

E-Signatures in Adobe Acrobat

The following information discusses creating an e-signature, changing a password for an e-signature, and deleting an e-signature in Adobe Acrobat. There are also instructions included regarding downloading the PDF, which is a requirement to use the PDFs in fillable format.

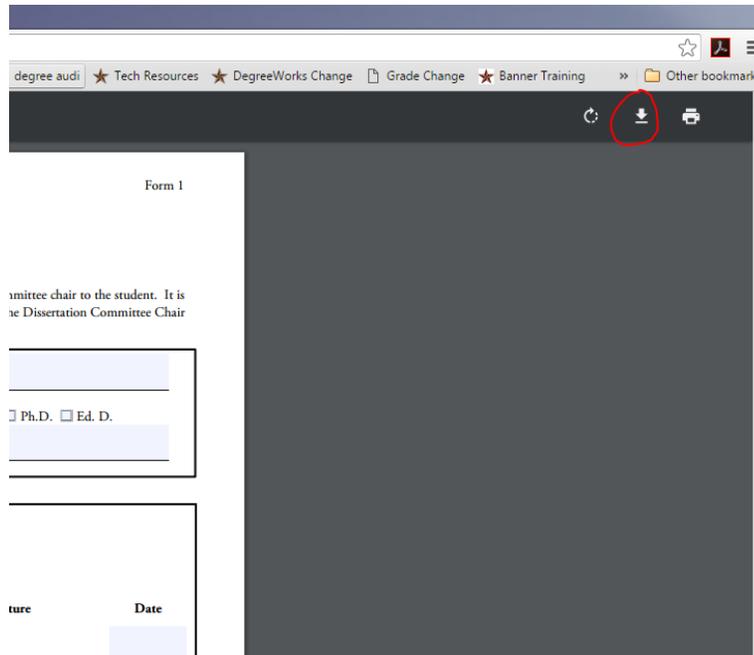
Downloading the PDF

In order to create an e-signature, the form needing signature must be downloaded to the signer's computer.

1. First download the pdf form needing to be filled out or signed from The Graduate College website. **If receiving the form from an email, the PDF form from the email will still need to be saved to the computer.**

a. Downloading using Google Chrome:

i. Click on the underlined down arrow on the top of the screen



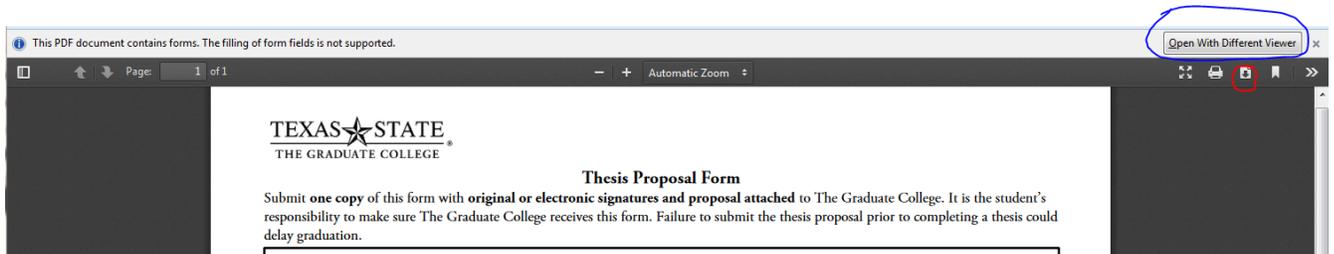
ii. Save the form to the folder of choice.

Note: The Graduate College recommends saving forms to the desktop or creating a folder and saving forms in that location.

iii. Open the form by going to the folder; do not click on the form that shows in the bottom toolbar. The form will not be fully fillable, as it will open in Google Chrome.

b. Downloading using Firefox:

- i. Click on either the Open with Different Viewer button or the page with the down arrow. Both will prompt either opening of saving the form.

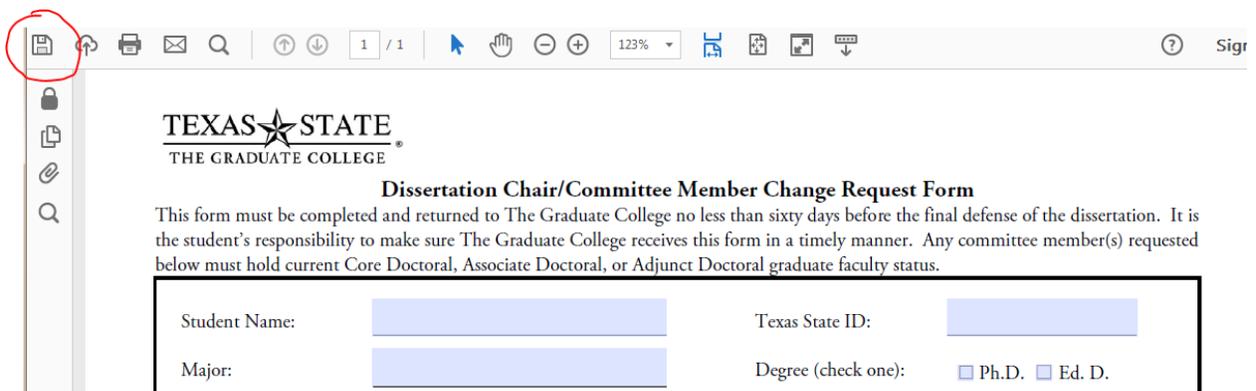


- ii. On the menu, click on Open With Adobe Acrobat (default). Do not choose Save As, as this will automatically save the document to a downloads folder, instead allowing to choose the folder.

- iii. Once the PDF opens, save it to a preferred folder (see note from previous instructions).

c. Downloading using Internet Explorer/IE:

- i. When the form is opened in IE, it will be fillable. Once it has been filled out, the document will need to be saved to the computer.
- ii. To save, click on the floppy disk in the top left corner. Select the appropriate folder, and click Save.

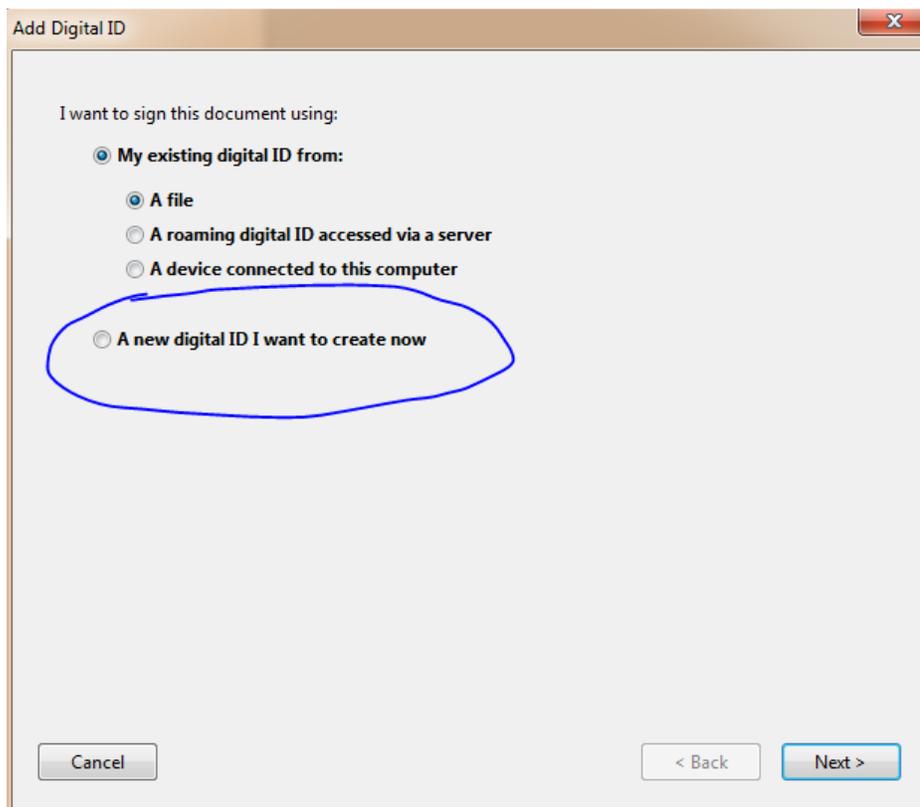


Creating an E-Signature

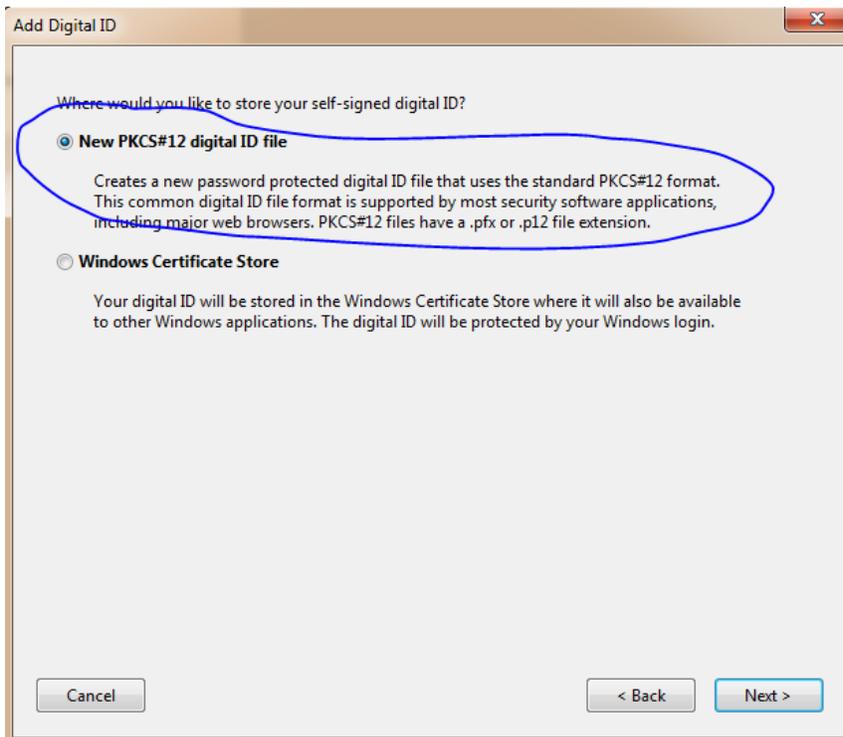
1. Open the PDF needing a signature.
2. Click on highlight existing fields to highlight all fields needing to be filled out.
3. Click on the signature line in the document. It has an orange arrow.



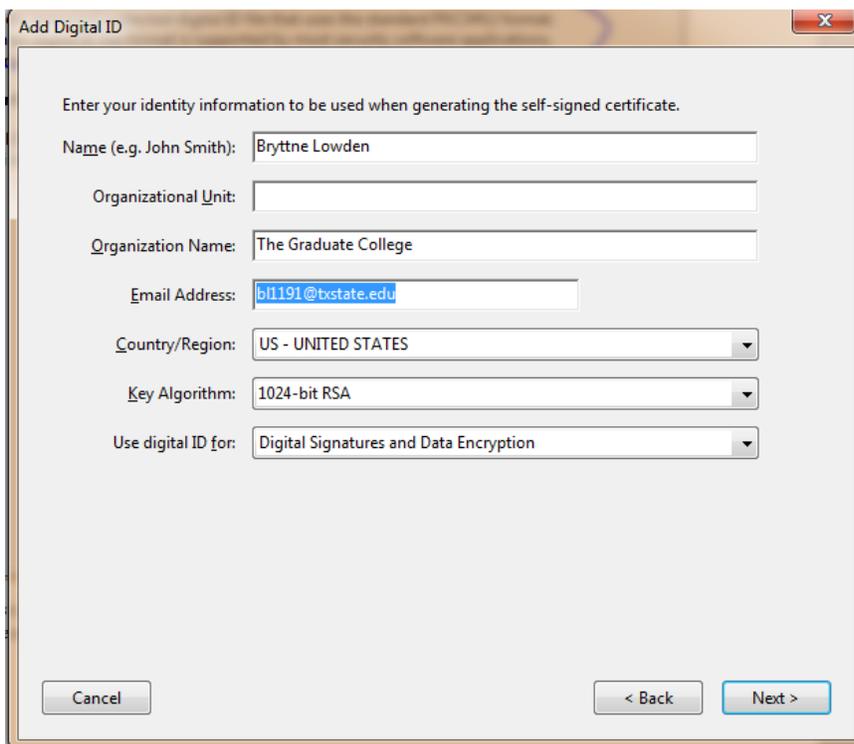
4. A menu will open up, giving the option to create an electronic signature. Click on “A new digital ID I want to create now”. Click Next.



5. Select the top option from the menu regarding digital ID storing. Click Next.



6. Enter a first and last name in the name bar, and a Texas State email address in the email bar. The Organizational Unit and Organization Name are optional. Select the United States for the country, and leave the last two options as shown below (they are the default options). Click Next.



7. To store the signature in a specific folder, click browse and select the folder. Otherwise, use the folder listed in the first bar as the location for the signature. Next, add a password for the e-signature. Click Finish.

Note: Please make sure to save the password in a safe and accessible location. Once a password is created, it cannot be changed without re-entering the old password.

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:
\\bl1191\AppData\Roaming\Adobe\Acrobat\11.0\Security\BryttneLowden.pfx

Password:

Strong

Confirm Password:

8. The e-signature has been created! To sign the form, enter the password, and click Sign.

Sign Document

Sign As: Bryttne Lowden (Bryttne Lowden) 2021.08.15

Password:

Certificate Issuer: Bryttne Lowden

Appearance: Standard Text

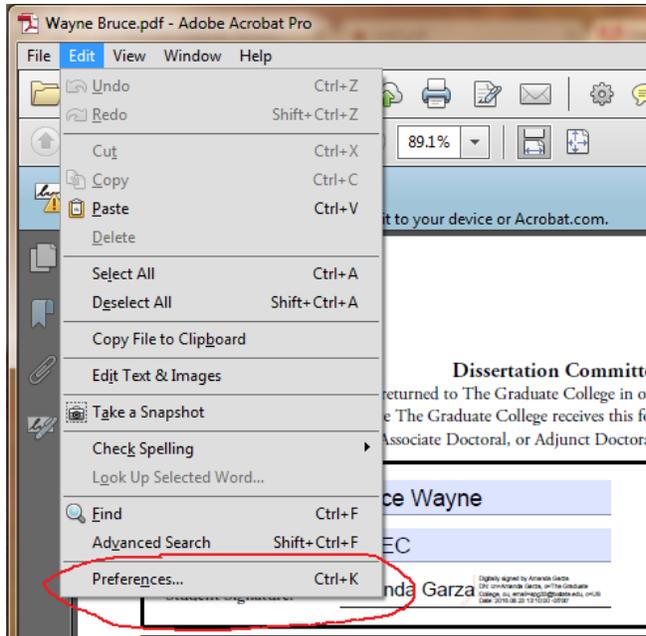
Bryttne Lowden
Digitally signed by Bryttne Lowden
DN: cn=Bryttne Lowden, o=The Graduate College, ou, email=bl1191@txstate.edu, c=US
Date: 2016.08.15 16:00:25 -05'00'

Click Review to see if document content may affect signing

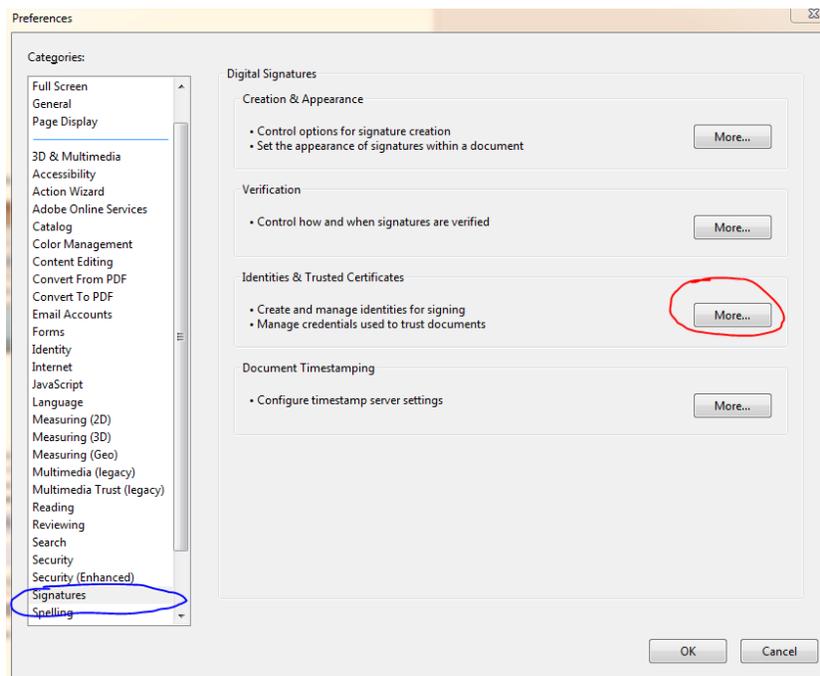
9. Once Sign is clicked, a prompt will open to save the form to the computer. Select the appropriate folder for the form, and save the form locally (to the computer). The e-signature has now been added to the form!

Changing the Password

1. Open an editable pdf.
2. Click on the Edit menu on the top toolbar, select the Preferences option from the dropdown.



3. Once the Preferences menu is open, select signatures from the categories on the left. Then, click on the More button under Identities & Trusted Certificates. Click ok.



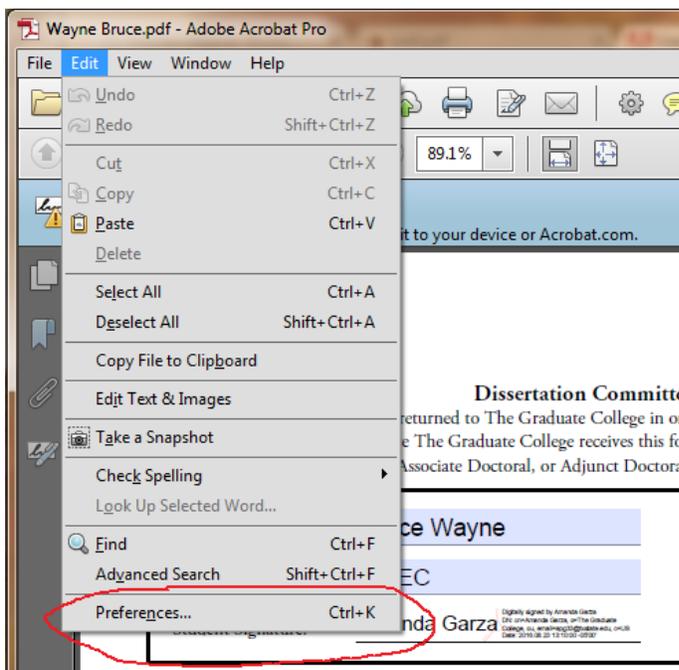
4. In the left menu, open up the Digital IDs menu by clicking on the plus sign. Then click on Digital ID Files.



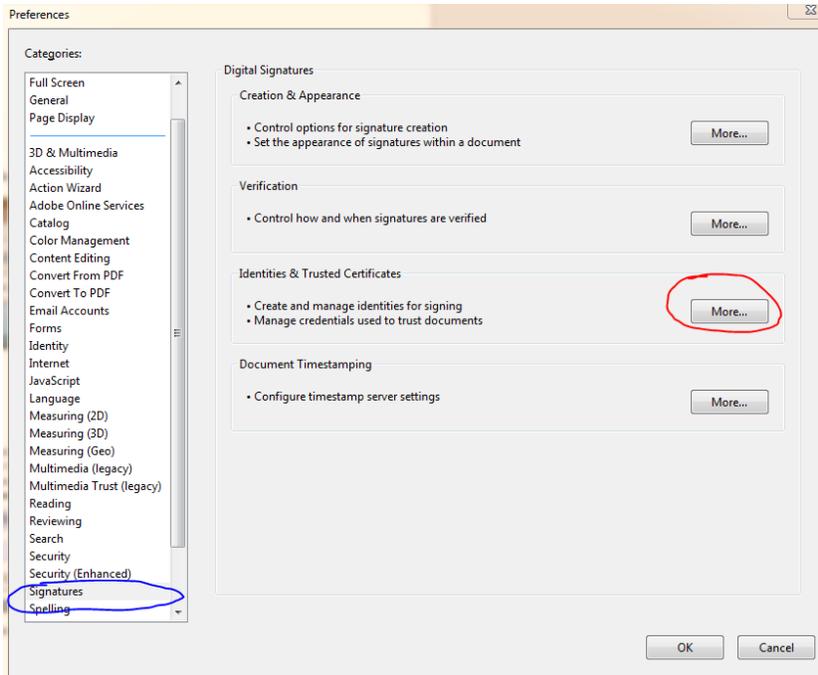
5. After clicking on Digital ID Files, click on Change Password in the top toolbar to change the password. The old password must be entered to change to a new password. After the password is changed, click ok, and exit out of the menu. Hit ok on the preferences menu to save the change.

Delete an E-signature

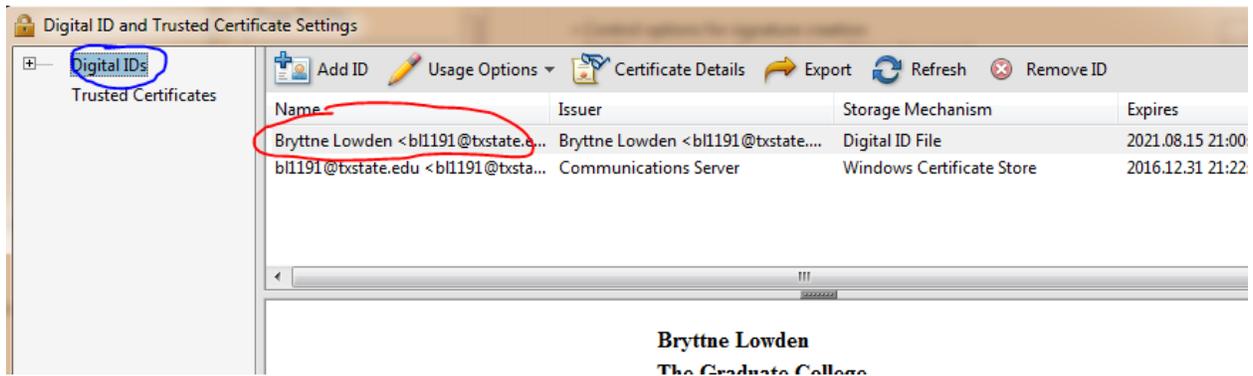
1. Open an editable pdf.
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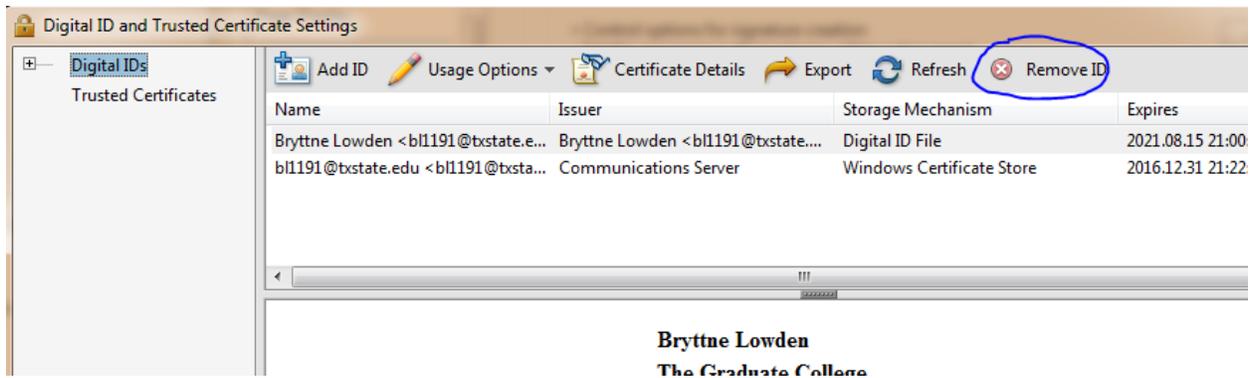
3. Once the Preferences menu is open, select signatures from the categories on the left. Then, click on the More button under Identities & Trusted Certificates. Click ok.



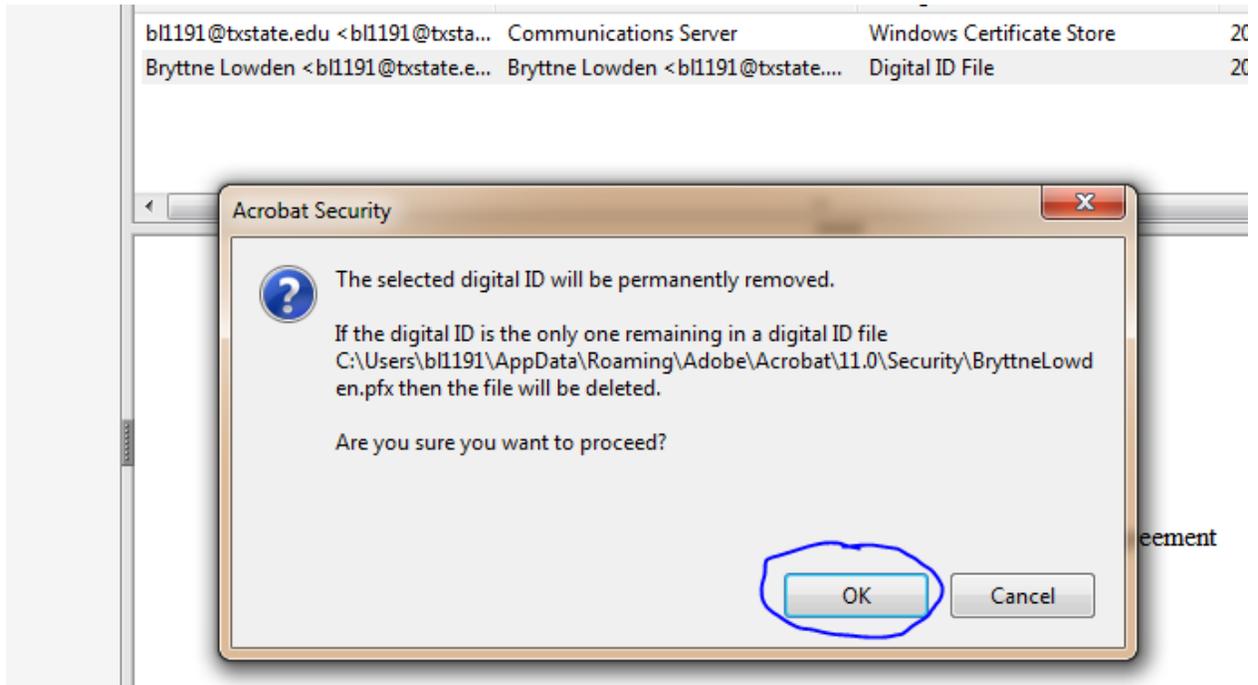
4. Select Digital Ids from the left menu. Then, click on the e-signature to be deleted.



5. Click the Remove ID button at the top of the menu. Click ok on the removal pop-up window. Finally, enter the password for the e-signature to remove it. Close out of the menu.



6. Click on ok on the pop-up window to proceed.



7. Lastly, enter the password for the e-signature one last time to remove it. Click ok and close out of the menus.

