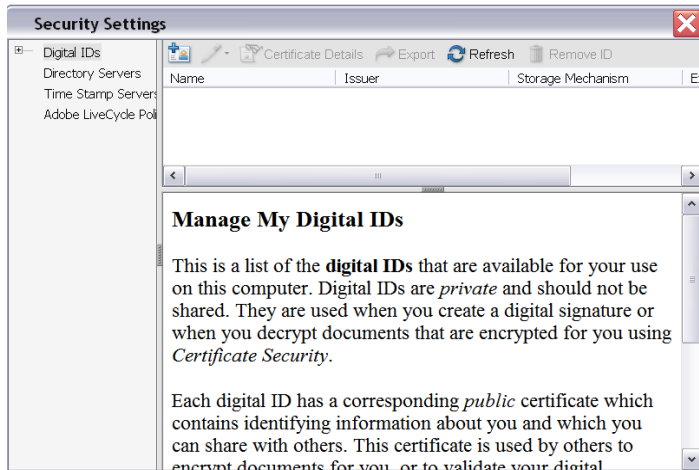


# Creating Digital/Electronic Signatures and Signing Documents in Adobe Acrobat

Digital signatures are a way of making it easier to sign forms. This allows the reader to sign the form without using a pen and can be easily sent by e-mail. In order to sign in a digital signature field, a digital ID must be created. A digital ID contains your unique signature, as well as other information to identify yourself.

1. Open the orientation packet in Adobe Reader. Before you start filling out the document, in the top menu click on Advanced and select Security Settings. This window should pop-up.



Select **Digital IDs** on the left, click **Add ID** on the right, and then follow the instructions in the Add Digital ID dialog box.

2. Select **Create a Self-Signed Digital ID**.



3. You will be prompted with a dialog box. Click **Next** to continue. You are asked which of two places you want to store your new digital ID. Select “New PKCS#12 digital ID file”, then click **Next** to continue.

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 >

4. Complete the name and email information lines, click **Next**.

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

Name (e.g. John Smith): John Doe

Organizational Unit:

Organization Name:

Email Address: jdoe@yahoo.com

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

5. Click on the **Browse** button to select where you'd like to store your digital signature file, then click Save. The default selection will save it in the adobe acrobat folder on your computer. Type in a **Password**. **Confirm Password**. Click **Finish**.

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

location Data\Adobe\Acrobat\8.0\Security\JohnDoe.pfx Browse...

Password:

Confirm Password:

Cancel < Back Finish

## Signing the Document

To sign a document, click on the field that has the digital signature. It should have a small tag attached to the top of the field. Click anywhere in the field to sign.



Signature: \_\_\_\_\_  
Unsigned signature field (click to sign)

Click on Continue Signing. If you have a password-protected digital ID, another dialog will ask you to enter your password.



Once finished, click Sign. Save and click OK when it has been confirmed. The finished signature should appear in the document and should look like the following Screenshot:

Signature: \_\_\_\_\_

If you have any questions about this process, you may contact (by phone or email):

Cortni Haralson  
[charalso@utmck.edu](mailto:charalso@utmck.edu)  
865-305-8371

If you have any questions regarding any of the forms, please contact Martha Branch in the Graduate Medical and Dental Education office at 865-305-9339.