

Instructions for Setting up a Digital Signature in Adobe Reader

- Write your name on a white piece of paper.
- Scan your signature and save it as a pdf. Crop the area until there is very little white space around your signature. If you do not have software on your computer to do this, you may need to physically cut the paper before you scan it*. Note where you save it.
- Click on the signature field here 
- Choose "A new ID"
- Choose "A new digital ID I want to create now"
- Click "Next"
- Click "Next" again.
- Enter your name, organization details, and email address.
- Click "Next"
- Browse to your flash drive
- Click "Save"
- Enter a password**. Confirm your password.
- Click "Finish"
- Click the drop-down menu labeled "Appearance."
- Select "Create New Appearance"
- Enter a title such as "Signature"
- Select "Imported Graphic"
- Click "File"
- Click "Browse"
- Browse to the location of the pdf signature from Step 2.
- Select your signature file and click "Open."
- Click "OK"
- In the "Configure Text" box, check/uncheck the boxes to change the signature preview.***
- When you are satisfied with your signature, click "OK"
- Enter your password
- Click "Sign"
- Enter the location where you would like to save your document.
- Click "Save"
- Now you can email the signed document to its intended recipient.

When you get back to your office:

- Copy or Move the Signature file from your flash drive to a safe location on your computer
- Click signature field above
- Click "A new ID"
- Click "A file"
- Click "Next"
- Click "Browse"
- Browse to the signature file on your computer
- Click "Open"
- Enter your password
- Click "Next"
- Click "Finish"
- Enter your password
- Click "Sign"
- Enter the location where you would like to save your document.
- Click "Save"
- Now you can email the signed document to its intended recipient.

That's it! From now on, when you need to sign a document such as a purchase requisition form, you can click on the signature field. Your signature should appear in the "Sign as" dropdown box.