## Adding a Digital Signature using Adobe Reader

This will only work if a form has been created in Adobe Professional & saved for you to fill in the Signature details. If you need to fill out a form & send it back electronically with a Signature here are the steps. You will need Adobe Acrobat Pro or Adobe Reader, which can be installed for free from this link: here. NOTE: This procedure is creating a Signature based on details you type in & is not verified via any password or email authentication. We suggest using a valid email account for added security.

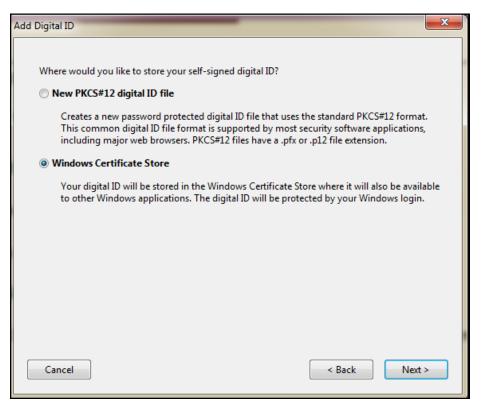
1. Click on the orange arrow on the Signature box.

Signatu	re

2. An Add Digital Id dialog box appears, select A new digital ID I want to create now. Click the Next button.

Add Digital ID	23
Add or create a digital ID to sign and encrypt documents. The certificate that comes with you digital ID is sent to others so that they can verify your signature. Add or create a digital ID usi	
My existing digital ID from:	
◯ A file	
A roaming digital ID stored on a server	
A device connected to this computer	
A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now     A new digital ID I want to create now	
Cancel < Back Next >	

3. Select Windows Certificate Store. Click the Next button.



4. Type in your information & click the **Finish** button.

Add Digital ID		x
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:	US - UNITED STATES	•
Enable Unicode Support		
Key Algorithm:	1024-bit RSA	•
Use digital ID for:	Digital Signatures and Data Encryption	•
Cancel	< Back Fin	ish

**5.** A **Sign Document** dialog box will appear. If you want to change any details that appear click on the **Appearance** button to make changes, otherwise click the **Sign** button to complete. Your Signatue is now added to the document. Save your completed document.

Sign Document	<b>X</b>
Sign As: Jeanette Gribble	: 🖉
Certificate Issuer: Jeanette G	Gribble Info
	Appearance: Created 2010.06.3
Jeanette Gribble	Digitally signed by Jeanette Gribble Date: 2010.06.30 10:43:08 -04'00'
	Sign Cancel

## Windows 7 Details

If you are using Windows 7 & this is the first time you have used or set up a Digital Signature a **Accessibility Setup Assistant** details might appear, if so keep clicking **Next** on the five following dialog boxes & **Done** on the final one. Leave defaults & settings as they appear on each dialog box. See examples below:

Accessibility Setup Assistant	Accessibility Setup Assistant, Screen 2 of 5
Adobe Reader has detected your first use of assistive technology with Adobe Reader and will now let you set accessibility-related preferences. This setup assistant can also be run by selecting the setup assistant from the menu. In the next few panels you will be guided through options that affect how Adobe Reader displays documents and interacts with assistive technology.	Adobe Reader can override the document's text colors and instead display the document using high contrast colors in order to make the text easier to read. You should not enable this if you use system or assistive technology high contrast settings, since the two can interfere and produce unexpected results.
The preferences shown in the panels are initialized to values recommended for users of assistive technology.	High contrast color combination: Black text on white
Each panel will allow you to go back to a prior panel or cancel the process. Your settings will not be recorded until you select the 'Done' button on the last panel.	You can set the colors used to highlight form fields and to indicate required fields. You may wish to customize them if you change the colors used in documents.
	Field highlight color: Light Blue 👻
First, we would like to know what assistive technology you are using. This will let us tailor the following options.	Required field highlight color:
Set options for screen readers  Set options for screen magnifiers	Text smoothing can be disabled when displaying in order to provide higher contrast text.
Set options for screen maginities     Set all accessibility options	☑ Disable text smoothing
	If you always want the keyboard selection cursor active in the document, specify that Adobe Reader should always use the keyboard selection cursor.
Use recommended settings and skip setup	☑ Always display the keyboard selection cursor
Cancel Next	Cancel Previous Next

Accessibility Setup Assistant, Screen 3 of 5	Accessibility Setup Assistant, Screen 4 of 5
Accessibility Setup Assistant, Screen 3 of 5 The reading order for documents that are not tagged can be set. With the recommended setting the reading order is inferred from the document and font, but you can set a specific reading order. <ul> <li>Infer reading order from document (recommended)</li> <li>Left-to-right, top-to-bottom reading order</li> <li>Use reading order in raw print stream</li> </ul> For documents that have been tagged Adobe Reader can override the tagged order and use the reading order specified above. Normally this won't be needed. Override the reading order in tagged documents Before adding tags to an untagged document Adobe Reader can prompt you to confirm the settings that will be used. Confirm before tagging documents Cancel Previous Next	Recessionity setup Assistant, Schen 4 of 3         Because large documents can take a long time to read, you can choose whether your assistive technology should access just the visible pages, the entire document, or whether Adobe Reader should decide which sems best for each document.         Only read the currently visible pages         Read the entire document at once         For large documents, only read the currently visible pages         Minimum number of pages in a large document:         Jo         Documents can be displayed a single page at a time, two pages at a time, or can scroll continuously. This affects how scrolling and next page operations work. 'Single page' is recommended for screen readers.         Verride Page Layout:       Single Page         The document zoom controls the scaling of the page. 'Fit Page' scales the page so that the entire page is visible in the window and usually works best for screen readers and magnifiers. A numeric zoom factor can be set to scale the page tayees 0.833
Accessibility Setup Assistant, Screen 5 of 5	and 64 times actual size.  Override Document Zoom  Document Zoom:  Fit Page  Cancel  Previous  Next
the beginning. This option lets you disable document auto-save.   Disable document auto-save  When a document is reopened Adobe Reader can either open it at the first page or at the last viewed page.	
Reopen documents to the last viewed page  A PDF document opened from a web browser can be either opened in the browser or in Adobe Reader. Opening a document in Adobe Reader is recommended because opening in a browser is not supported by all assistive technology software. This setting cannot be changed while in the browser; you can change it by starting Adobe Reader and choosing Setup Assistant from the menu.  Display PDF documents in the web browser  Cancel Previous Done	