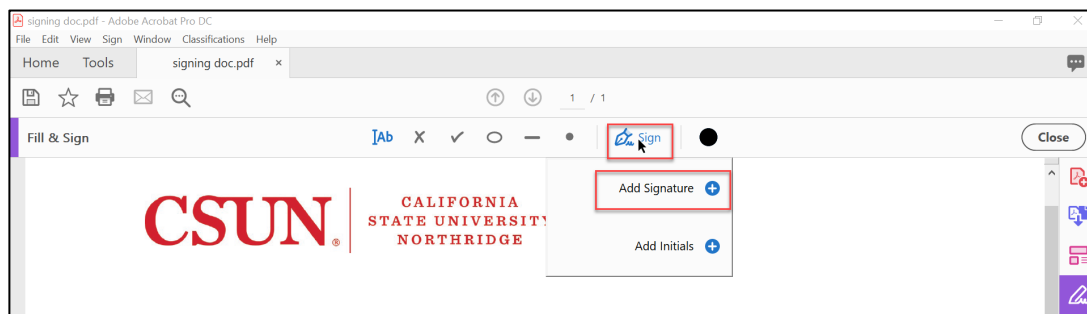


## ADOBE ACROBAT PRO – SIGNING USING A PDF- QUICK GUIDE

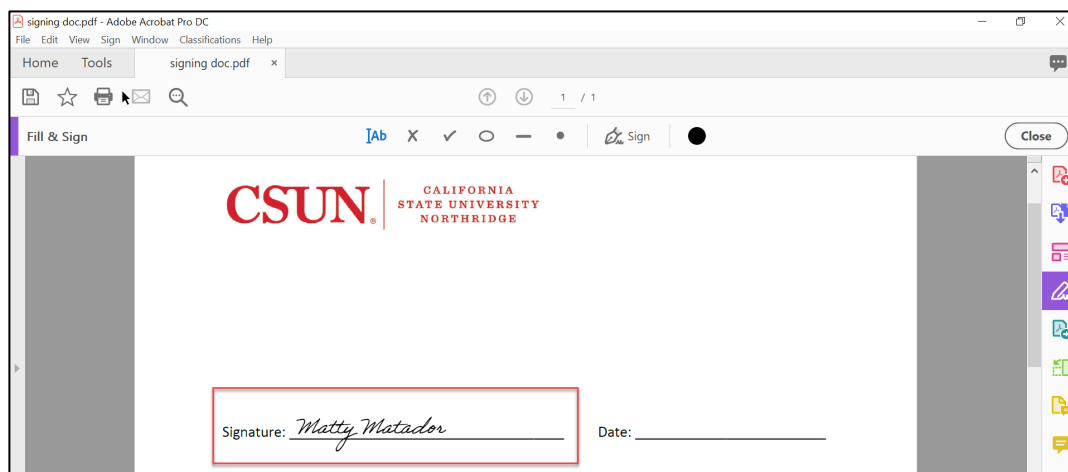
### INTRODUCTION

Signing in Adobe Acrobat Pro can be done in two different ways: using an electronic signature or a digital signature. This guide will provide information on both methods.

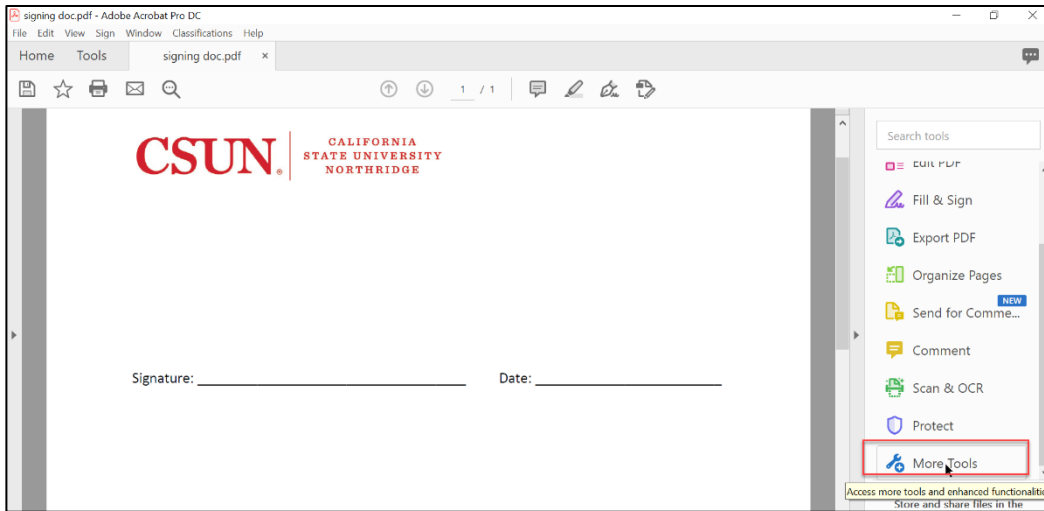
### HOW TO ADD AN ELECTRONIC SIGNATURE TO A PDF



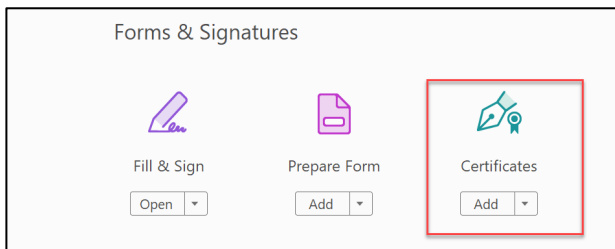
1. Open the PDF file in **Adobe Acrobat Pro**.
2. Select the **Fill & Sign** button on the tool bar.
3. Select the **Add Signature** option.
4. A popup will open, giving you three options—**Type**, **Draw**, and **Image**. Choose an option and select the **Apply** button.
5. Drag, resize and position the **signature** inside your **PDF** file.



# HOW TO ADD A DIGITAL SIGNATURE TO A PDF



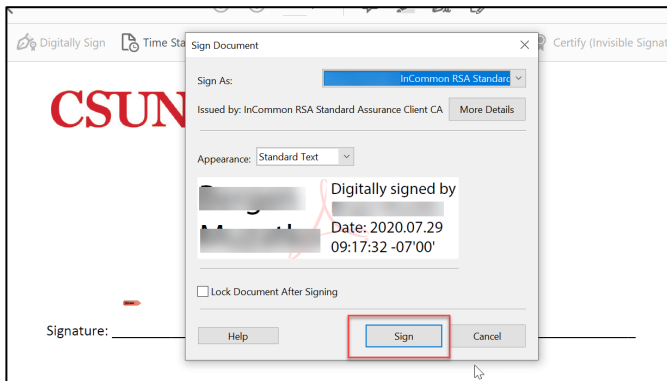
1. Open the PDF file in **Adobe Acrobat Pro**.
2. Select the **More Tools** option in the tools pane.
3. In the **Forms & Signatures** section, select the **Certificates** option.



4. Select the **Digitally Sign** option in the **Certificates** menu.



5. Select the **Sign** button if you have a digital certificate configured.

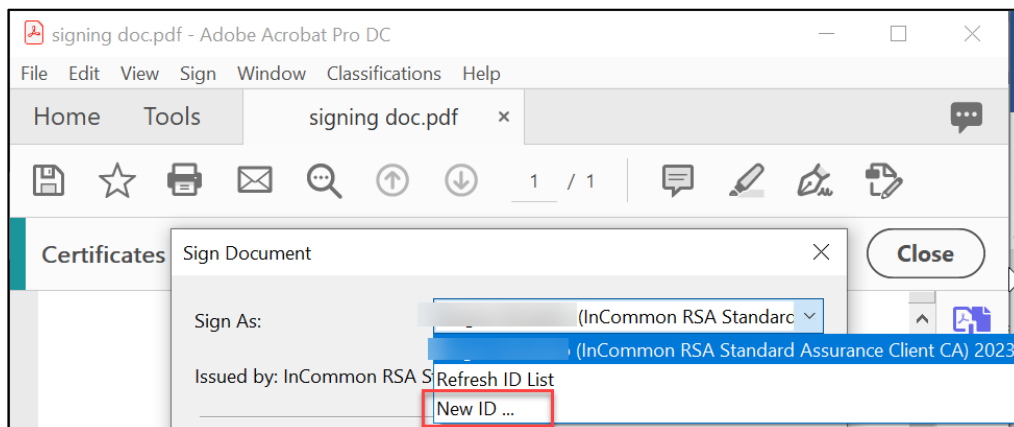


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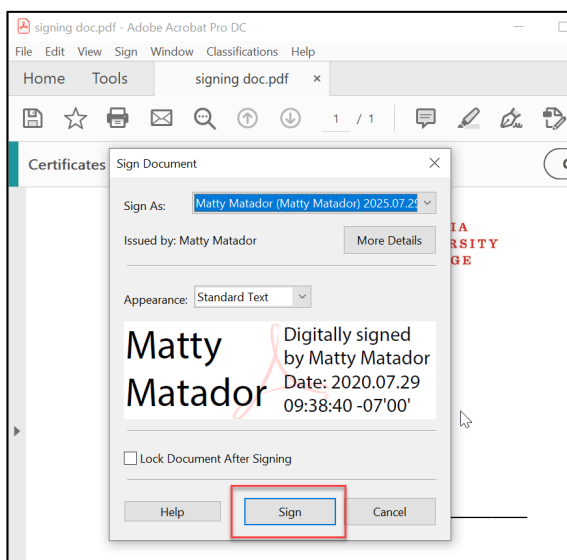
## Configure a Digital Signature

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If you do not have a digital signature configured, follow the steps to configure one.



1. Select the **New ID...** option.
2. Select the option for **A New Digital ID I Want to Create Now** and select the **Next** button.
3. Select the option for **Windows Certificate Store** and select the **Next** button.
4. At minimum, enter your **Name** and **email address** in the certificate information window and select the **Finish** button.
5. The digital certificate will generate for you. Select the **Sign** button to sign your document.



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## NEED HELP?

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Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).