HOW TO USE ADOBE READER'S ELECTRONIC SIGNATURE TO DIGITALLY SIGN A DOCUMENT

Compiled by GAVIN MILLER

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This manual was created using Adobe Acrobat Reader DC Version 2018.011.20040

# CONTENTS

1.   How to create a PDF document

This manual will assist you to apply an Adobe Reader electronic signature to a document. The signature can only be applied to a document that is in PDF format. Therefore, if the document requiring your signature is not already in PDF format, it first needs to be converted to a PDF document. I will show you two ways in which you can convert a Word (or Excel, or PowerPoint, etc.) document to PDF.
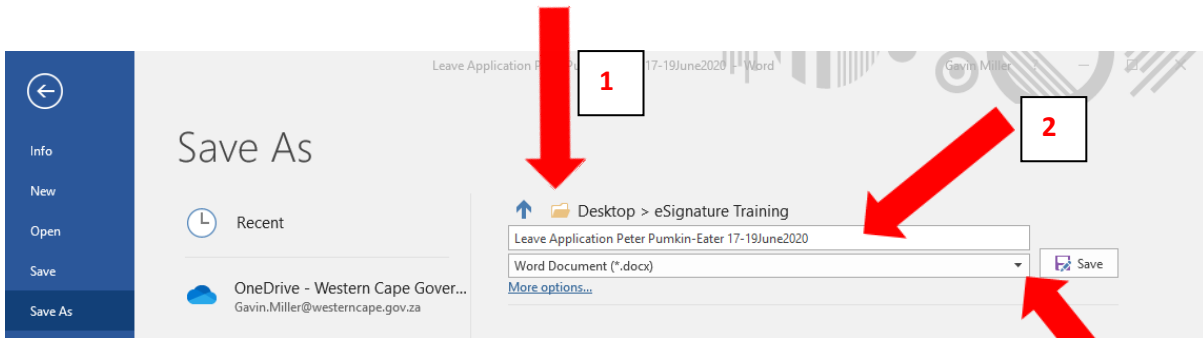
1.1   Save as PDF

The first method is to use the "Save as" function in Word (or Excel, etc.).
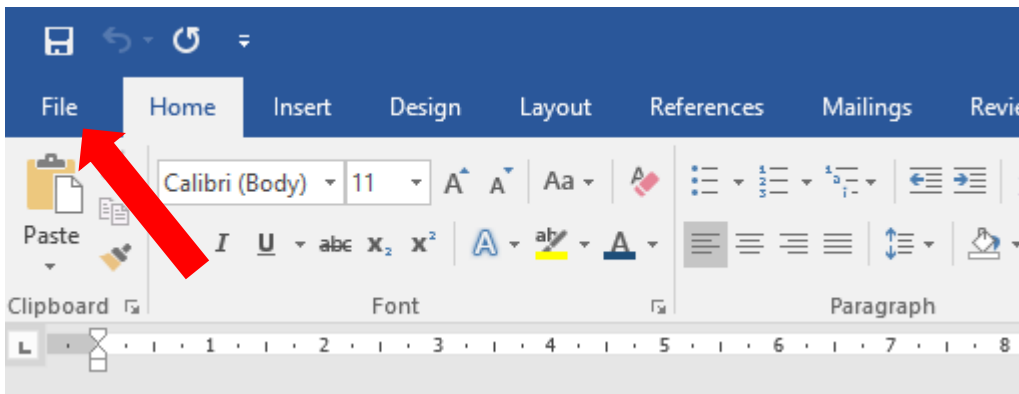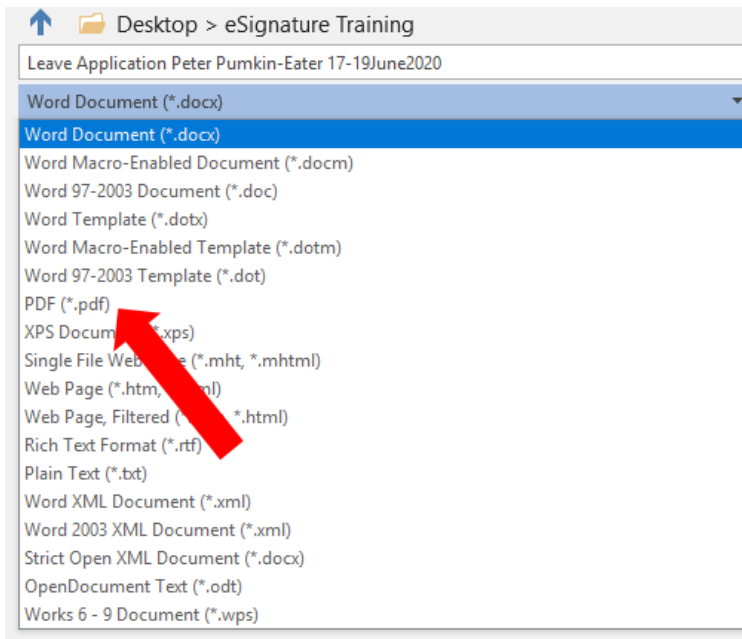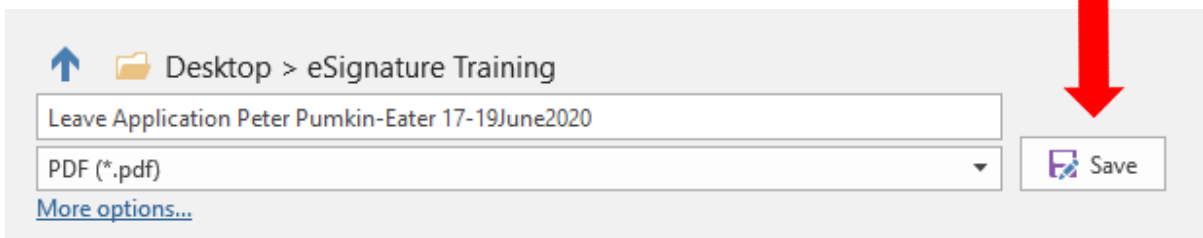

- Select "**File**" on the Menu bar.
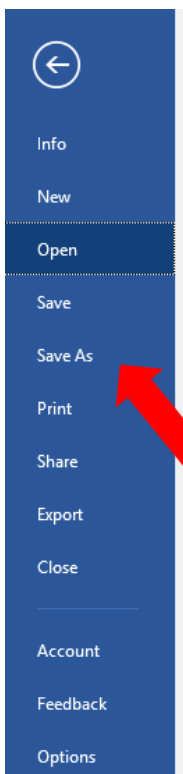
- Select "**Save As**" from the drop-down list.

- 1. Determine the location for the document to be saved.
- 2. Choose a file name, or leave the default file name.
- 3. Click on the down arrow indicated.
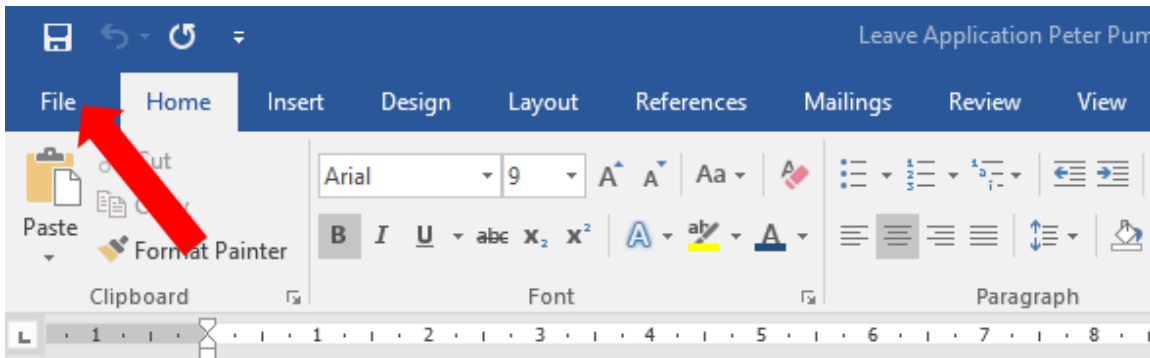

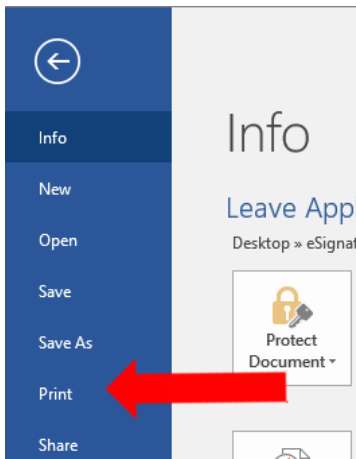- From the drop-down list choose "PDF".

- Click "**Save**".

Your document is now saved as a PDF document.
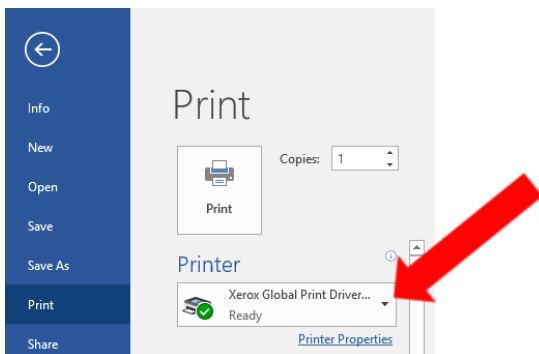
1.2 Print to PDF

The second method is to use the "Print to PDF" option. This method is useful when wanting to print and send PDF documents that are password protected. After the document has been printed to PDF, it will no longer have a password. Please be sure that this is the result you want. If you want to retain the password, rather use the "Save As" function discussed above. This retains the password. There are options to add a new password to a PDF document, but it is not covered in this manual.
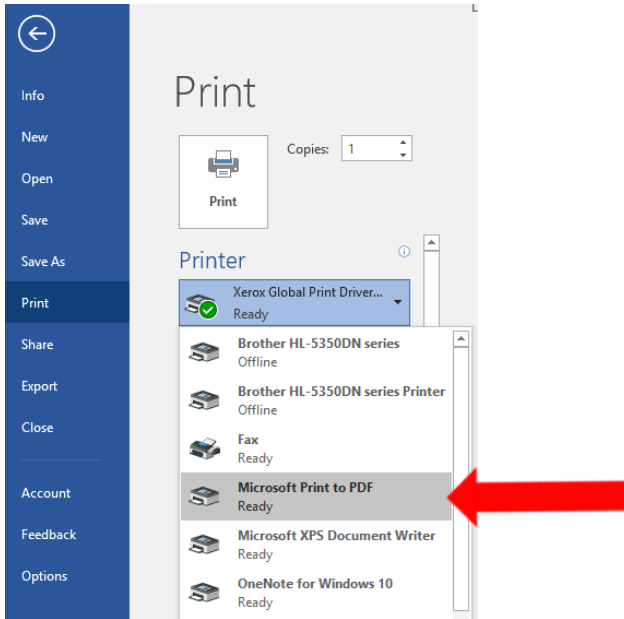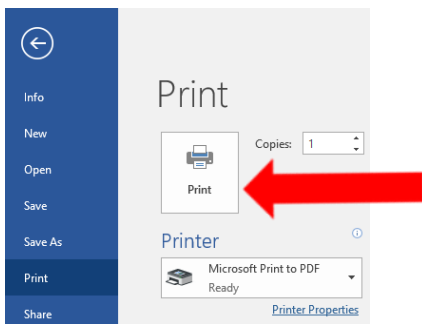

- From the Menu Bar, click on "**File**".

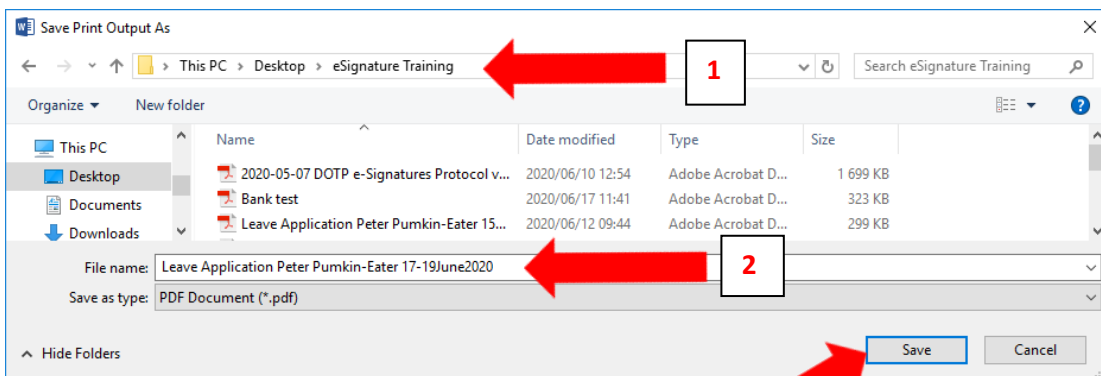- From the drop-down list select "**Print**".

- In the "Print" dialogue box. Click on the down-arrow in the printer selection box.

- From the printer drop-down list select "**Microsoft Print to PDF**".

- Click "**Print**".
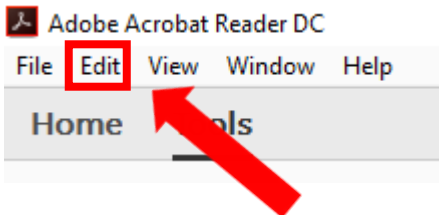- A "Save Print Output As" dialogue box will open

- 1. Confirm the location to save the file.
- 2. Confirm/change the file name.
- 3. Click "**Save**".

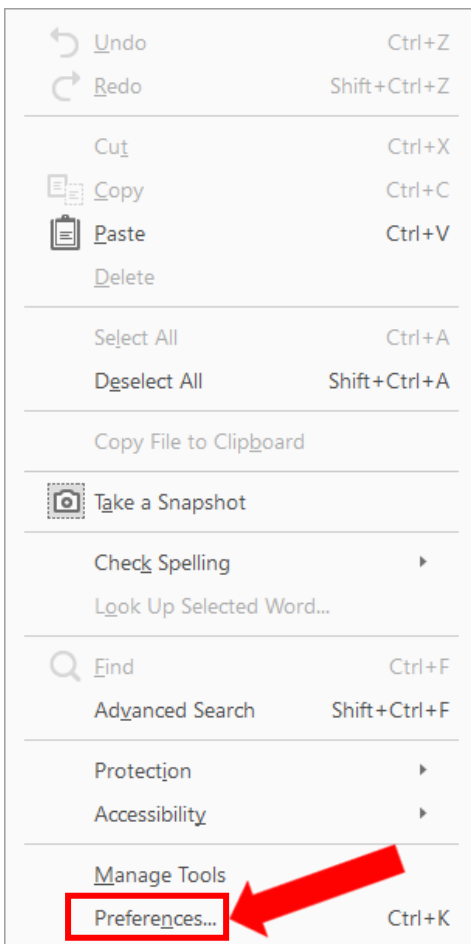Your document is now saved as a PDF document.
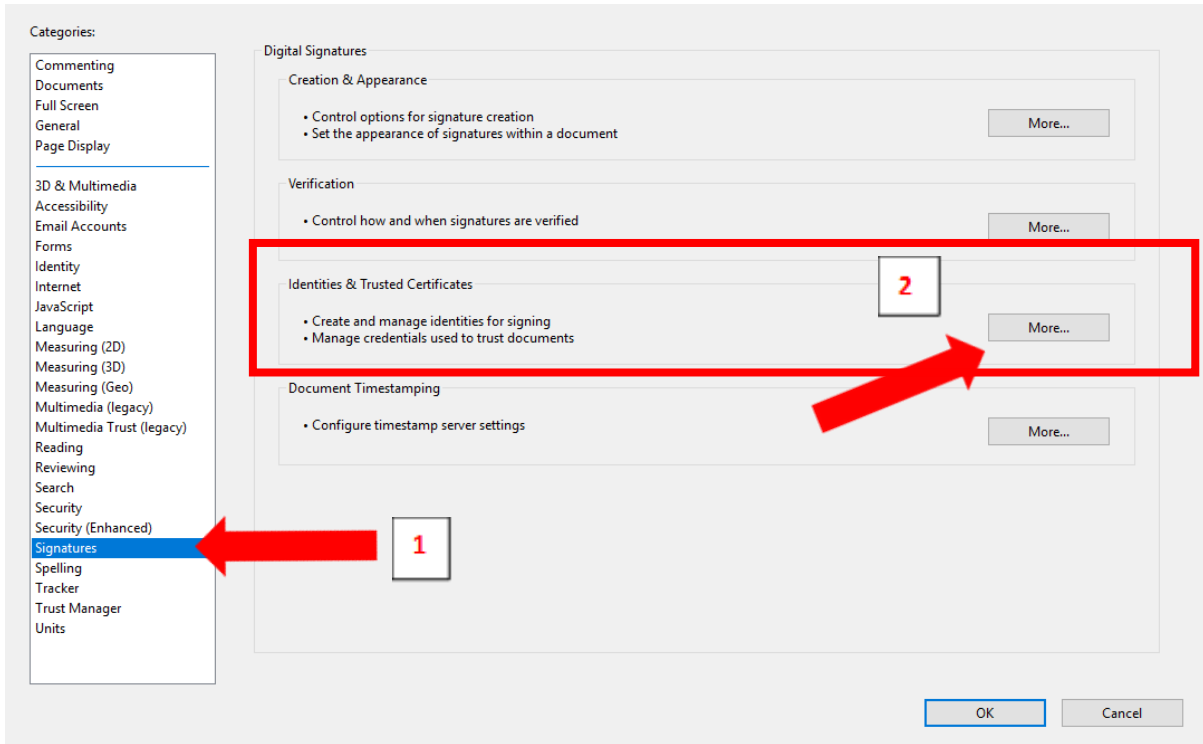
2.   How to create an Adobe Reader Electronic ID

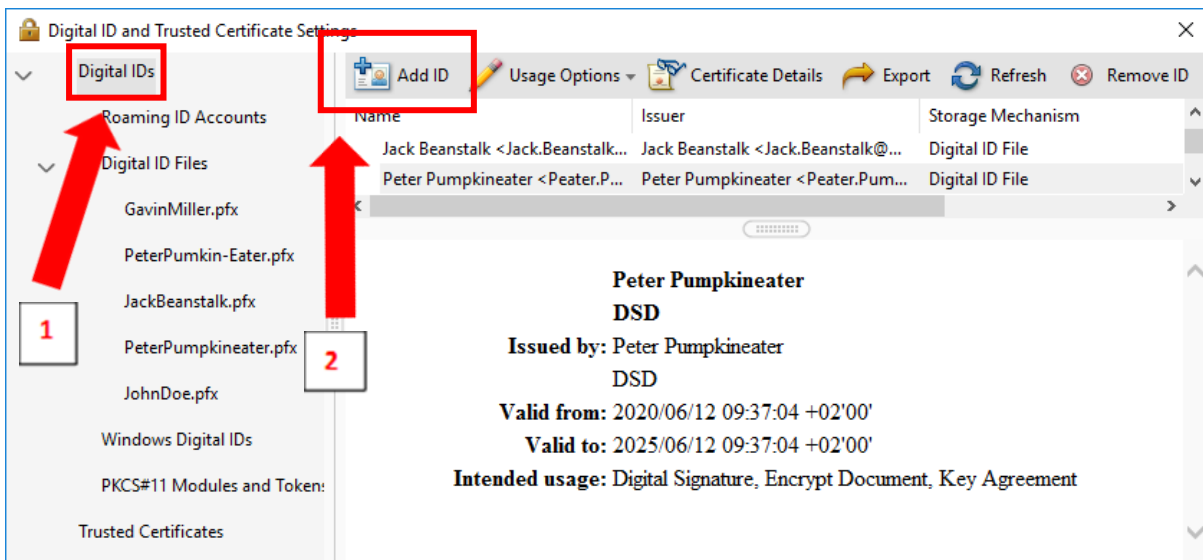- Find the Acrobat reader icon on your desktop and open the application

- Click "**Edit**" on the menu bar.

- Click on "**Preferences"** in the Edit dialogue box.
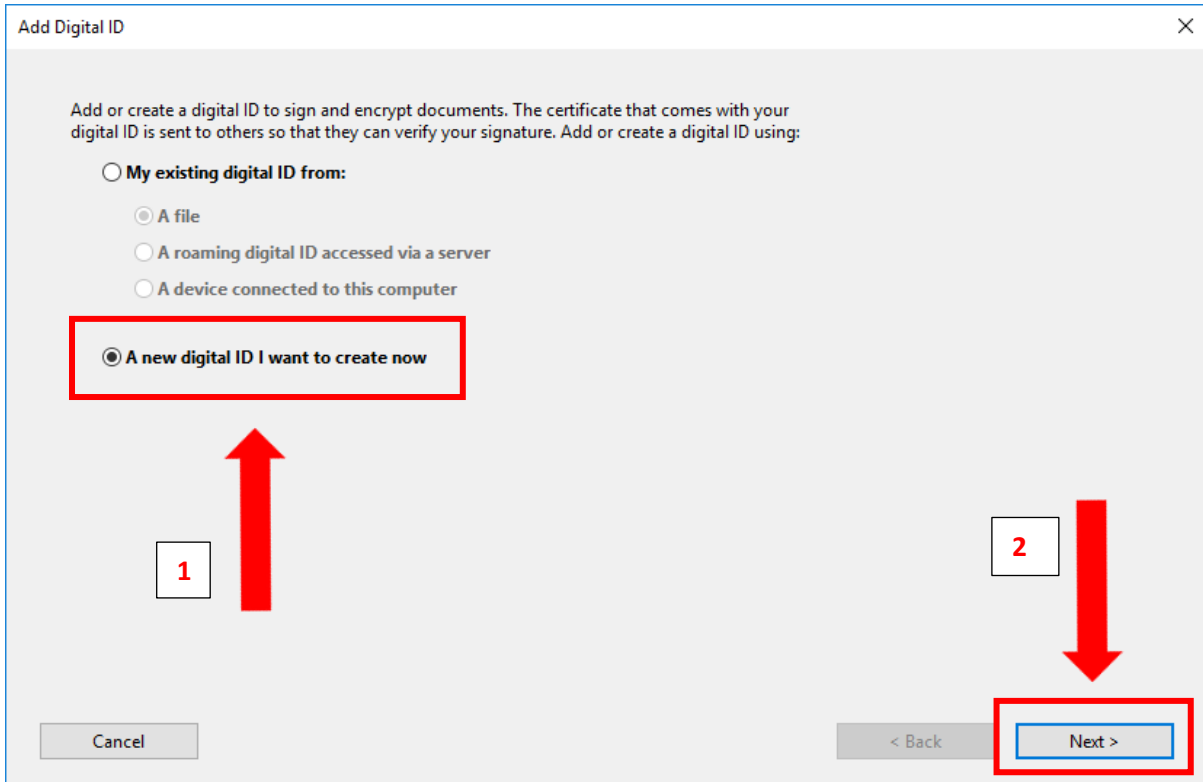
- 1. Click on "**Signatures".**
- 2. Click on the "**More**" button in the section titled "**Identities & Trusted Certificates**".
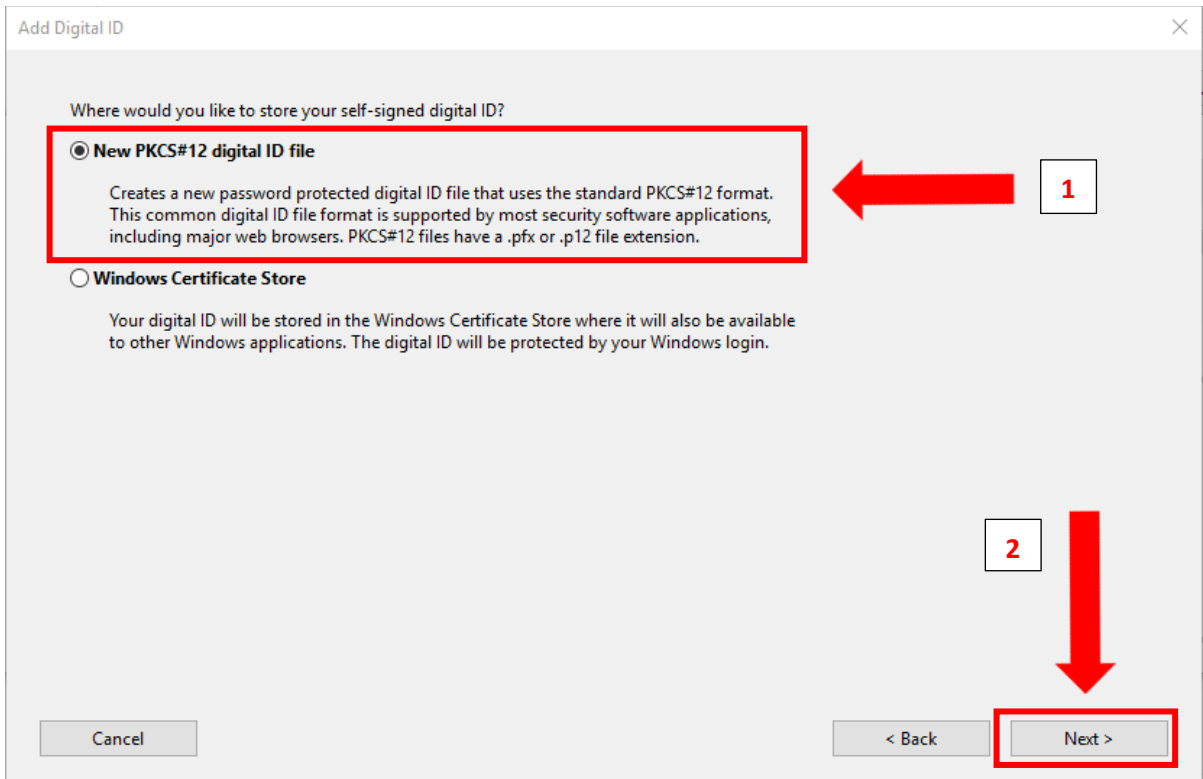

- 1. Click on "**Digital IDs**"
- 2. Click on the "**Add ID**" button

- 1. Select the option "**A new digital ID I want to create now**".
- 2. Click on the "**Next**" Button.

- 1. Select the option "**New PKCS#12 digital ID file**".
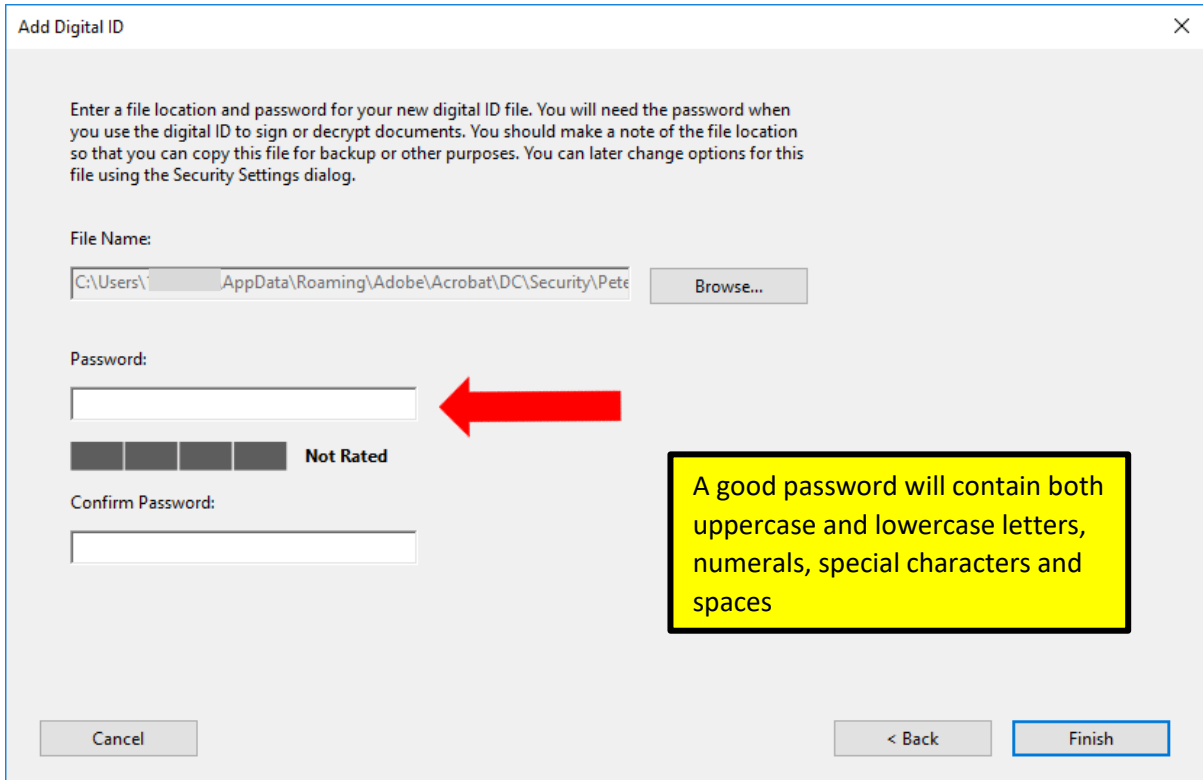- 2. Click on the "**Next**" Button.

- 1. Type your name, e.g. "**Peter Pumpkineater**".
- 2. Type the name of your organizational Unit, e.g. "**Table Mountain SDA**".
- 3. Type your organizations name, e.g. "**DSD**".
- 4. Type your email address, e.g. Peter.Pumpkineater@westerncape.gov.za.
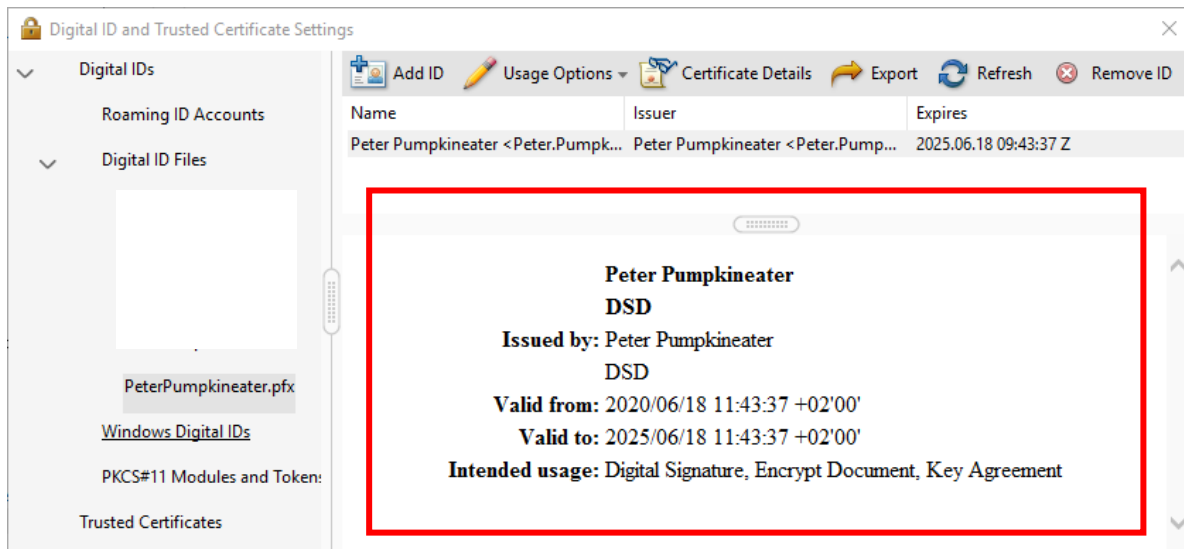- 5. From the drop-down menu, select "**ZA – South Africa**".

- Once completed and the result is like the above, click the "**Next**" button.

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- Select and type in a password. E.g. "**I ate 2 Pumpkins @ home**".
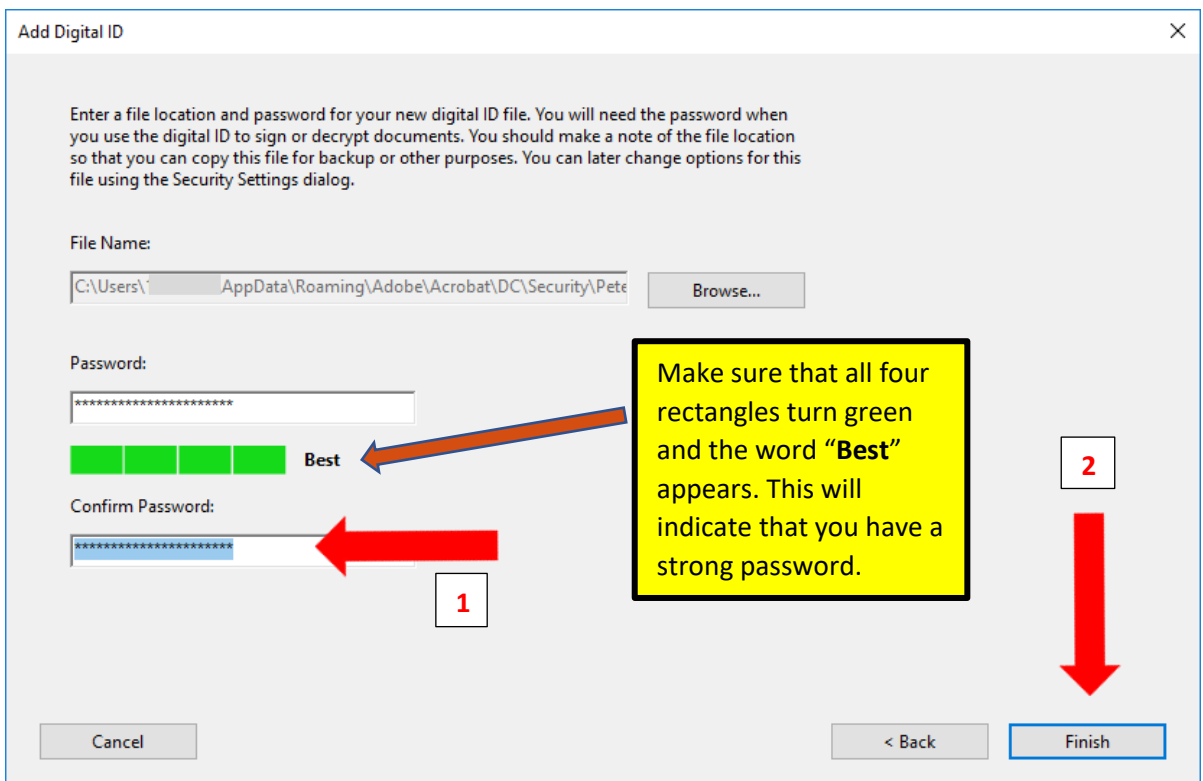
- 1. Confirm the password.
- 2. Click on the "**Finish**" button.

- You now have a digital ID for **Peter Pumpkineater.**

3. How to insert a digital ID into a PDF document (e.g. digitally sign it with your digital ID)
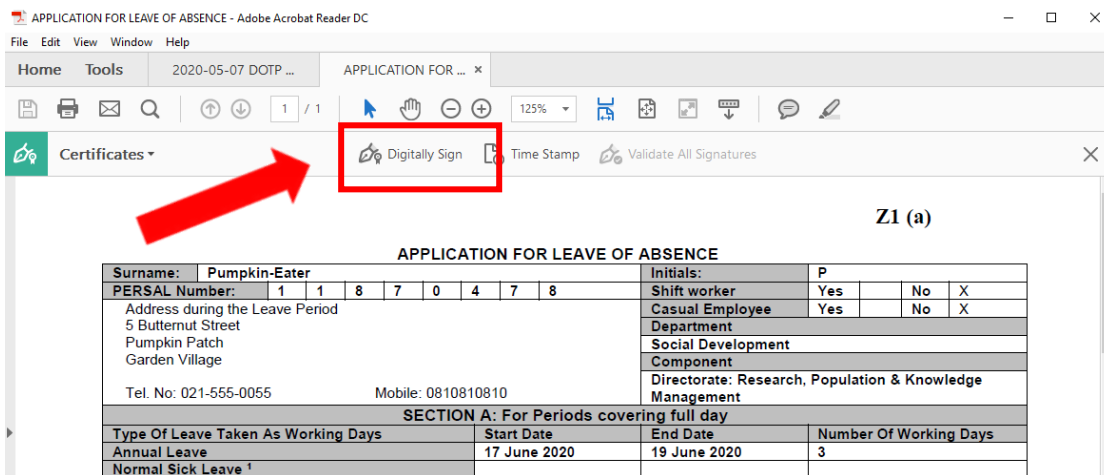
- Open the PDF document you wish to sign.
- For the purposes of this manual, I will use a leave form that requires more than one signature. The same principles would apply to other documents.
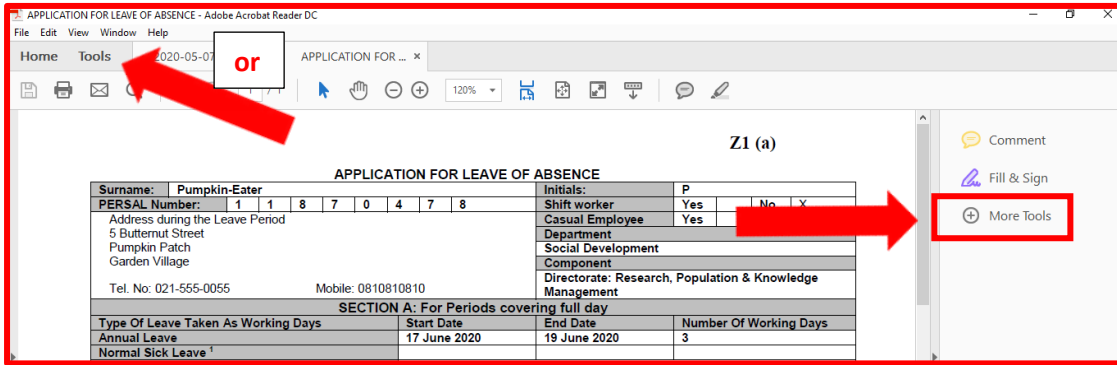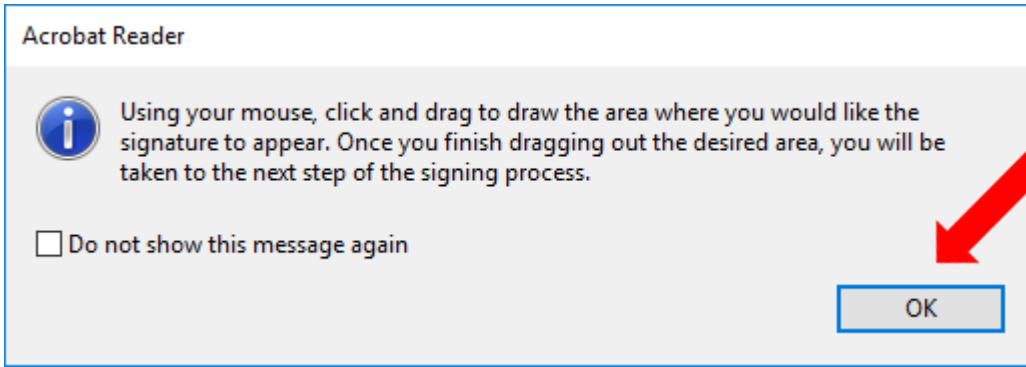

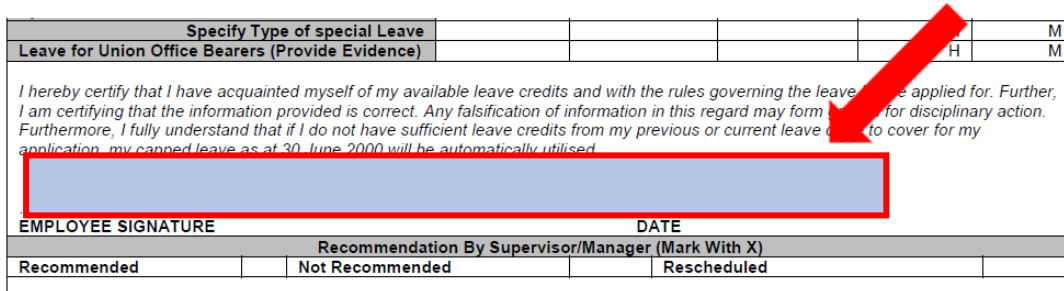- In the "**Tools**" box click on "**More Tools**". (Or click on the "**Tools**" menu if the Tools box is not visible).

- Click on "**Certificates**".

Click on "**Digitally Sign**".

Compiled by Gavin Miller, June 2020
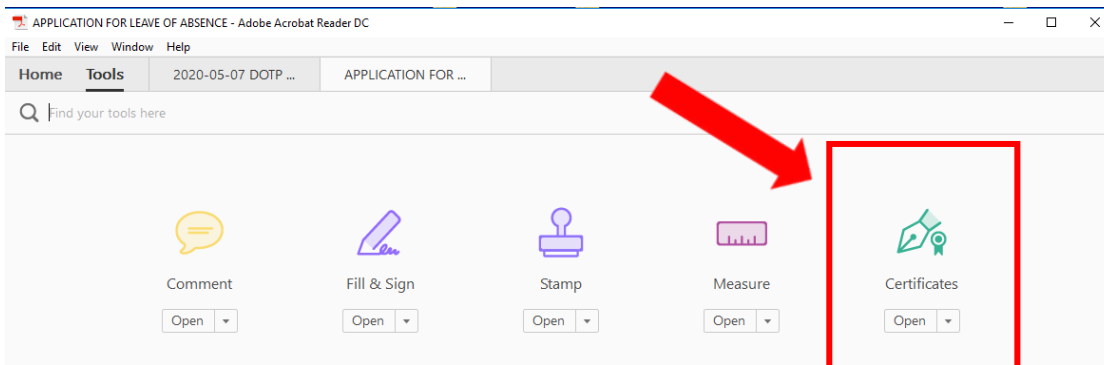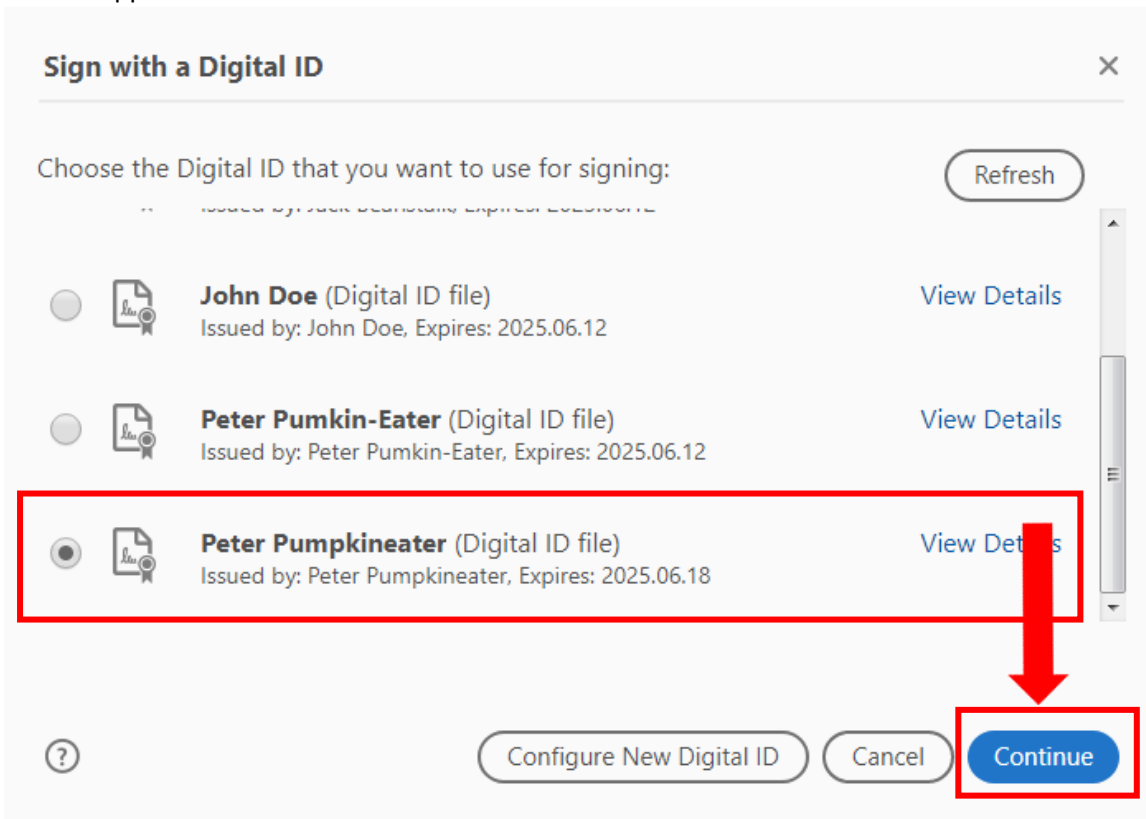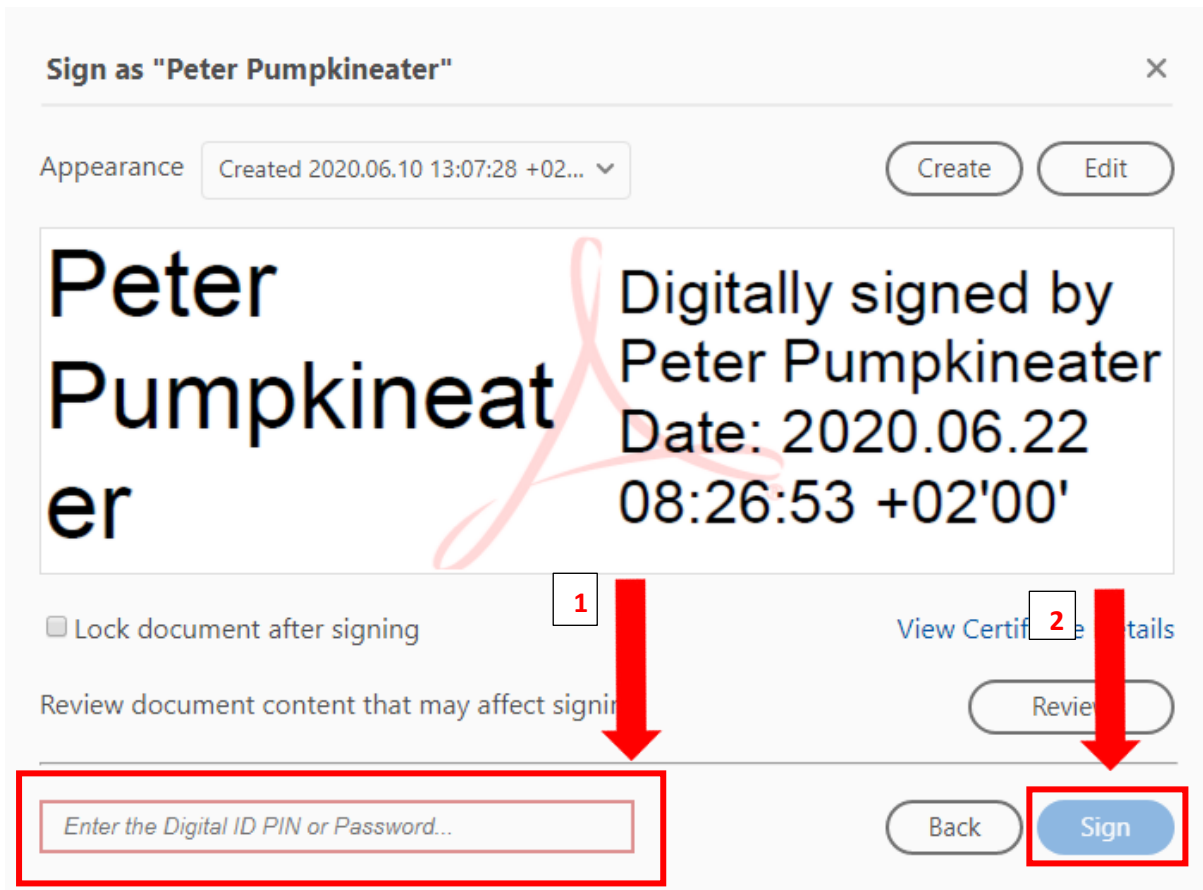
- The message box above will appear. Click "**OK**" and click and drag to draw the area in which you would like your signature to appear.
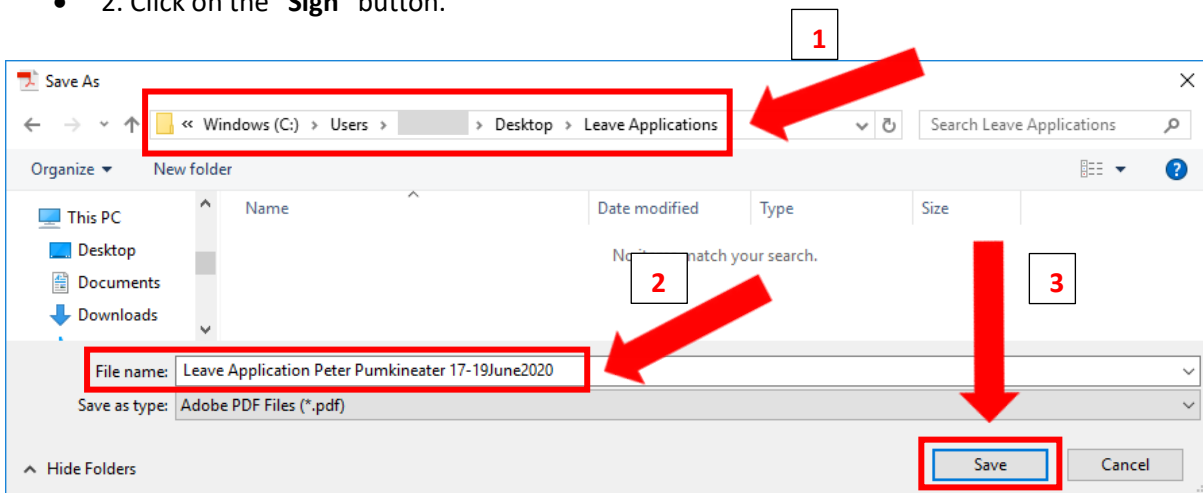

- Once you have dragged a box for your signature, a "**Sign with a Digital ID**" dialogue box will appear.

- Select the signature you wish to use and click on the "**Continue**" button.

- 1. Enter the password for your signature.
- 2. Click on the "**Sign**" button.

- 1. Confirm or choose a new location to save your signed document.
- 2. Confirm or choose a new file name for your signed document.
- 3. Click on the "**Save**" button.

Specify Type of special Leave				H	M
Leave for Union Office Bearers (Provide Evidence)				H	M

I hereby certify that I have acquainted myself of my available leave credits and with the rules governing the leave I have appli... ... . Further, I am certifying that the information provided is correct. Any falsification of information in this regard may form ground for di... ...ary action. Furthermore, I fully understand that if I do not have sufficient leave credits from my previous or current leave cycle to co... ...r my application, my capped leave as at 30 June 2000 will be automatically utilised.

Peter Pumpkineater
Digitally signed by Peter Pumpkineater
Date: 2020.06.22 08:46:05 +02'00'

EMPLOYEE SIGNATURE			DATE	
Recommendation By Supervisor/Manager (Mark With X)				
Recommended	Not Recommended		Rescheduled	

REMARKS *(If not recommended please state the reasons & the dates in the case of rescheduling)*:

- Your document is now digitally signed.

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4.   Adding text comments to a document before you sign

- Open the PDF document you wish to sign after adding text comments.

In this example, you are the Supervisor that must:
1) Recommend the application for leave;
2) Add a comment in the comment area; and
3) Sign as the Supervisor
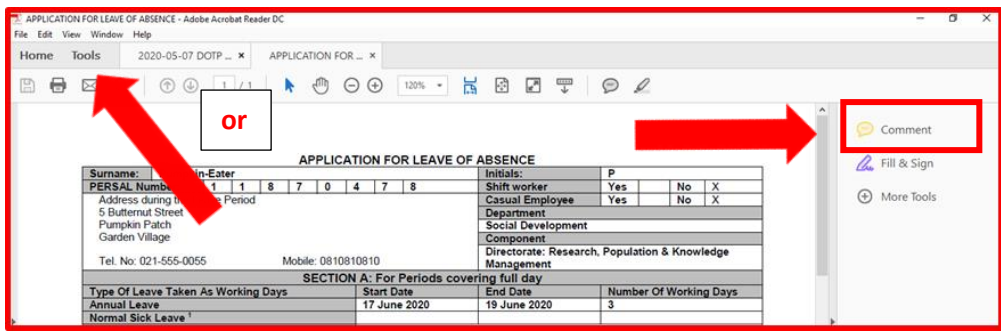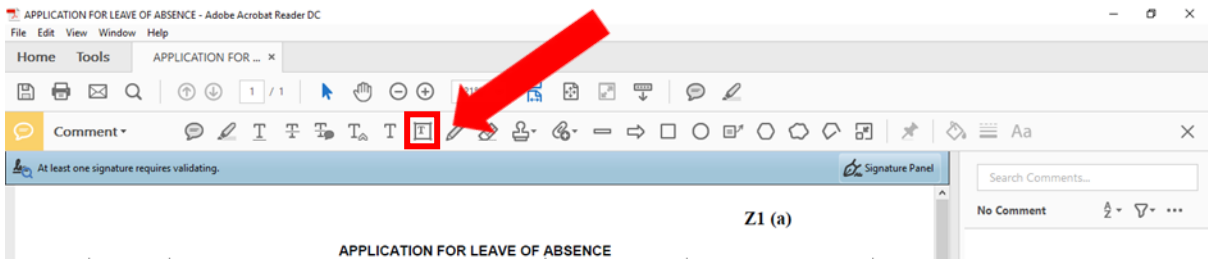

- Click on "**Comment**" in the Tools box. (Or click on "**Tools**" and then click on "**Comment**").
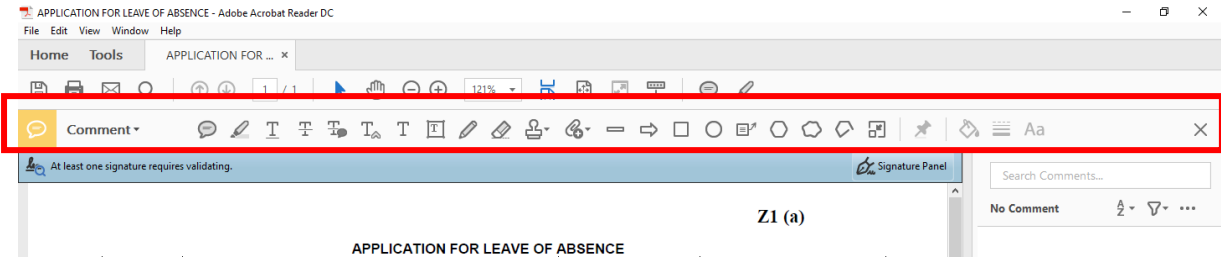
- The "**Comment**" menu bar will open.

- Click on "**Add Text Box**".

- Drag a **Text Box** over the area in which you want to add your comment.

- Type your comment in the **Text Box**.

- Follow the same process to add additional comments.

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- You have now successfully added comments to your document and it is ready for your digital signature as Supervisor.
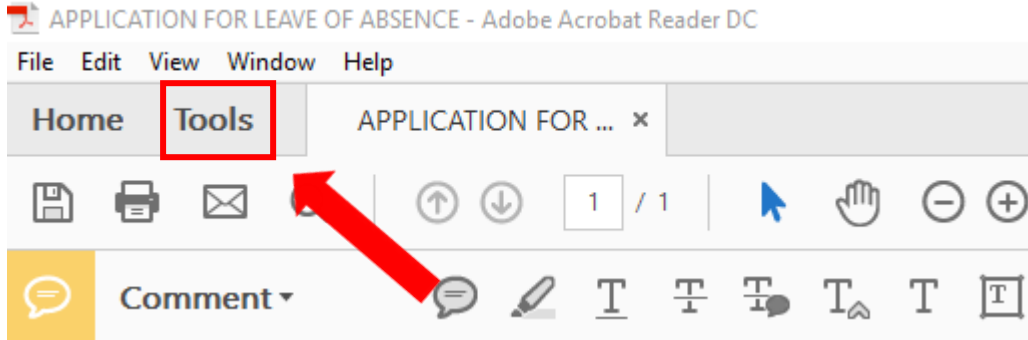
- Click on the "**Tools**" menu.
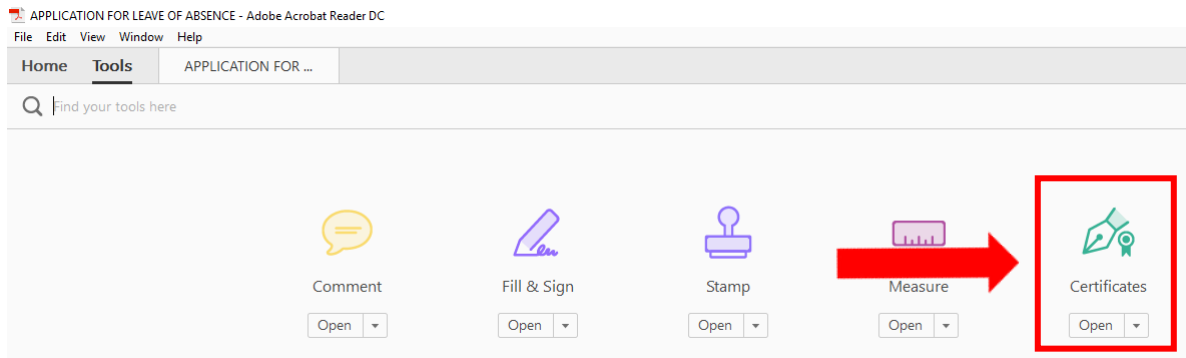
- Click on "**Certificates**" and follow the same process as in section 3 above to apply your Digital ID to the document.

- The document is now ready for the Manager's approval and signature.

5. Locking the document with the final signature

- Only follow these steps if you are the last person to sign the document. No changes or additional digital signatures are possible after a document has been locked.

- Add your comments as required.

- Click on "**Tools**".
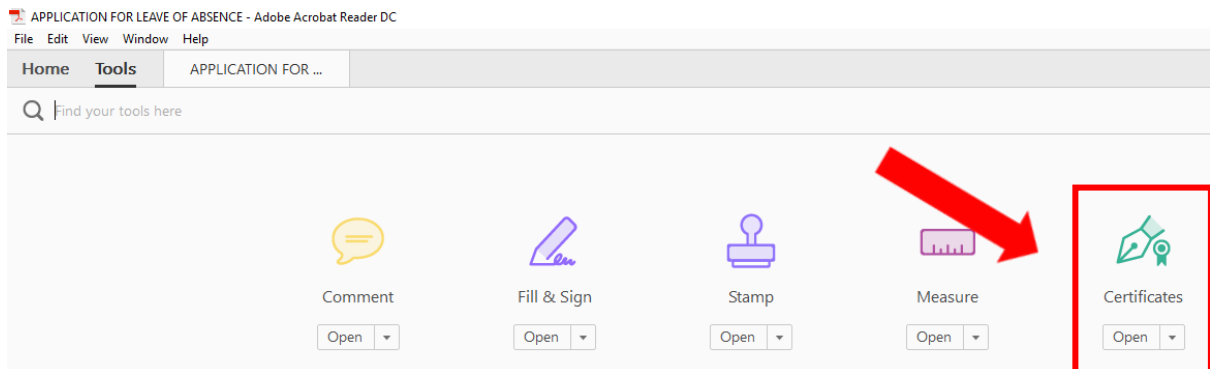
- Click on "**Certificates**".

- Click on "**Digitally Sign**".
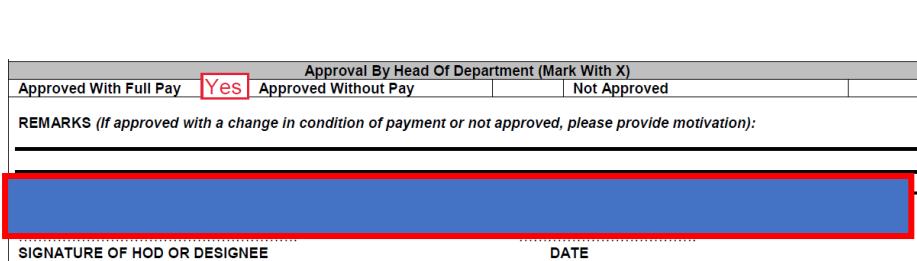
- Drag your mouse to draw over the area in which you want your signature to appear.
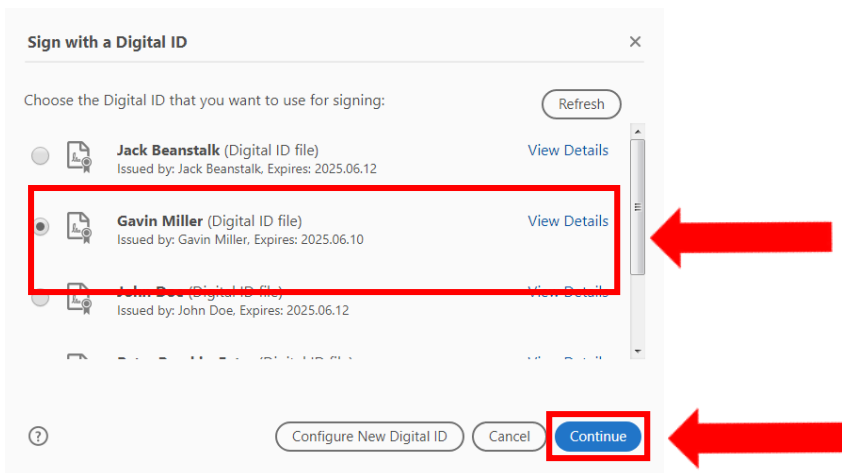
- Choose your signature and click on the "**Continue**" button.

- 1. Check the tick-box to "**Lock the document after signing**".
- 2. Enter your password.
- Click on the "**Sign**" button.

- 1. Confirm the location where the file should be saved.
- 2. Confirm the file name.
- 3. Click on the "**Save**" button.

Approval By Head Of Department (Mark With X)			
Approved With Full Pay	Yes	Approved Without Pay	Not Approved

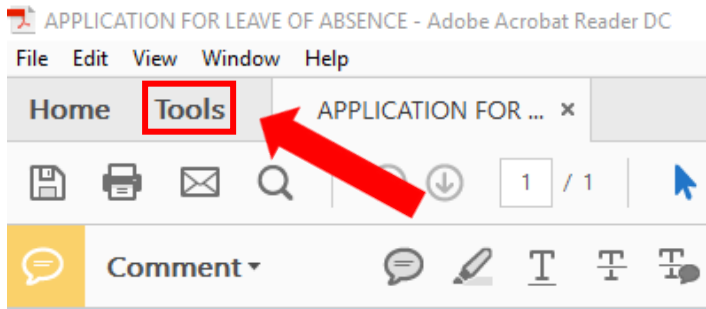**REMARKS** *(If approved with a change in condition of payment or not approved, please provide motivation):*
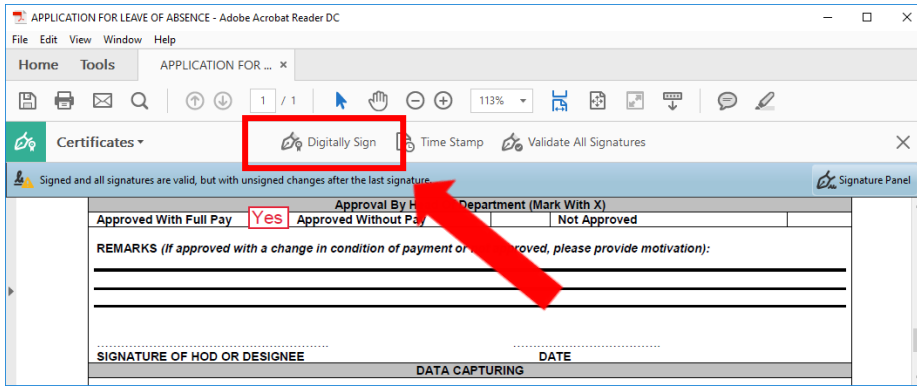
Gavin Miller   Digitally signed by Gavin Miller
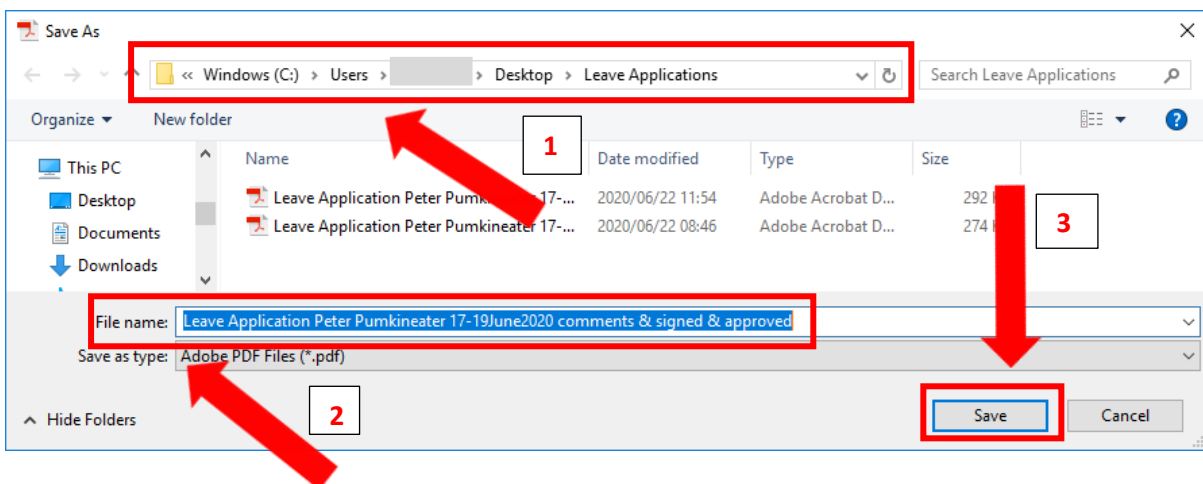   Date: 2020.06.22 12:42:04 +02'00'

SIGNATURE OF HOD OR DESIGNEE	DATE

- The document is now digitally signed and locked.
- No additional comments or signatures can be added.

5. How to Validate an Electronic Signature in a PDF Document

- When you receive an electronically signed PDF document, you first must "Validate" the signature to ensure that the signature can be trusted. When opening a signed PDF document Adobe will indicate in the top left-hand corner of the document whether the signature is from a trusted source or not.
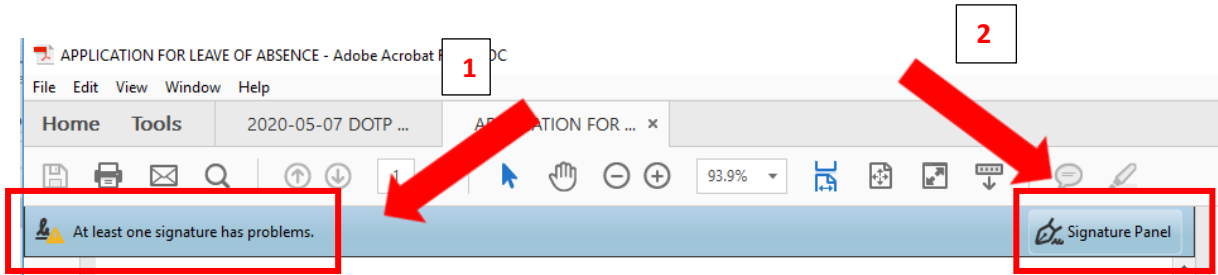
- 1. In the example above, "**At least one signature has a problem**".
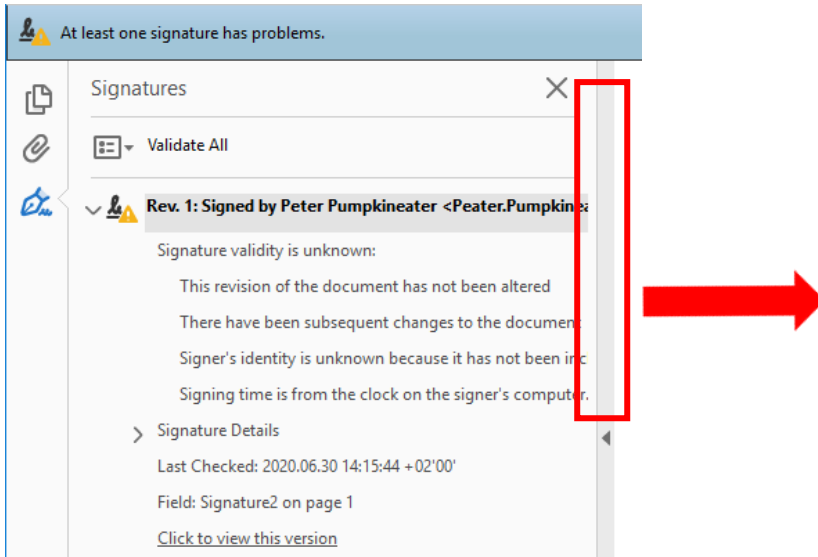- 2. Click on "**Signature Panel**" on the right to open the Signature Panel.
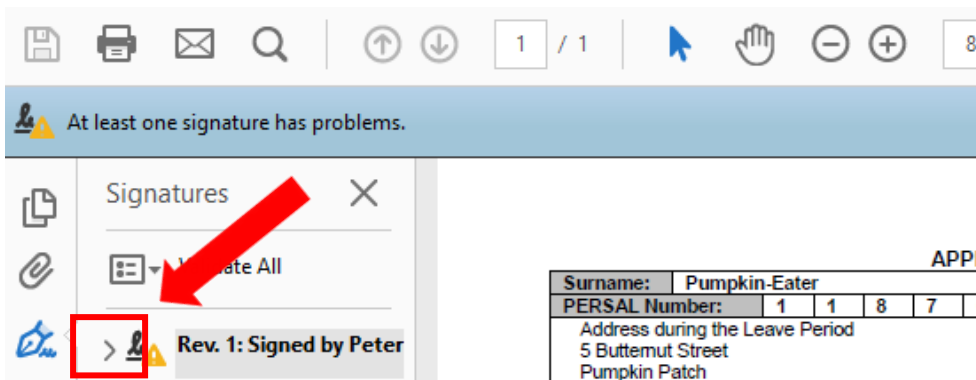
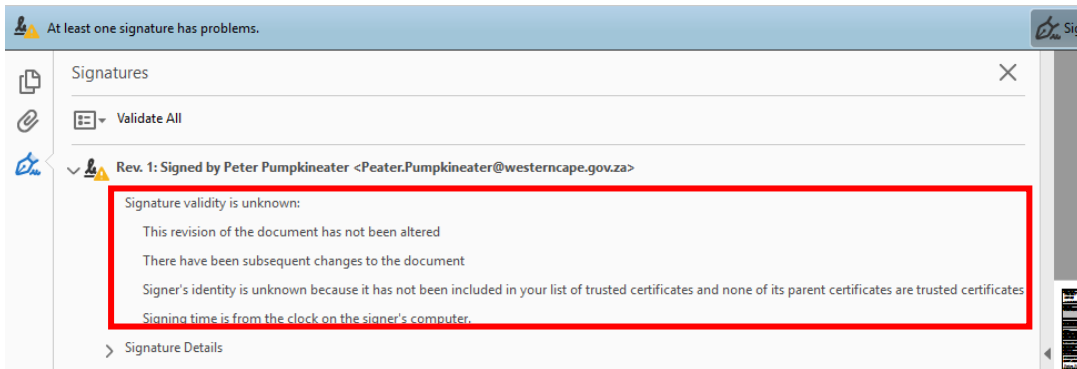- Click on the arrow indicated.
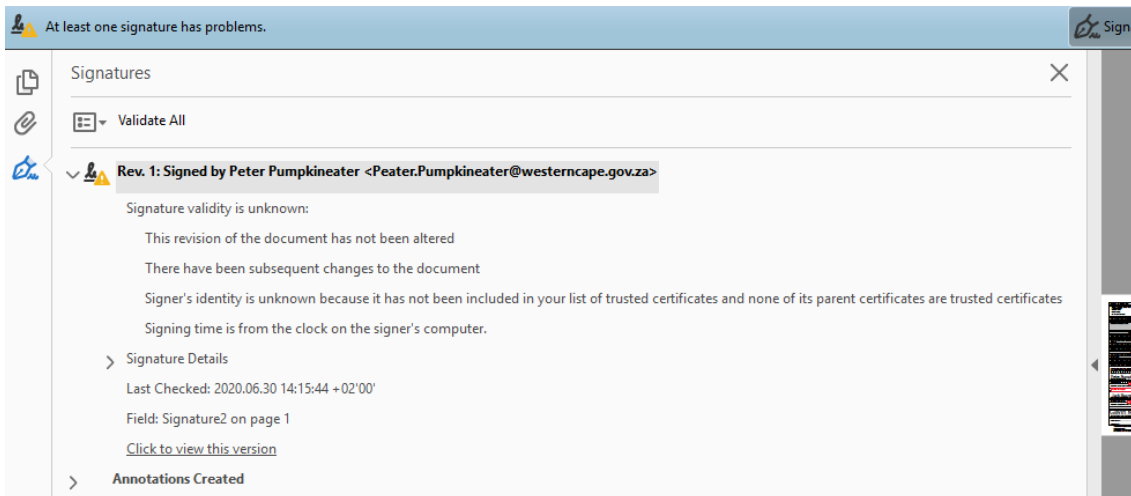
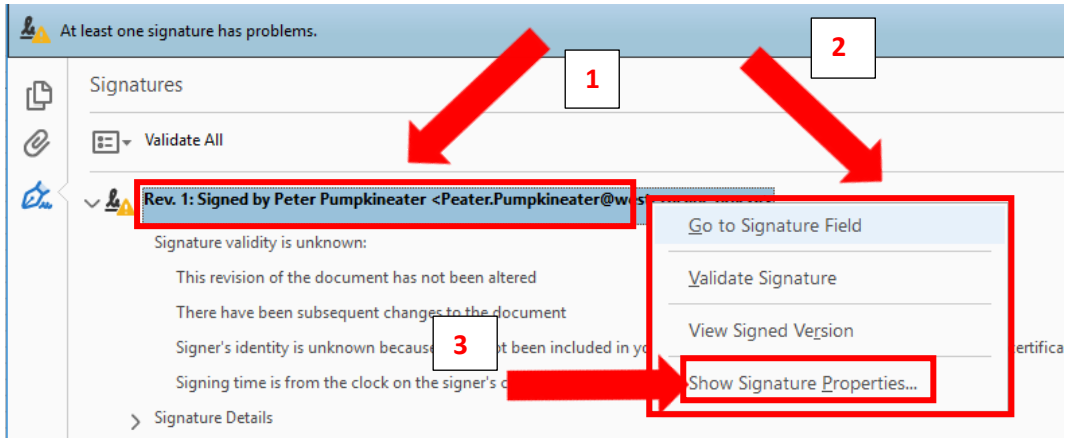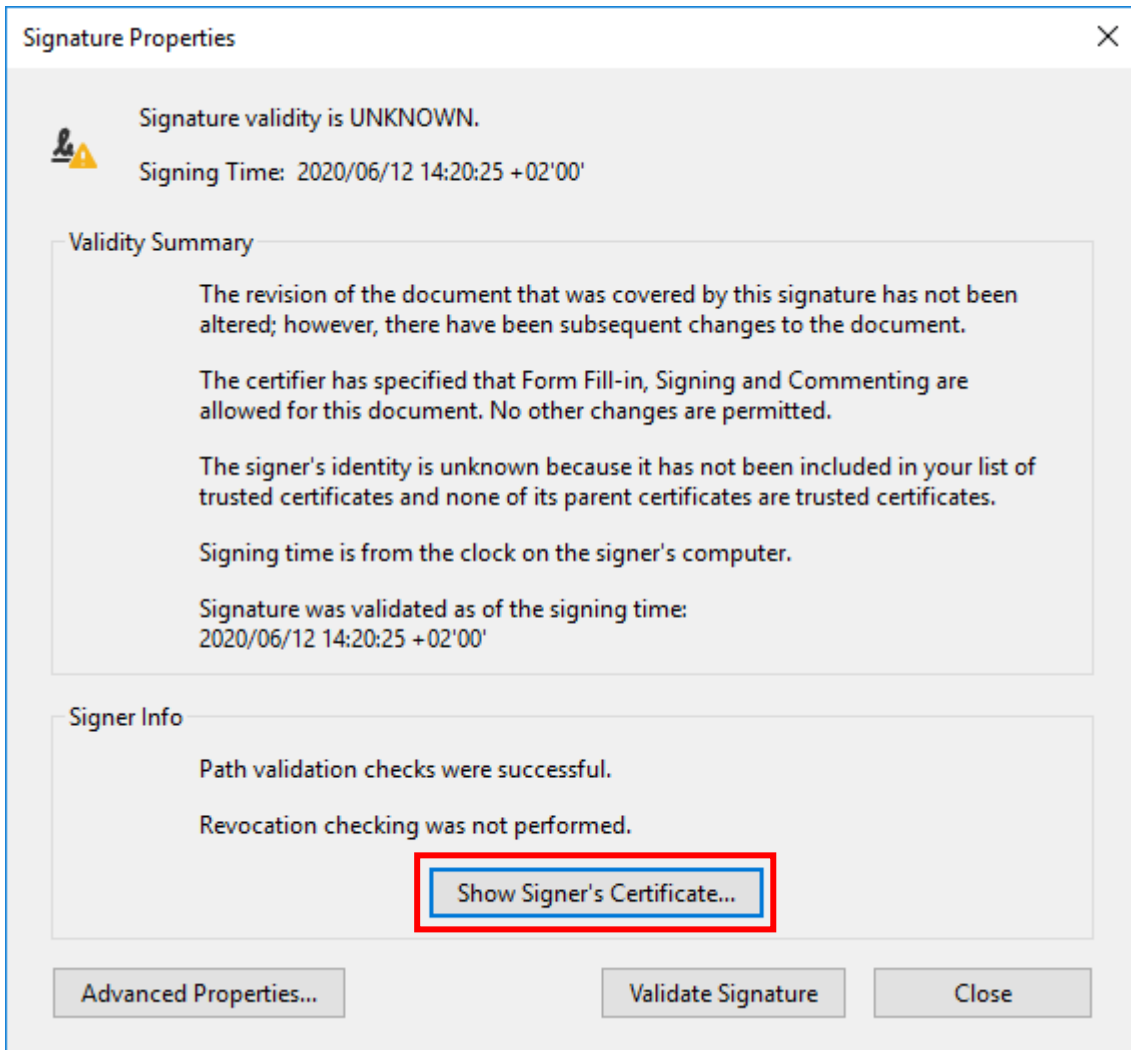- The signature properties will open.

- If some of the text is obscured, drag the column border to the right

- You must ensure that the signature is from a trusted source. Manual verification is required. If you trust the signature, proceed to the next step, validating the signature.
- If you do not recognise the signature as authentic, you may have to contact the person to verify that they sent the document.
- A signature will also present with a "**problem**" if the sender of the document used a different computer than the original signature you trusted.
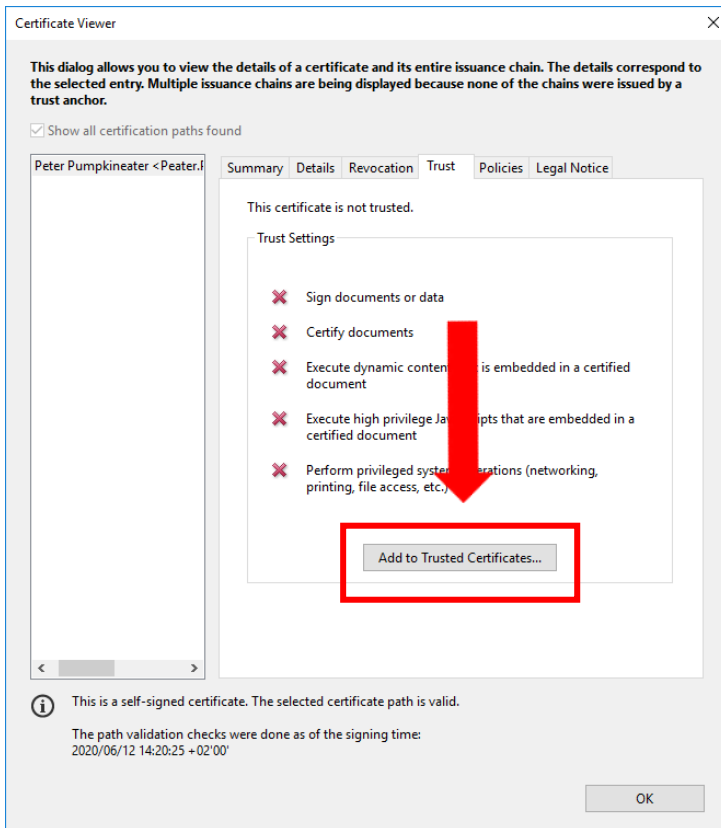
- 1. Right click on the signature.
- 2. A drop-down menu will open.
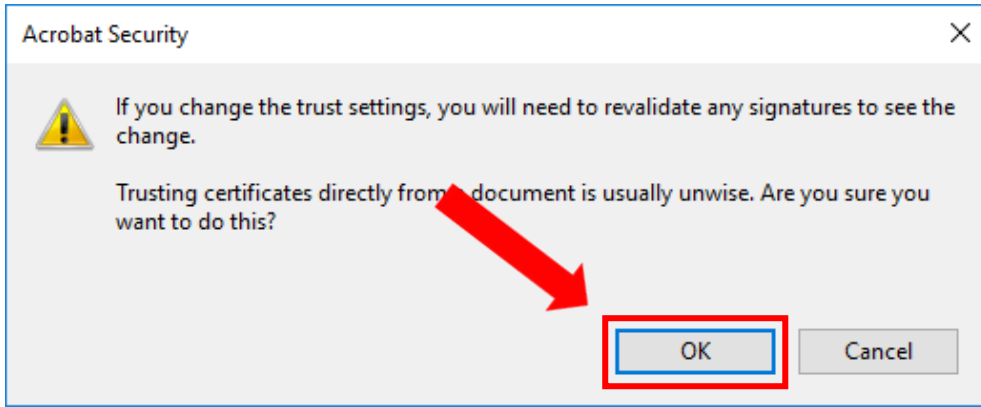- 3. Click on "**Show Signature Properties…**".

- The "**Signature Properties**" dialogue box will open.
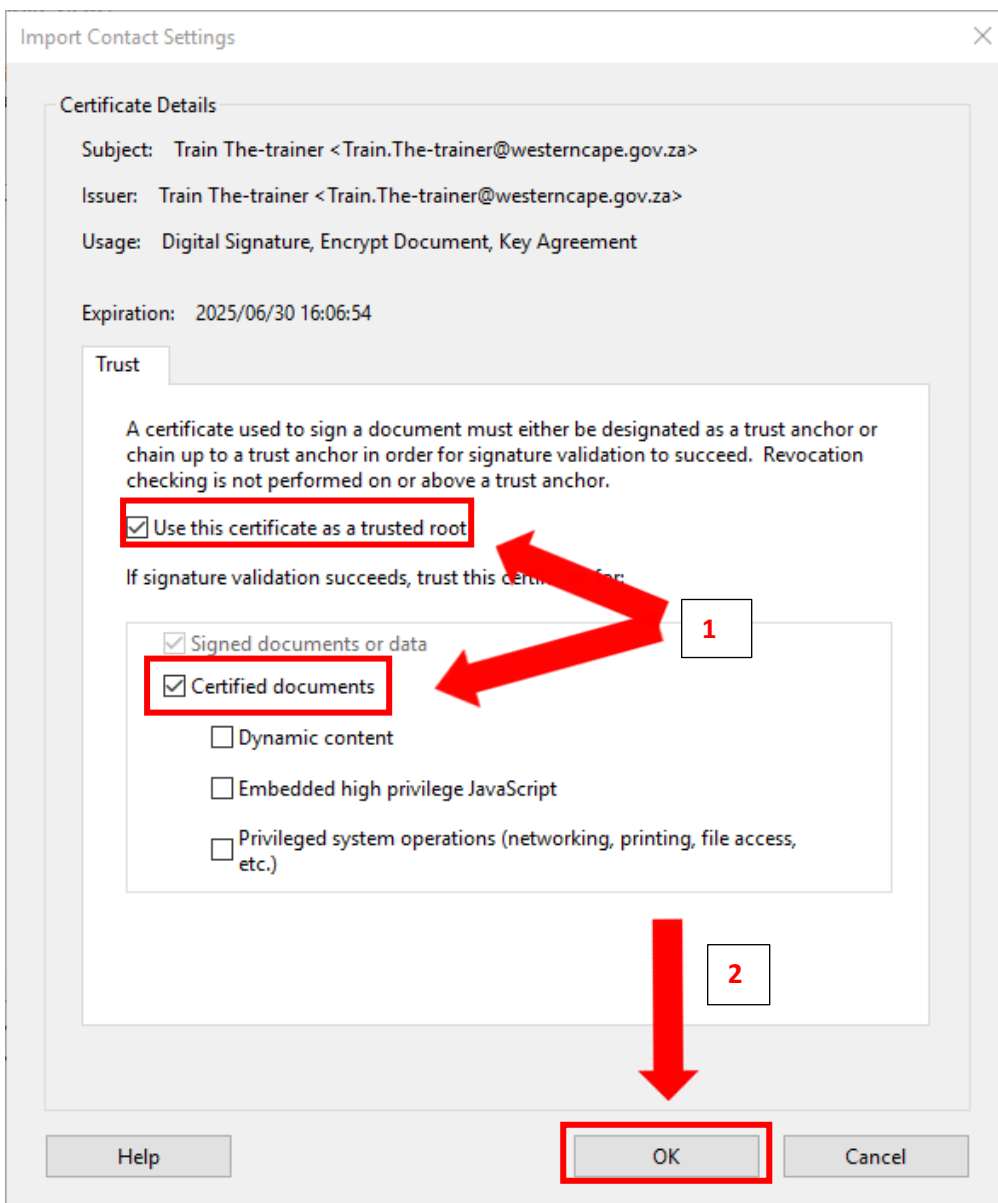- Click on the "**Show Signer's Certificate…**" button.
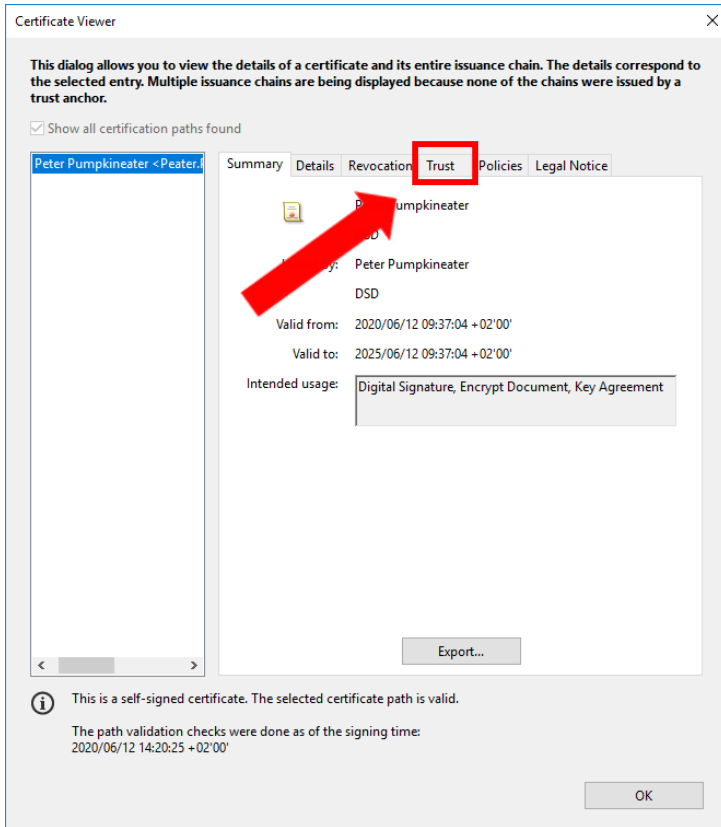
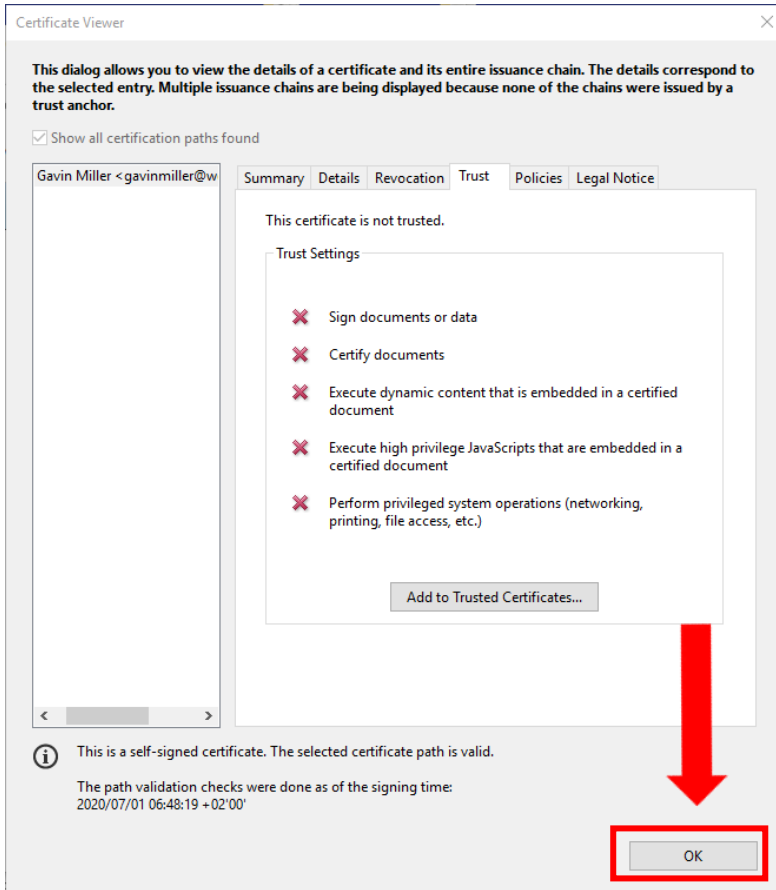- Click on the "**Trust**" tab.

- Click on the "**Add to Trusted Certificates...**" button.
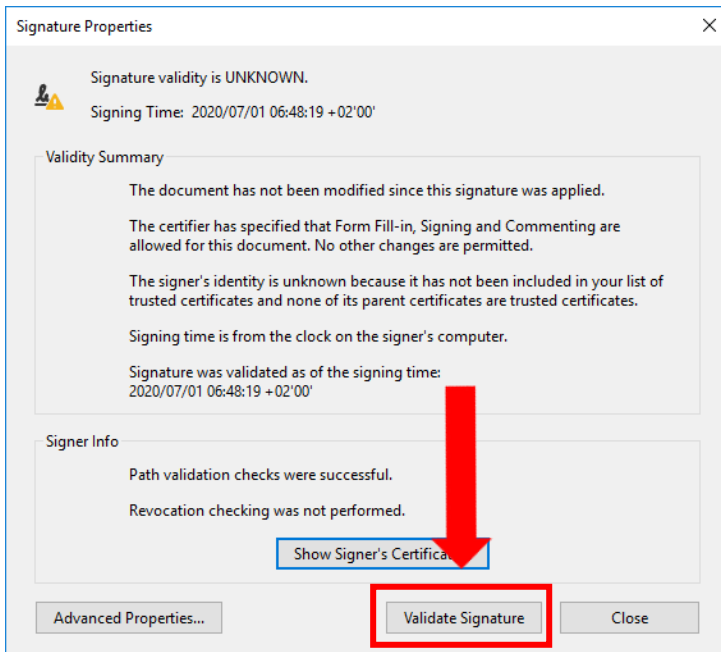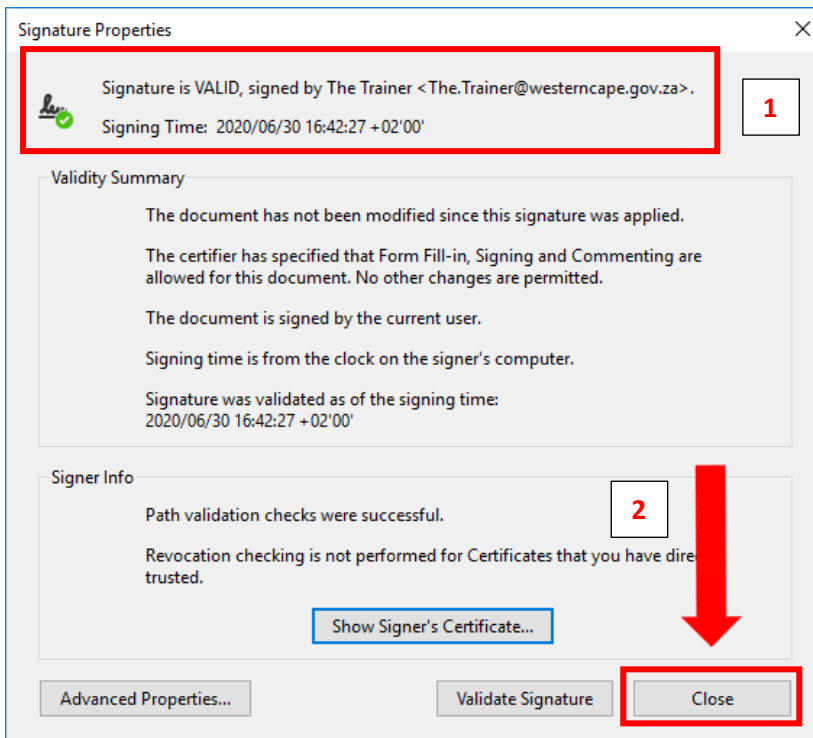
- Click on the "**OK**" button.

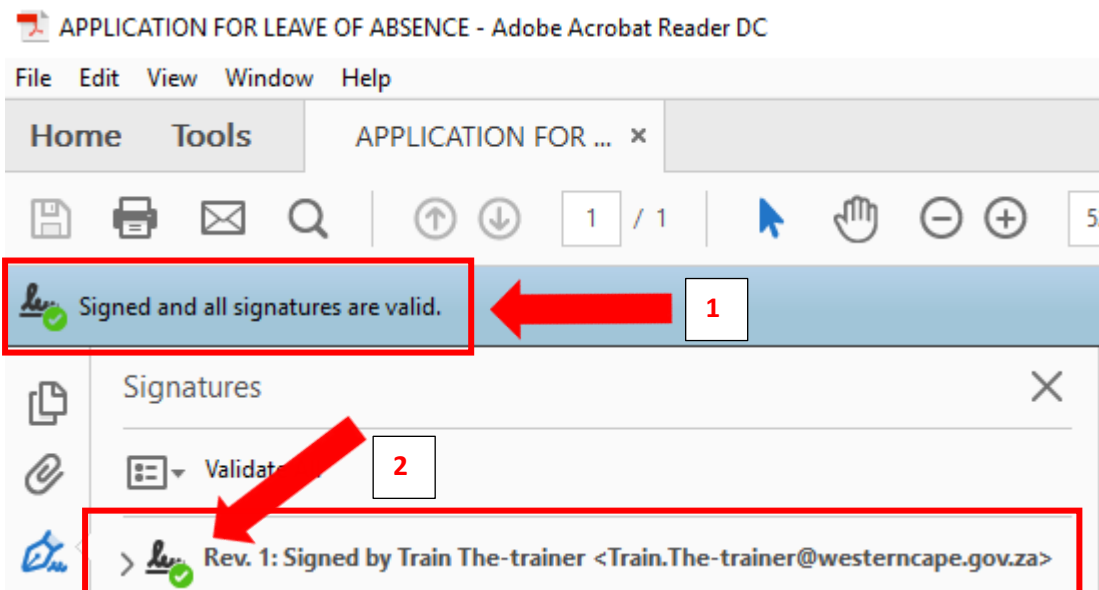- 1. Ensure that both the selection boxes are ticked.
- 2. Click on the "**OK**" button.

- Click on the "**OK**" button again.

- Click on the "**Validate Signature**" button.

- 1. The signature is now valid.
- 2. Click on the "**Close**" button.

- 1. The indicator in the left corner will now indicate that the signature is valid.
- 2. The signature just validated will have a green tick as indicated, showing that it is a valid signature.

The validation process is usually a once off process. If the same person signs a document on the same computer, your computer will recognise it as valid. If the same person uses a different computer, you will have to validate the signature again. Signatures remain valid for the validity period.