Adobe Digital Signatures in Adobe Acrobat X Pro

Setting up a digital signature with Adobe Acrobat X Pro:

- 1. Open the PDF file you wish to sign digitally.
- 2. Click on the Tools menu in the upper right corner.
- 3. Then click on "Sign & Certify" \rightarrow "More Sign & Certify" \rightarrow "Security Settings..."

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		The University	sity of North Carolina at Chapel Hill			Pages	
		Office of Human Reso	urces – Employment and Staffing Departme UNPAID VOLUNTEERS AND UNP			 Content Forms 	
\square_{i}	THIS SECTION: APPOINTING	G DEPARTMENT USE				Action Wizard	
	Volunteer/Intern Name		Proposed Activity: Vo	lunteer 📃 Unpaid Intern			I
	Department Name		/Community Workshop Series Is Volunteer/Intern under the age of 18? (If ye	s parent or VES		 Recognize Text 	
E.J.	Department Number Description of Volunteer's/	(THIS DESCRIPTION MUST	guardian must sign below.) MATCH THAT ON THE VOLUNTEER REQUEST FORM)	NO		 Protection 	
	Intern's Activity or Service		ity Workshop Series public	library classes		🔹 Sign & Certify 💦 🔵	
	unpaid intern, you play an imp rewarding. For insurance and The term "UNC-CH" means 1 acting within the course and s	mission involves a varie wortant role in supporting risk management purpo The University of North (wope of their duties). "",	E ONLY y of feaching, research, and public service activ our mission while at the same time gaining expu- ses, UWC-CH requires that you carefully read ar service at Chapel Hill (along with its directors, "Volunteer/intem" or "me" means you, the inten vieraity of North Carolina at Chapel Hill and we	erience which will be personally nd agree to the following terms. officers, employees and agents ded unpaid volunteer or unpaid		Sign Document Place Signature Apply Ink Signature	
	I, Volunteer/Intern, hereby fr 1. I am providing service to	UNC-CH voluntarily, v	ithout duress, execute this Release of Liabilit vithout pressure of coercion, for educational, ci bursement, or future paid employment of any kin	vic, charitable or humanitarian		Time Stamp Docume	nt
	 I understand that UNC-C 	H will not cover me by	 any insurance including, but not limited to, me will any financial or other assistance be provided 	edical, property, health, liability		🔏 Validate All Signature	5
	 In consideration of the on harmless UNC-CH from a from my service. I under 	pportunity to provide un any and all liability, clain rstand that this Release	time and for any reason by UNC-CH or by me. paid service to UNC-CH, I do hereby release a ns, and demands of whatever kind or nature whi discharges UNC-CH from any liability or claim s, death, property loss or property damage that m	ch arise or may hereafter arise that I may have against it with	<	More Sign & Certify	
	 I understand and acknow UNC-CH and I voluntarily 	vledge that potential ris assume those risks. I re	ks to my health and personal property may be elease and forever discharge UNC-CH from any atment or service I receive in connection with my	associated with my service to claim whatsoever that arises or		View Signed Version	on to Current Version
	allergies) and will provide	e myself with any appro	egarding my pre-existing health conditions (such priate medication to treat these health problems ising from any complication or exacerbation of ar	I hereby release and forever	6	Security Settings	
	publication or media inter	ided for research, educa	ame, likeness, identity, voice, image, and oral tional, promotional, fundraising or similar purpose ny claim or liability relating to any such use.	or recorded statement in any es without compensation of any		Export Security Setting	
	 I agree to comply with al UNC-CH facilities or reso 	I UNC-CH policies (e.g., urces, and Lacknowledge	the Patent and Invention, Copyright and Accep e that all UNC-CH policies apply to my activities	table Use Policies) while using at and service to UNC-CH.		Coport Secondy Secting	,,
	 This Release of Liability : representatives. I express of North Carolina and the Carolina. I agree that, in clause or provision shall r I have carefully read this R 	shall be binding and enf sly agree that this Relea: at this Release shall be the event that any claus not otherwise affect the r Release. I understand	proceable against me and my successors, assign se is intended to be as broad and inclusive as pe governed by and interpreted in accordance with se or provision of this Release shall be held to b emaining provisions of this Release which shall of that in signing this document. I am giving a	ees, heirs, guardians and legal mritted by the laws of the State I the laws of the State of North be invalid, the invalidity of such pontinue to be enforceable.		Anage Truste <u>d</u> Ident	ities
		serve UNC-CH as an Ur	npaid Volunteer or Unpaid Intern.				
	Name of Volunteer/Intern		Signature of Volunteer/Intern	Date			
	Name of Parent or Guardian (If Volunteer/Intern is under ag		Signature of Parent or Guardian (If Volunteer/Intern is under age of 18)	Date			
	Name of Volunteer's/Intern's	Supervisor	Signature of Volunteer's/Intern's Supervisor	Date			
	Revised 8/15/2011		Equal Opportunity Employer	Page 1 of 1			
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4. On the left side bar, click "Digital IDs", then the "Add ID" button at the top of the screen.



- 5. Choose "A new digital ID I want to create now" and then "Next".
- 6. Select "Windows Certificate Store" and then "Next".
- Fill in the requested information, and fill out the bottom two options as shown below, then click "Next".
 - a. For **Key Algorithm**, choose "1024-bit RSA".
 - For Use digital ID for, choose
 "Digital Signatures and Data Encryption".

Add Digital ID		×
Enter your identity inform	ation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):		
Organizational <u>U</u> nit:		
Organization Name:		
<u>E</u> mail Address:		
<u>C</u> ountry/Region:	US - UNITED STATES	•
🔲 En <u>a</u> ble Unicode Suppo	rt	
<u>K</u> ey Algorithm:	1024-bit RSA	•
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	•
Cancel	< Back Next	>

- 8. Adobe selects a default file location; you can change this, but make a note of where you save your digital ID file.
- 9. Enter and confirm your password.
- 10. Select "Finish" and close the Security Settings window.
- 11. Return to your unsigned document.

Customizing digital signature:

You can customize what information is shown, as well as how your name is displayed in your signature.

- Click on a signature field. A "Sign Document" window will appear.
- 2. In the dropdown "Appearance" menu, select "Create New Appearance..."
- Create a new title for your appearance, and then alter the settings to achieve your desired appearance.

Sign Document	
Sign As: John Smith <j Password:</j 	ohnsmith@email.unc.edu> 🔹 🧿
Certificate Issuer: John Sm	nith I <u>n</u> fo
John Smith	Appearance: Standard Text Digitally sign Digitally sign Digital Signature ou=SILS, Create New Appearance du, c=US Date: 2014.08.22 15:47:31 -04'00'
Loc <u>k</u> Document After S	Signing 📀
	Sign Cancel

To include a handwritten signature, you must have previously scanned an image of your signature and saved it to your computer.

- 1) In the "Sign Document" window, under "Configure Graphic," select "Imported graphic," then the "File..." button.
- 2) Click the "Browse..." button, and then select the location of your scanned signature.
- 3) Your handwritten signature will now replace your standard typed name.

Configure Signature Appearance	×
Title:	
- ,	
Preview	
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2014.08.22 15:57:30 -04'00'	
Configure Graphic	
Show: O No graphic Import Graphic from:	
Imported graphic <u>File</u> Name	
Configure Text	
Show: V Name V Location V Distinguished name V Logo V Date V Reason V Labels	>
Text Properties	
Text Direction: Auto Left to right Right to left 	
Digits: 0123456789 🔻	
OK Can	el

NOTE: Adobe automatically restricts your file search to PDF documents only. **If your signature file is not in .pdf format**, select the dropdown menu at the bottom of the browse window and choose the format of your signature (.png, .jpg, etc).

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🖳 Computer			
📬 Network			
			Change this file type
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			Upen Cancel

4) Select OK to use your new signature appearance.

Signing your document:

- If your document already has a signature field (highlighted in blue):
 - 1. Click on the signature field.
 - 2. When the "Sign Document" signature pops up, select your digital ID from the "Sign As" dropdown menu and enter your password.
 - 3. Choose the signature appearance you would like in the dropdown menu and hit sign.
 - 4. **IMPORTANT: In order for your digital signature to take effect, you MUST save the file.** You can save the file under the original file name and replace the unsigned version, or choose a new file name to have both signed and unsigned versions of the document.
 - 5. Your document is now signed!

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		► Pages
	The University of North Carolina at Chapel Hill Office of Human Resources – Employment and Staffing Department	► Content
	RELEASE OF LIABILITY FOR UNPAID VOLUNTEERS AND UNPAID INTERNS	► Forms
0	THIS SECTION: APPOINTING DEPARTMENT USE ONLY Volunteer/Intern Name Proposed Activity: Volunteer Unpaid Intern	► Action Wizard
	Volunteer/Intern Name Proposed Activity: □ Volunteer □ Unpaid Intern Department Name UNC Libraries/Community Workshop Series	► Recognize Text
<u>L.J.</u>	Department Number Is Volunteer/Intern under the age of 18? (If yee, parent or guardian must sign below.) YES Description of Volunteer/I (THIS DESCRIPTION NUM THE YOUNDEER REQUEST FORM) NO	▶ Protection
	Description of Volunteer's/ Intern's Activity or Service teach Community Workshop Series public library classes	
	THIS SECTION: VOLUNTEER/UNPAID INTERN USE ONLY	▼ Sign & Certify
	INSTRUCTIONS: UNC-CH's mission involves a variety of teaching, recearch, and public service activities. As an unpaid volunteer or unpaid intern, you play an important role in supporting our mission while at the same time gaining experience which will be personally	📝 Sign Document
	revariance for the second s revariance for instance and risk management purposes, UNC-CH requires that you carefully read and agree to the following terms. The term "UNC-CH" means The University of North Carolina at Chapel Hill (along with its directors, officers, employees and agents	Place Signature
	acting within the course and scope of their duties). T, "Volunteer/Intem" or "me" means you, the intended unpaid volunteer or unpaid intem. We appreciate your interest in serving The University of North Carolina at Chapel Hill and welcome you as a member of our	/ Place signature
	community!	🔏 Apply Ink Signature
	 volumeetimien, neredy needy, volumanity and without duress, execute dus herease of classing under due honowing terms. I am providing service to UNCCH volumanity, without pressure of coercion, for educational, civic, charitable or humanitarian reasons and without expectation of payment, reimbursement, or future paid employment of any kind. 	Time Stamp Document
	 I understand that UNC-CH will not cover me by any insurance including, but not limited to medical, property, health, liability insurance or workers' compensation benefits, nor will any financial or other assistance be provided in the event of injury or illness. I agree that my service may be terminated at any time and for any reason by UNC-CH or by me. 	🔏 Validate All Signatures
	4. In consideration of the opportunity to provide unpaid service to UNC-CH, I do hereby release and forever discharge and hold hamnless UNC-CH from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my service. I understand that this Release discharges UNC-CH from any liability or claim that I may have against it with respect to any bodily injury, resonal injury, illuss, death, property loss or property damage that may result from my service.	More Sign & Certify
	5. I understand and acknowledge that potential risks to my health and personal property may be associated with my service to UNC-CH and I voluntarity assume those risks. I release and forever discharge UNC-CH from may claim whatsoever that arises or may hereafter raise on account of any first aid, restment or service I receive in connection with my service to UNC-CH.	With Visible Signature
	6. I have consulted with my health care provider regarding my pre-existing health conditions (such as insect, food or medication allergies) and will provide myself with any appropriate medication to treat these health problems. I hereby release and forever discharge UNC-OH from any claim whatsoever arising from any complication or exacerbation of any such health condition.	Without Visible Signature
	 I grant UNC-CH permission to reproduce my name, likeness, identity, voice, image, and oral or recorded statement in any publication or media intended for research, educational, promotional, fundraising or similar purposes without compensation of any kind. I hereby waive and release UNC-CH from any dain or liability relating to any such use. 	
	 I agree to comply with all UNC-CH policies (e.g., the Patent and Invention, Copyright and Acceptable Use Policies) while using UNC-CH facilities or resources, and I acknowledge that all UNC-CH policies apply to my activities at and service to UNC-CH. 	
	9. This Release of Liability shall be binding and enhousing used an oncoor interest apply only determined at all stands between to known of the stand and the standard and the standa	
	I have carefully read this Release. I understand that a summaring rule occurrent, ream bring up significant legal rights in exchange for being able to serve UNC-CH as a routinaid Volunteer or Unpaid Interm. John Smith Brandstand	
	Name of Volunteer/Intern Date	
	Name of Parent or Guardian Signature of Parent or Guardian Date (If Volunteer/Intern is under age of 18) (If Volunteer/Intern is under age of 18)	
	Name of Volunteer's/Intern's Supervisor Signature of Volunteer's/Intern's Supervisor Date	
	Revised 8/15/2011 Equal Opportunity Employer Page 1 of 1	
	** DEPARTMENTS MUST MAINTAIN THIS RELEASE ON FILE FOR THREE (3) YEARS FOLLOWING COMPLETION OF UNPAID ASSIGNMENTS **	

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- If your document does NOT have a signature field:
 - 1. Click on the Tools menu in the upper right corner.
 - 2. Then click on "Sign & Certify" \rightarrow "Place Signature".
 - 3. Click "OK" on the dialogue box that pops up, then drag your mouse to draw a signature box where you would like your signature to appear on the page.

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	► Pages
ACCOUNT CLOSING LETTER	► Content
	► Forms
Bank Name	Action Wizard
Address	Recognize Text Protection
Address	▼ Sign & Certify
	Sign Document
	Place Signature
RE: Close my accounts	
ATTENTION: Account Maintenance This letter is to inform you I am closing my accounts at your bank. Please close the following account(s) listed below and send a	Apply Ink Signature
check for the remaining balance(s) to my address. If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your	Time Stamp Document
prompt assistance in this matter. Sincerely,	🔏 Validate All Signatures
Drag your mouse	🚱 More Sign & Certify 👻
AUTHORIZED SIGNATION PARE to create a	Certify
(Original signature required to authorize change) signature box	😥 With Visible Signature
	Without Visible Signature
ACCOUNT INFORMATION	
CHECKING ACCOUNT NUMBER	
SAVINGS ACCCOUNT NUMBER	
NAME PHONE NO.	
NAME PROVE NO.	
ADDRESS CITY/STATE ZIP	
ADDRESS CITY/STATE ZIP	

- 4. Choose the signature appearance you would like from the "Appearance" drop down menu, then click "Sign".
- 5. Your document is now signed!

Sending your digital ID:

When a recipient opens your digitally signed document, they need your digital ID file to verify your signature.

1. Open "Tools" \rightarrow "Sign & Certify" \rightarrow "More Sign & Certify" \rightarrow "Security Settings..."



2. Click on your digital ID in the list that appears, then click the "Export" button at the top of the screen.

🔒 Security Settings				x
	📩 Add ID 🥜 Usage Options 🗸	🗸 🕎 Certificate Deta Is 🏾 🧀 Exp	ort 🔐 Refresh 🏾 🗂 Remove ID	
Directory Servers Time Stamp Servers	Name	Issuer	Storage Mechanism	Exp
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	•	III		- 1
				*
		Jane Doe		
		UNC		
	I Iss	ued by: Jane Doe		

- 3. Select your preferred method of sharing your ID (through email or saving the data to a file).
- 4. Enter the recipient's email address, or choose a location in which to save.

Importing a digital ID

You can import digital IDs from others to verify their signatures and send encrypted documents. They must first send you their digital ID through email or a file (see above).

- 1. Open the digital ID file in Adobe Acrobat X.
- 2. Select the name of the digital ID you would like to import, then "Add Contacts to List of Trusted Identities..."

Data Exchange File - Import
You have opened an Acrobat FDF Data Exchange File containing the following data: Contact Information
Sender
Name: John Doe
Email Address: john.doe@email.unc.edu
Signature
Signature is VALID, signed by John Doe <john.doe@email.unc.edu>. Signature <u>P</u>roperties</john.doe@email.unc.edu>
Contents The file you have opened contains Contact information for one person.Contact information includes certificates that, once trusted, can be used to validate signatures from and encrypt documents for the associated Contact.
John Smith
Before adding these contacts, you should verify that they are authentic. If they come from a trusted source, you might choose to accept the level of trust the sender has specified. Otherwise, you will be prompted to individually verify each contact as you add it into your list of trusted identities.
\square Accept the level of $\underline{\mathrm{I}}\mathrm{rust}$ specified by the signer for all Contacts in this file
Add Contacts to List of Trusted Identities

- 3. Check the box next to "Use this certificate as a trusted root".
- 4. Select the options with which you trust this contact.

NOTE: If you are sending and receiving certified documents (documents encrypted with certificates), **check the "Certified documents" box!**

5. Select "OK" and then "OK" on the report that pops up.

Encrypting a document with a certificate:

Certificates allow you to verify digital signatures AND set permissions for the recipients of your PDF. For example, you can restrict who can edit text, print, or sign the document.

IMPORTANT: Before encrypting your PDF, you must have the digital IDs of every intended recipient! See "Importing a digital ID" for help.

- 1. Open the PDF you wish to secure.
- 2. Go to "Tools" \rightarrow "Protection" \rightarrow "Encrypt" \rightarrow "Encrypt with Certificate".



3. Select the digital IDs that you want to have access from the list and click on "OK".

Name	Email Search
John	john.smith@unc.edu
	Browse
	Remov
	Details
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	Permissio

4. To edit the permissions of each user, select the user and click on "Permissions..."

- 5. Alter the permissions as you wish, then select "OK".
- 6. Review your settings and select "Finish". Your document is now encrypted!