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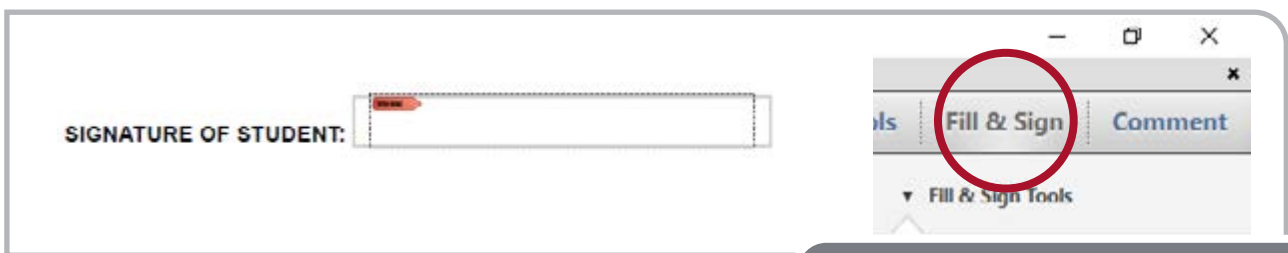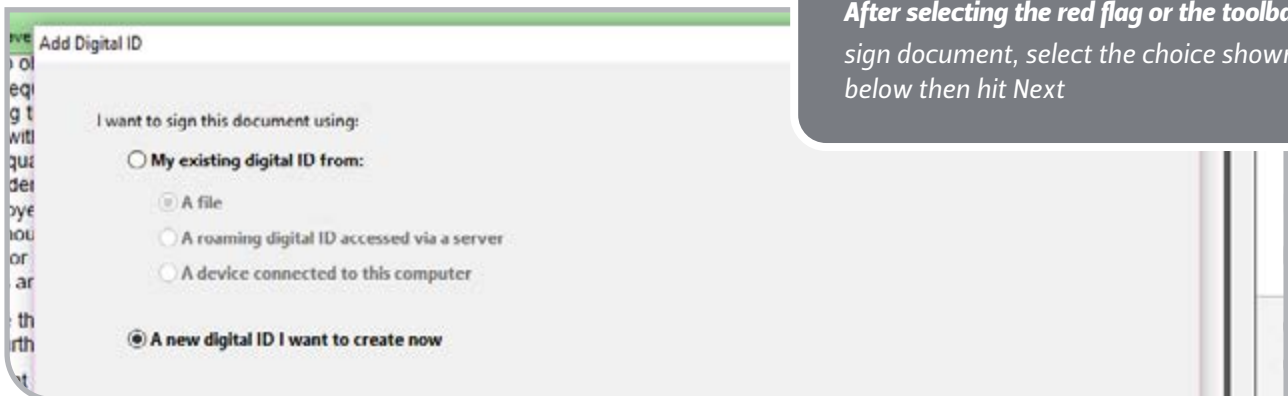YUNIVESITHI YA
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How to create an *electronic signature* in Adobe Reader

STEP 1

You may either click on the appropriate signature box, tagged with a red flag, in the report form or select Sign from the upper right toolbar.

SIGNATURE OF STUDENT:

Fill & Sign   Comment

▼ Fill & Sign Tools

After selecting the red flag or the toolbar:
sign document, select the choice shown below then hit Next

Add Digital ID

I want to sign this document using:

○ **My existing digital ID from:**

　⦾ A file
　○ A roaming digital ID accessed via a server
　○ A device connected to this computer
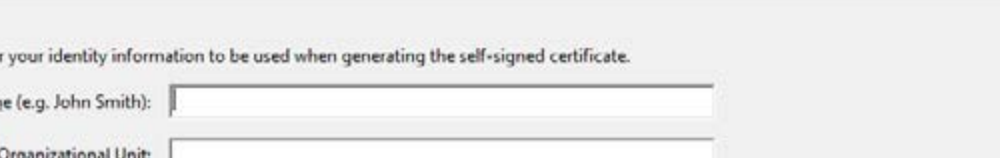
⦿ **A new digital ID I want to create now**

STEP 2

To use a password each time you sign a document, select New PKCS#12 digital ID file as choice shown below. Then click next

Add Digital ID

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.

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STEP 3

The following box will appear on your screen. Complete the information to identify yourself in the signature box which will appear on signed documents, then select Next.

Add Digital ID ✕

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

Name (e.g. John Smith):	
Organizational Unit:	
Organization Name:	
Email Address:	
Country/Region:	ZA - SOUTH AFRICA
Key Algorithm:	1024-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption

STEP 4

Use Browse to select a folder to store your Digital ID file. Be sure you remember where you store your file. Type in a password and confirm the password. Make a note of your Digital ID file location and password. Then click finish.

Add Digital ID ✕

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\Admin\Desktop\   Browse...

Password:

••••••••••••

▮▮▮▮▮ **Strong**

Confirm Password:

••••••••••••

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STEP 5

The following box appears requiring your password. Enter your password in the Password box and click Sign. You will be required to save the document. Save the document in your computer files as you save any other document.
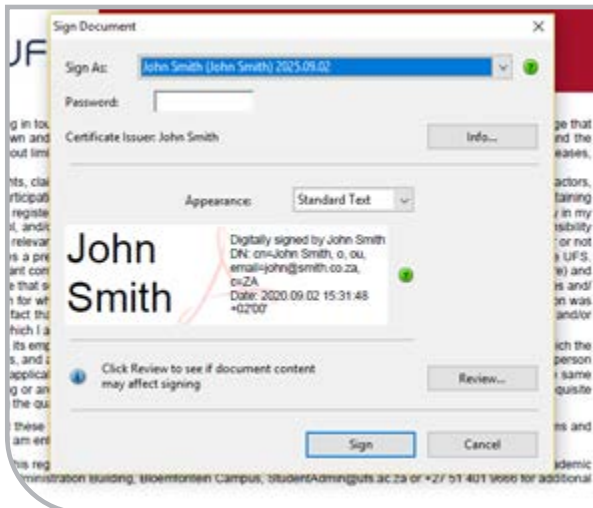
Your new digital signature will appear on the document with a date and time stamp.

To verify that a signature is valid, click on the signature in a pdf document and the following screen will appear

Signature Validation Status

Signature is VALID, signed by
- The Document has not been modified since this signature was applied.
- The document is signed by the current user.

Note: Once your signature has been created, you can electronically sign any Adobe PDF document. Just click Fill and sign in the upper right hand corner (or in older versions of Adobe, choose Advanced > Sign & Certify and then select Approval), then click place signature, and place your signature anywhere in the document.

Fill & Sign | Comment
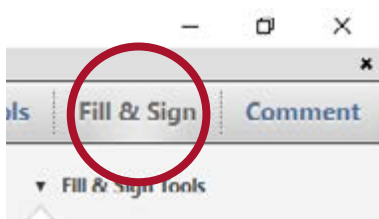
▼ Fill & Sign Tools

▼ Fill & Sign Tools

T Add Text

✓ Add Checkmark

Place Initials

Place Signature