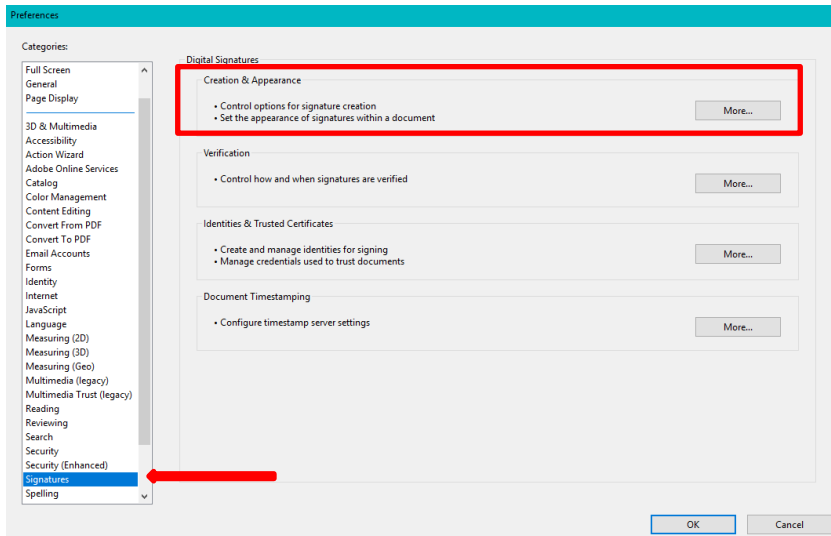


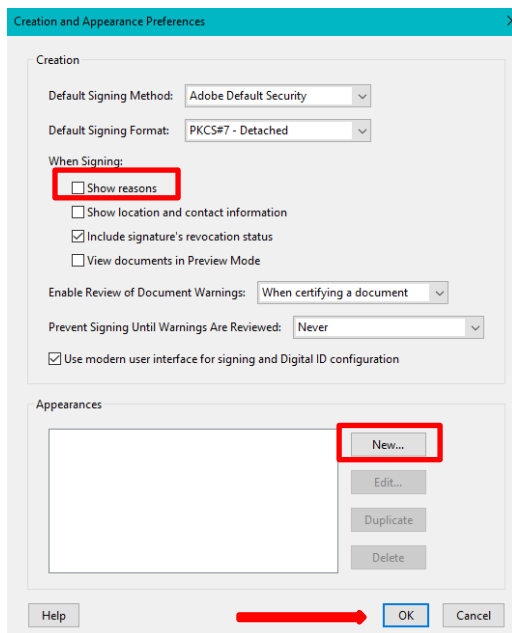
CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

1. In Adobe Acrobat (Reader or Pro), click the **Edit** menu and choose **Preferences > Signatures**.
2. On the right, click **More** for **Creation & Appearance**.



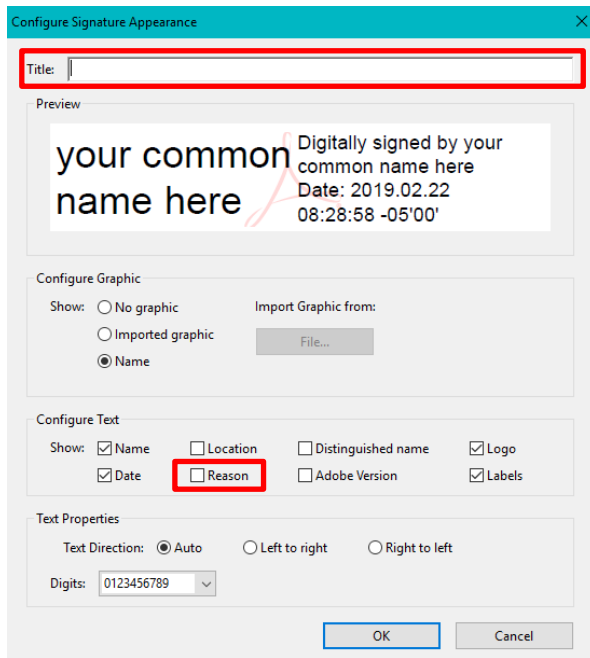
[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

3. In the **Creation** section, check option **Show reasons**.
4. In the **Appearances** section, click on **New>OK**.

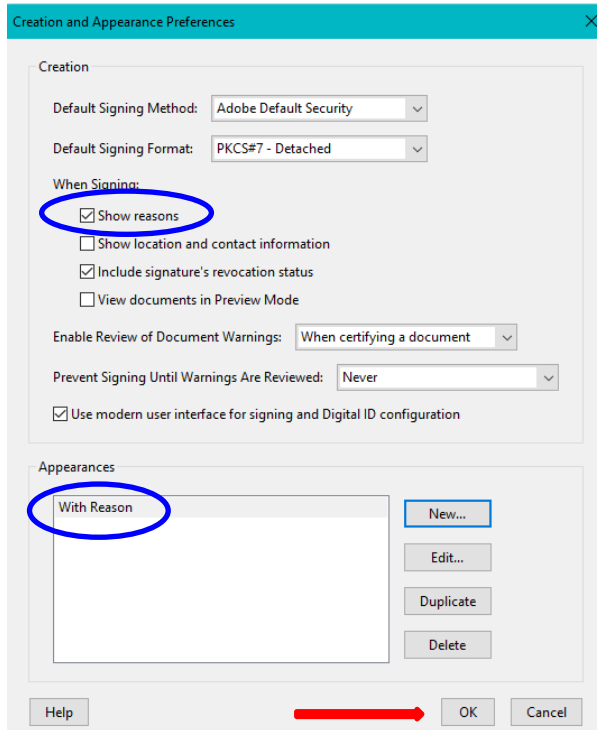


CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

- In the **Title** text box, type With Reason.
- In the **Configure Text** section, check **Reason**.

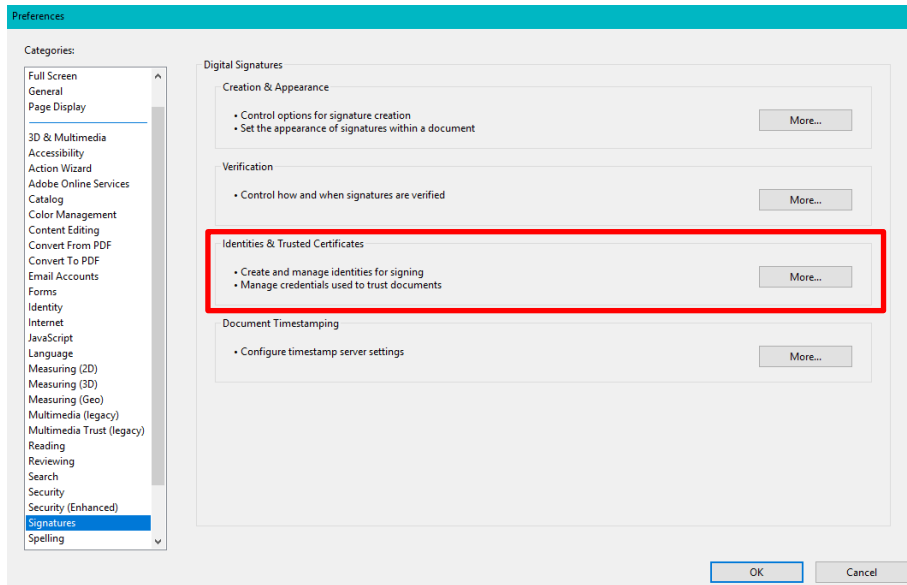


Below is an example of what the screen should look like before you > click **OK**.

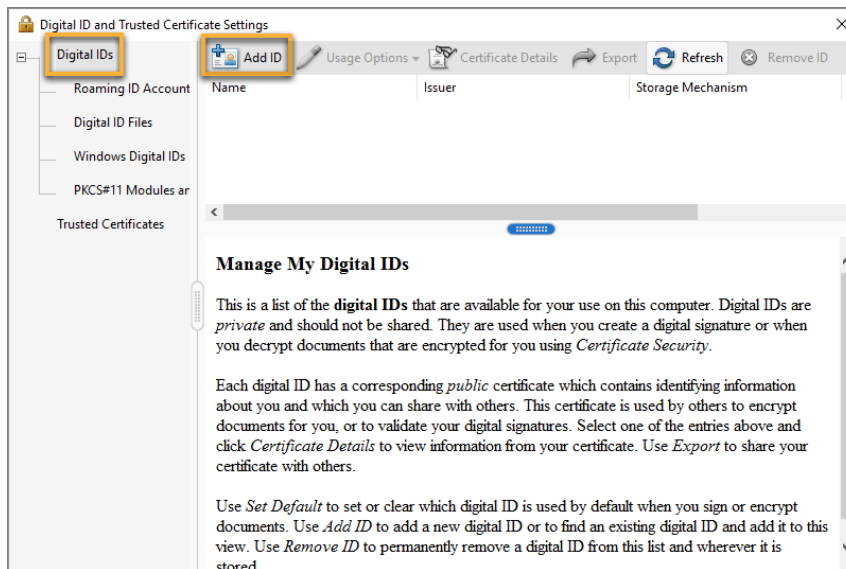


CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

7. Then, click **More** for **Identities & Trusted Certificates**.

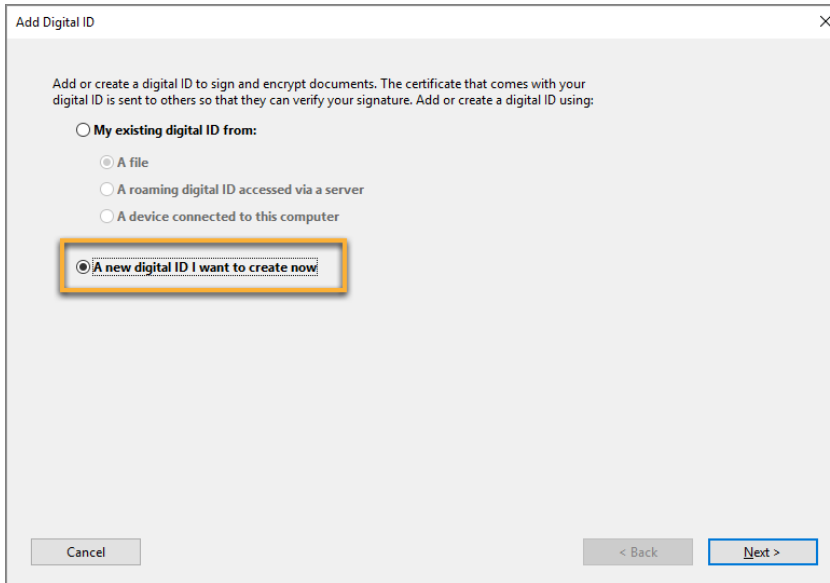


8. Select **Digital IDs** on the left, and then click the **Add ID** button.

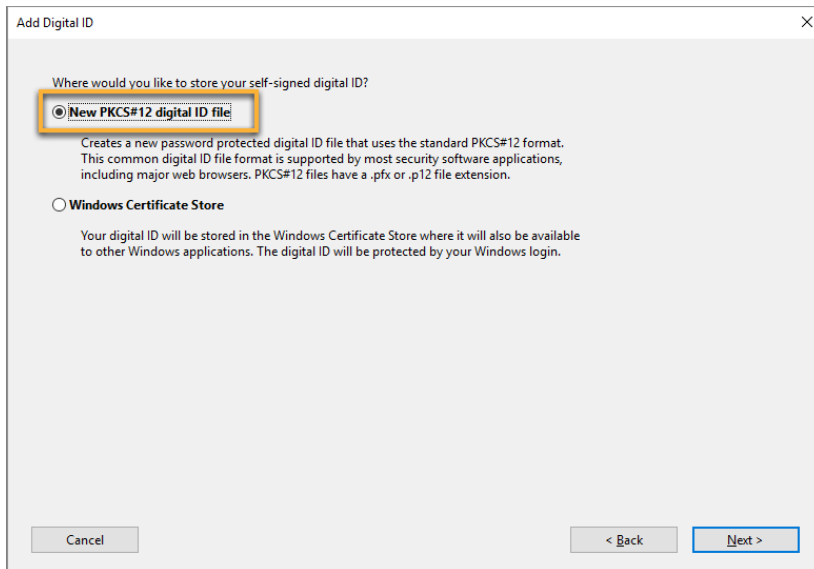


CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

9. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



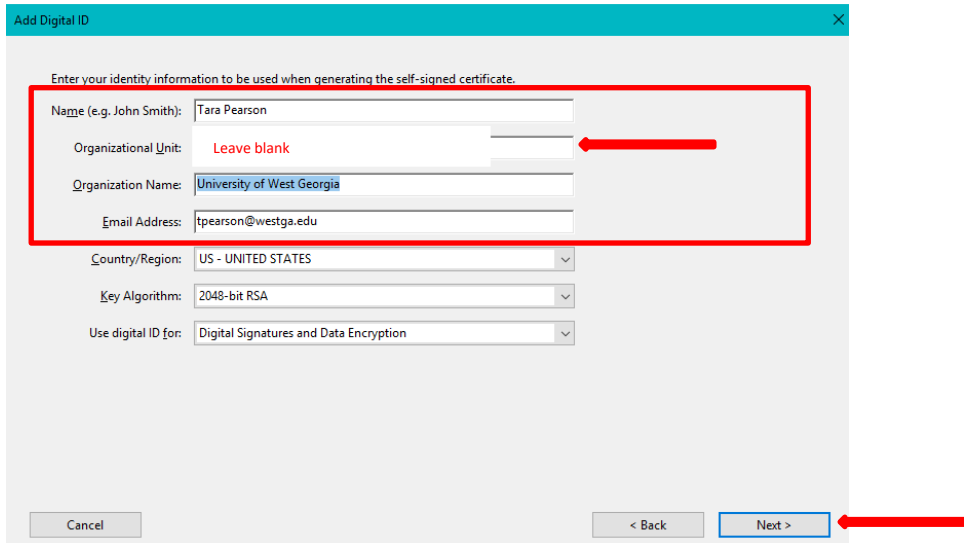
10. Choose **New PKCS#12 Digital ID File**, and click **Next**.



CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

11. Do the following:

- a. Type your first and last name, organization and (University of West Georgia), UWG email address for your digital ID. When you certify or sign a document, this name will appear in the Signatures panel and in the Signature field.
- b. Click **Next**



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

Name (e.g. John Smith): Tara Pearson

Organizational Unit: Leave blank

Organization Name: University of West Georgia

Email Address: tpearson@westga.edu

Country/Region: US - UNITED STATES

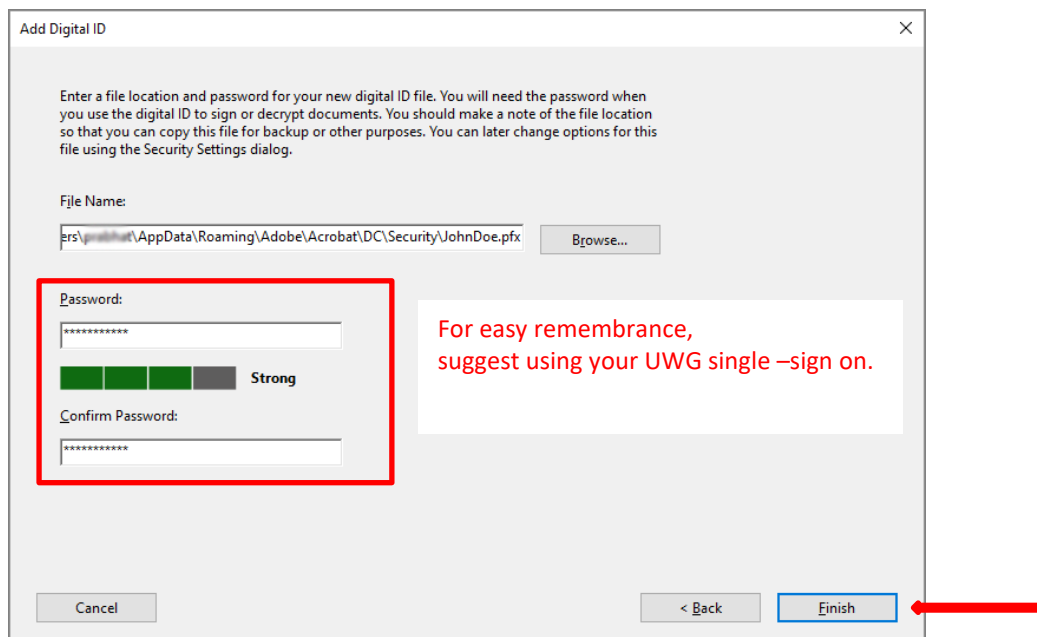
Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Buttons: Cancel, < Back, Next >

12. Do the following:

- a. Enter your single computer sign-on to create the password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
- b. The digital ID file is stored at the default location on your computer.
- c. 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: C:\Users\JohnDoe\AppData\Roaming\Adobe\Acrobat\DC\Security\JohnDoe.pfx Browse...

Password: [password field] Strong

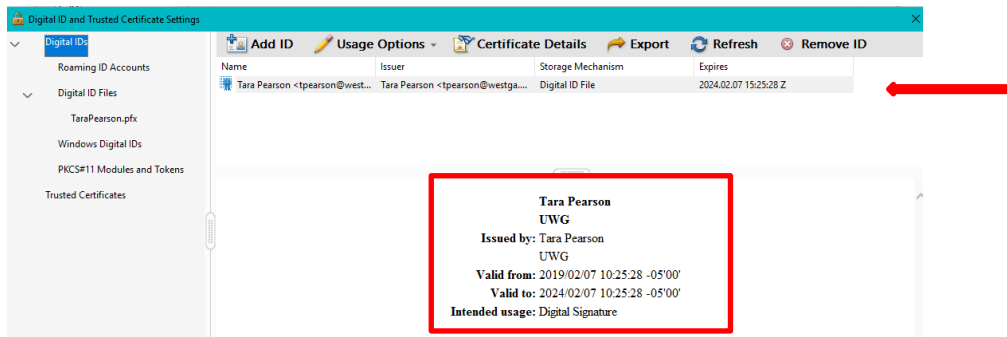
Confirm Password: [password field]

Buttons: Cancel, < Back, Finish

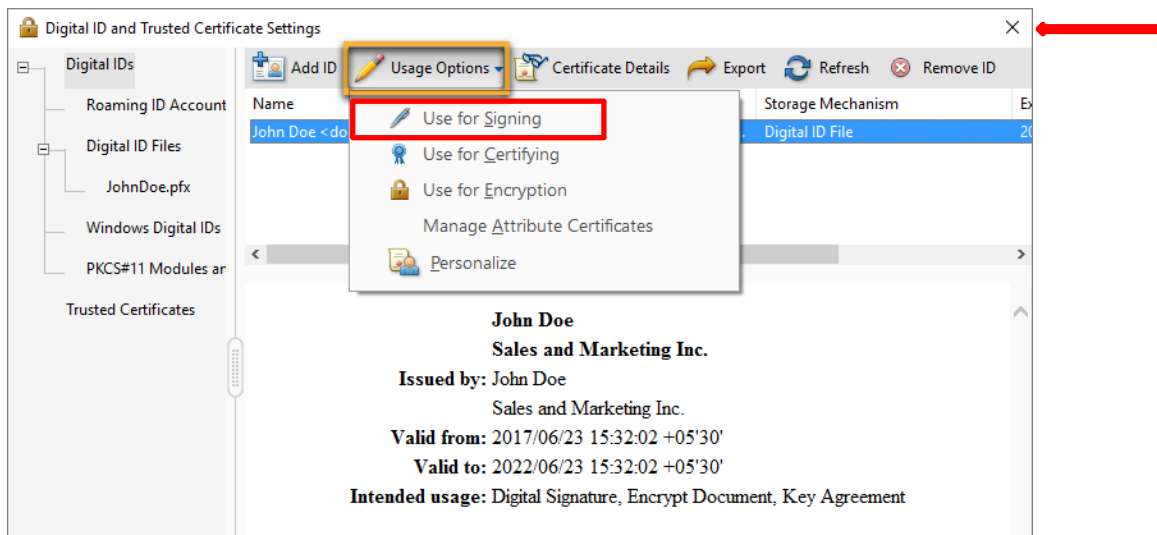
For easy remembrance, suggest using your UWG single -sign on.

CREATE A DIGITAL SIGNATURE (ID) IN ADOBE ACROBAT

13. The ID is created (example below).



14. Click the **Usage Options** button  , and choose tasks **Use for Signing**.



15. In the top right, click the **X** to close window>**OK**.

16. **Done**, now close Adobe Acrobat.