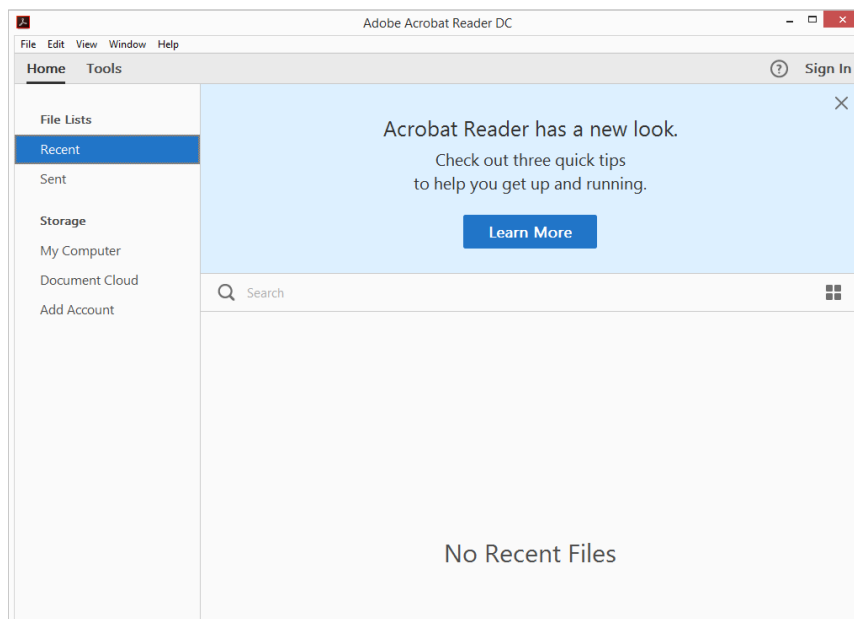


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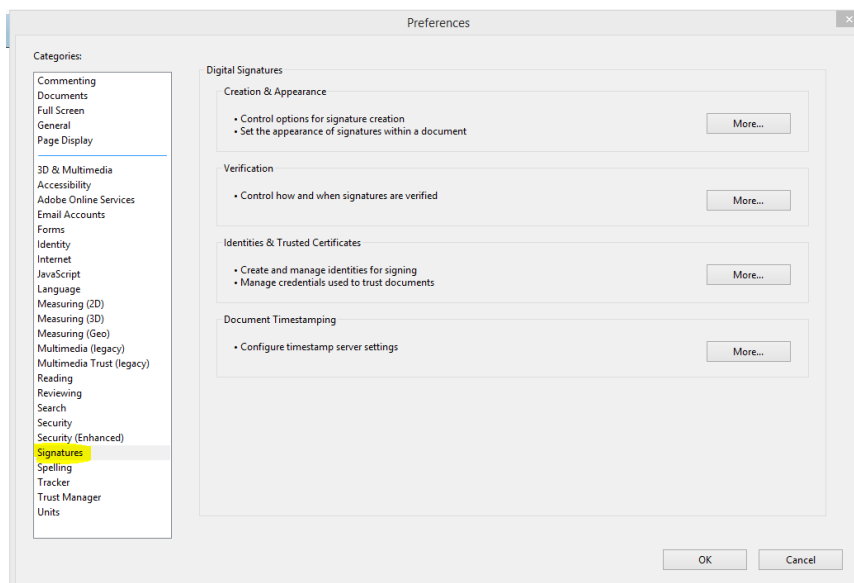
## Steps for Students to create and sign PDF using **ADOBE ACROBAT READER DC**

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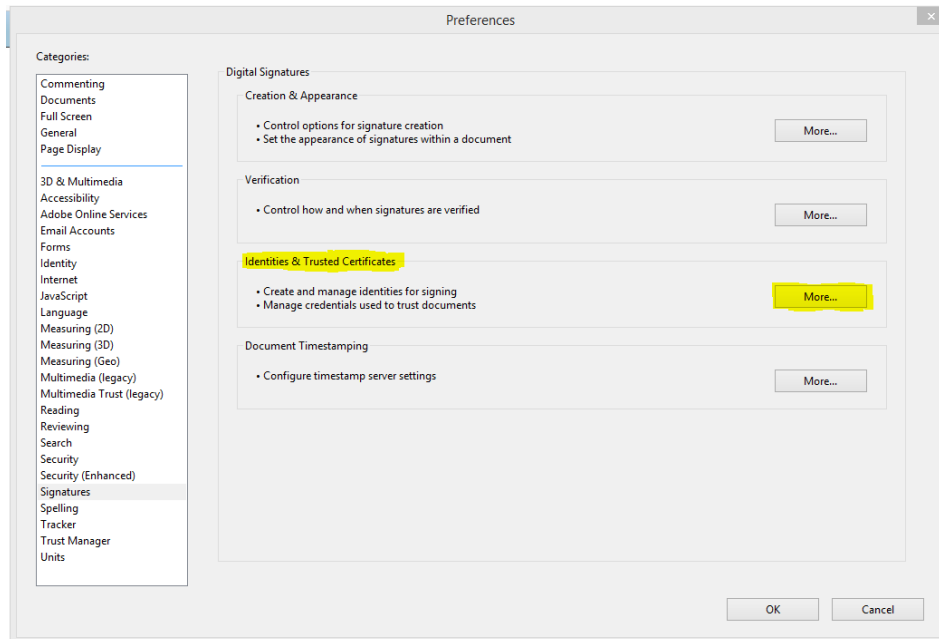
Step 1: Go to Adobe Acrobat Reader DC



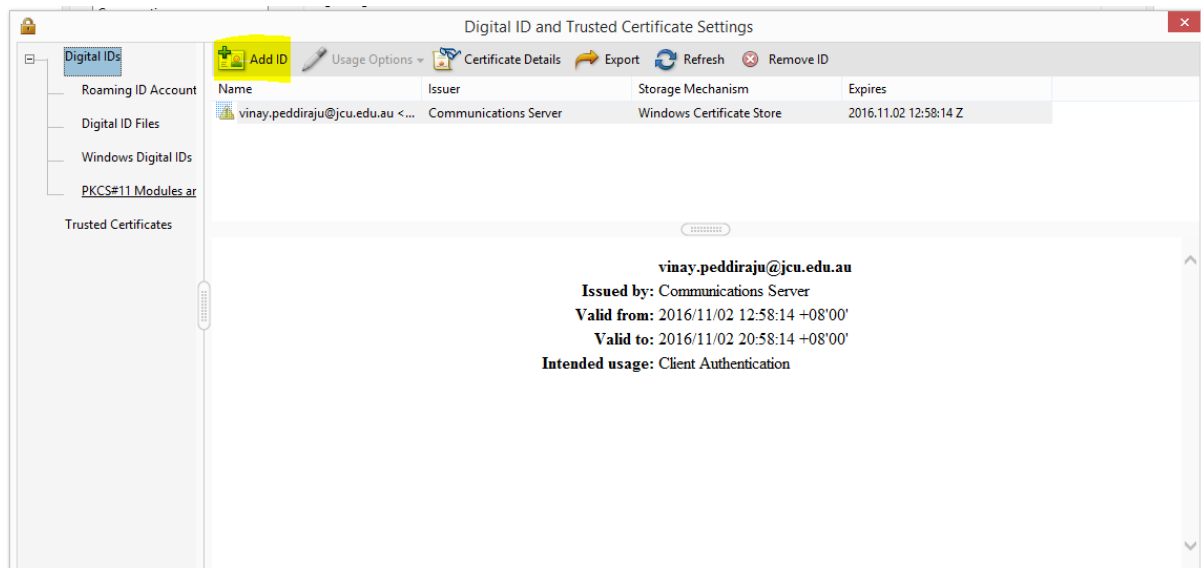
Step 2: Go to Edit → Preferences → Signatures



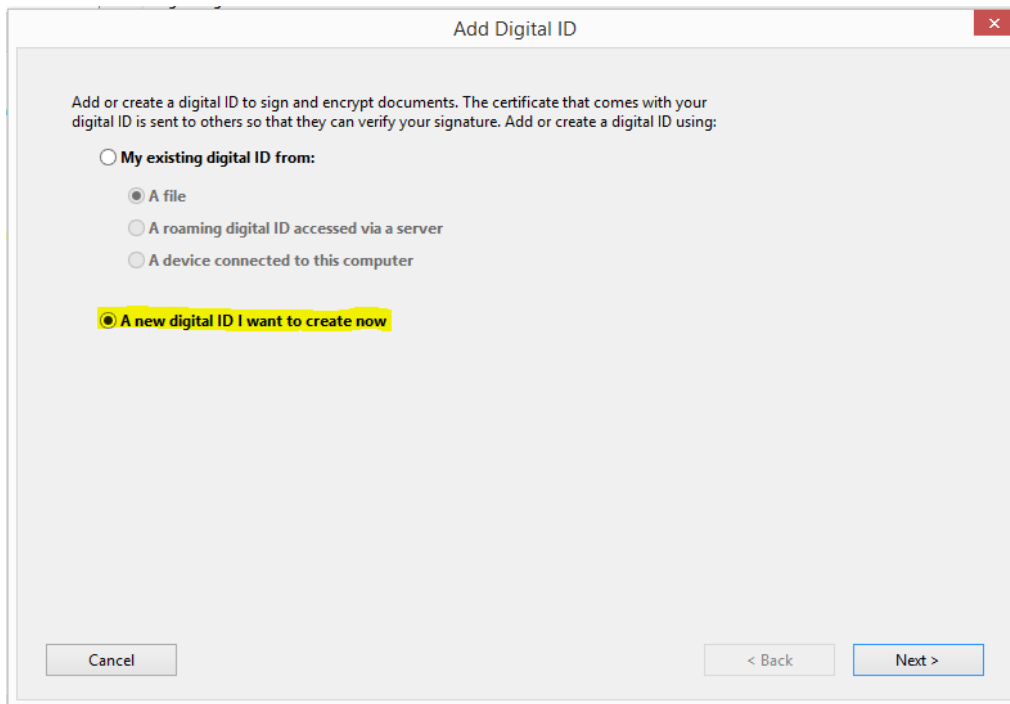
Step 3: On the right side section, Under **Identities & Trusted Certificates** → Click **More**



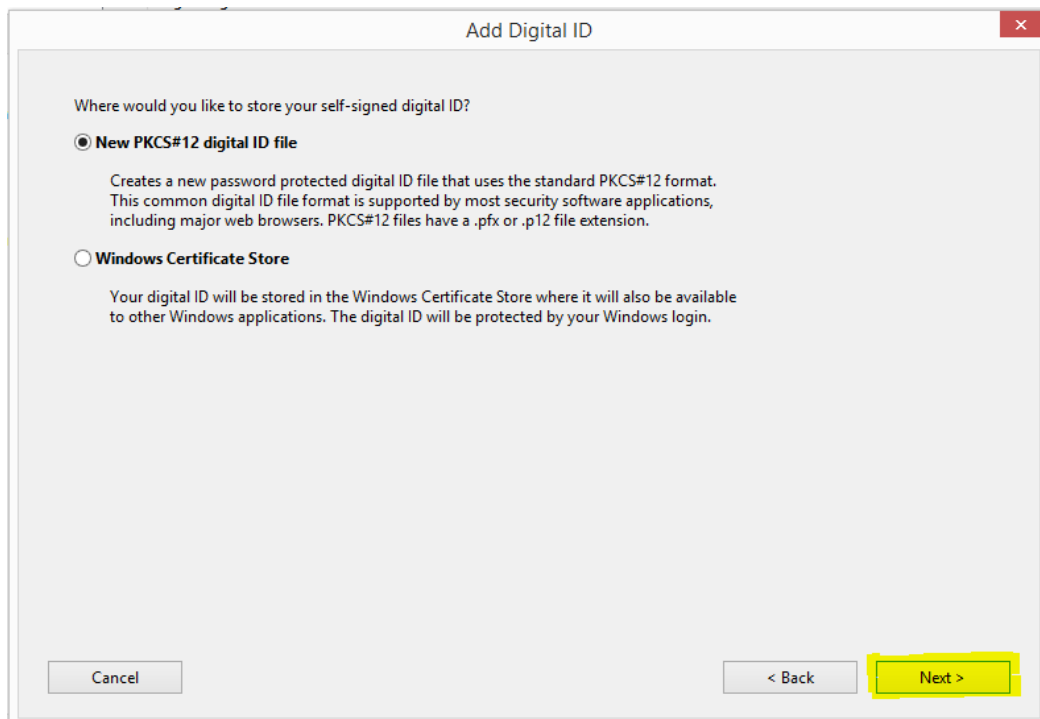
Step 4: Click on the Add ID option on this POP-UP window.



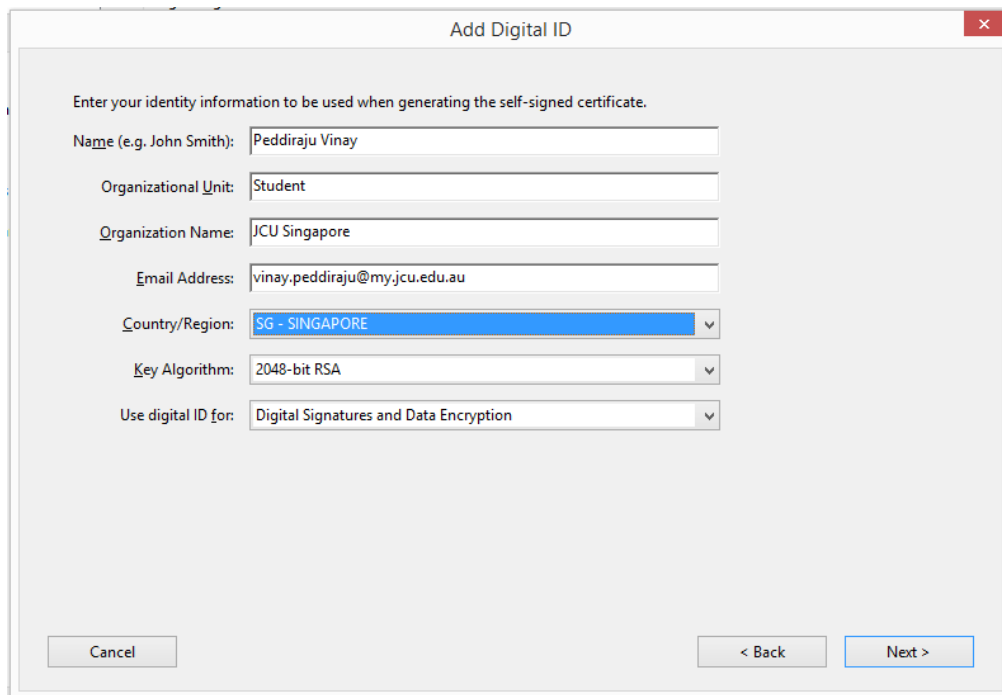
Step 5: Click on **“A new digital ID I want to create now”** and Click on **Next**.



Step 6: Do not change any option on the next screen and click on **Next**.



Step 7: Enter the correct details in the below window (Details cannot be changed later, so verify and enter correct details).

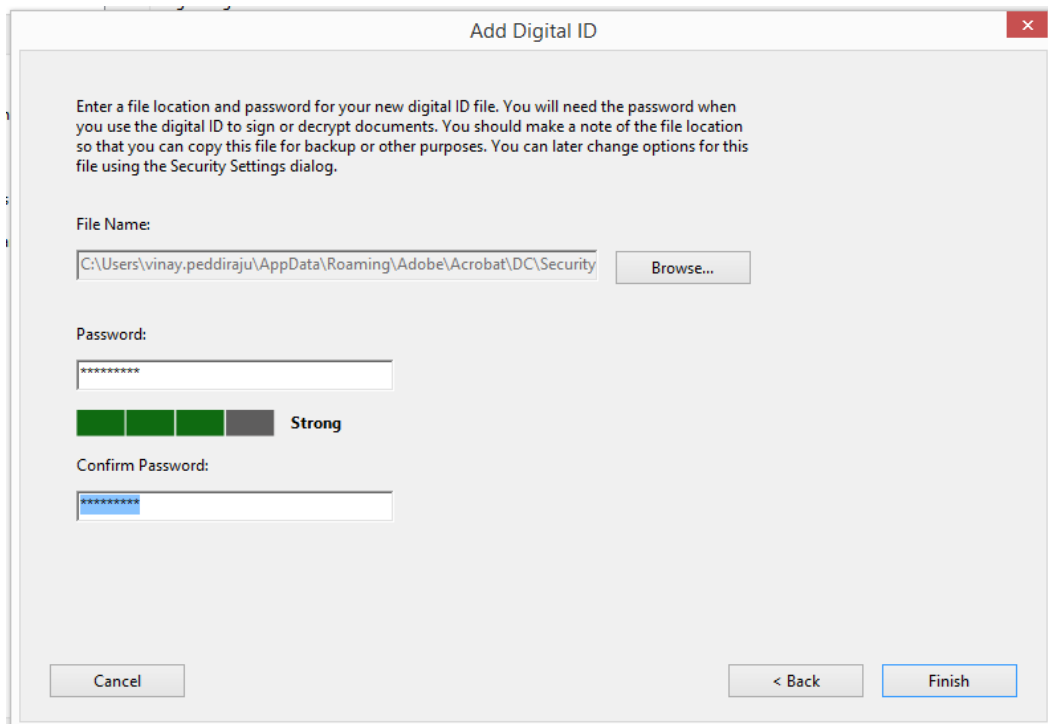


The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus:

- Name (e.g. John Smith): Peddiraju Vinay
- Organizational Unit: Student
- Organization Name: JCU Singapore
- Email Address: vinay.peddiraju@my.jcu.edu.au
- Country/Region: SG - SINGAPORE (dropdown menu)
- Key Algorithm: 2048-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Step 8: Select a password (This password is used every time you sign the document)



The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for a password. The main text reads: "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."

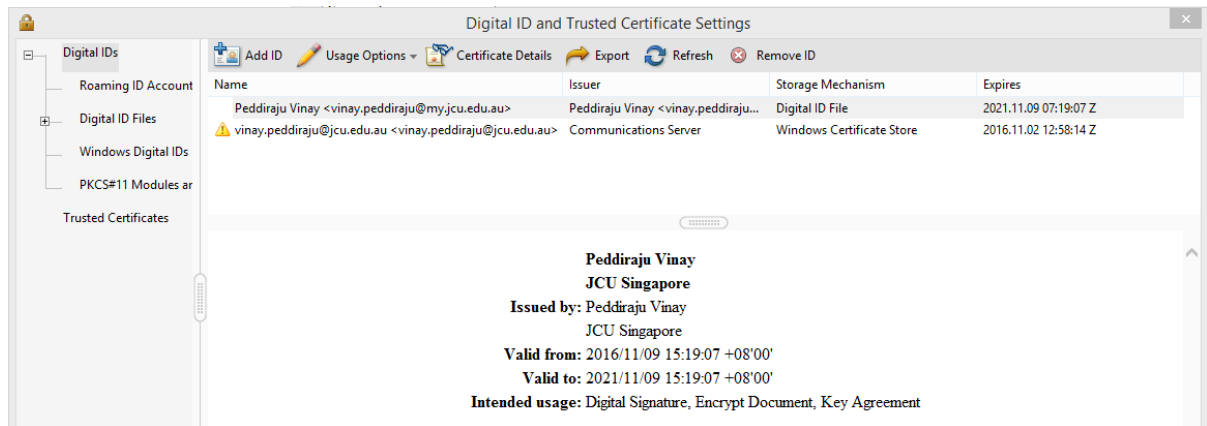
Below this text are the following fields and buttons:

- File Name: C:\Users\vinay.peddiraju\AppData\Roaming\Adobe\Acrobat\DC\Security (with a "Browse..." button to the right)
- Password: A text field containing eight asterisks. Below it is a strength indicator showing four green bars and one grey bar, labeled "Strong".
- Confirm Password: A text field containing eight asterisks.

At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

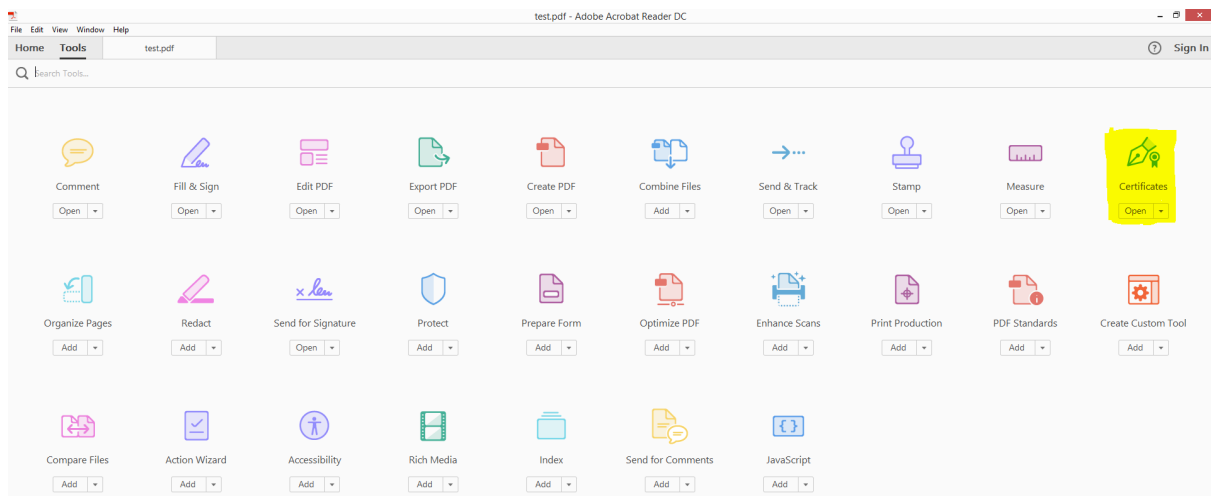
Step 9: Now the new signature is listed in the “Digital ID and Trusted Certificate Settings”

Close the windows and

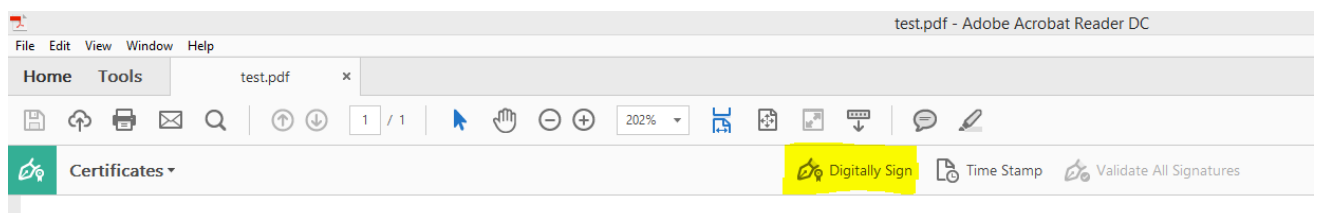


Step 10: Open the document to be signed.

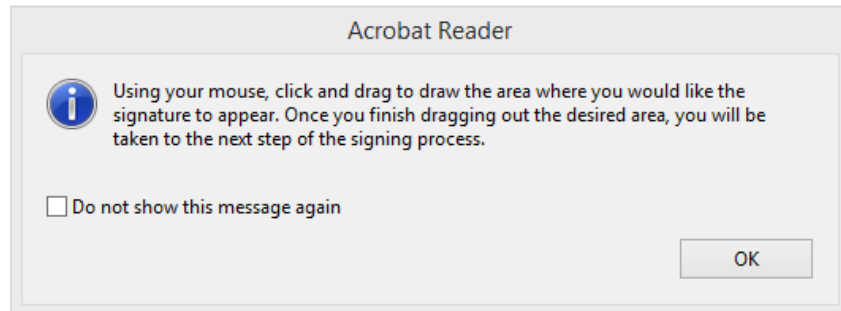
Click on the **Tools** option on the top of the screen → Click on the Certificates option.



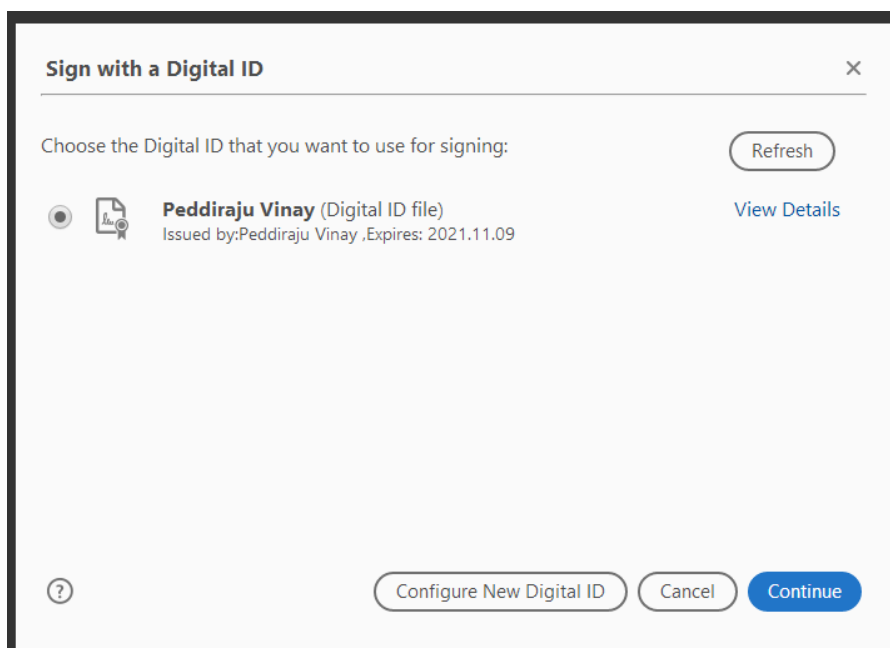
Step 11: Click the **Digitally Sign** option on top of the document.



Step 12: Follow instructions in the pop up boxes to sign document.



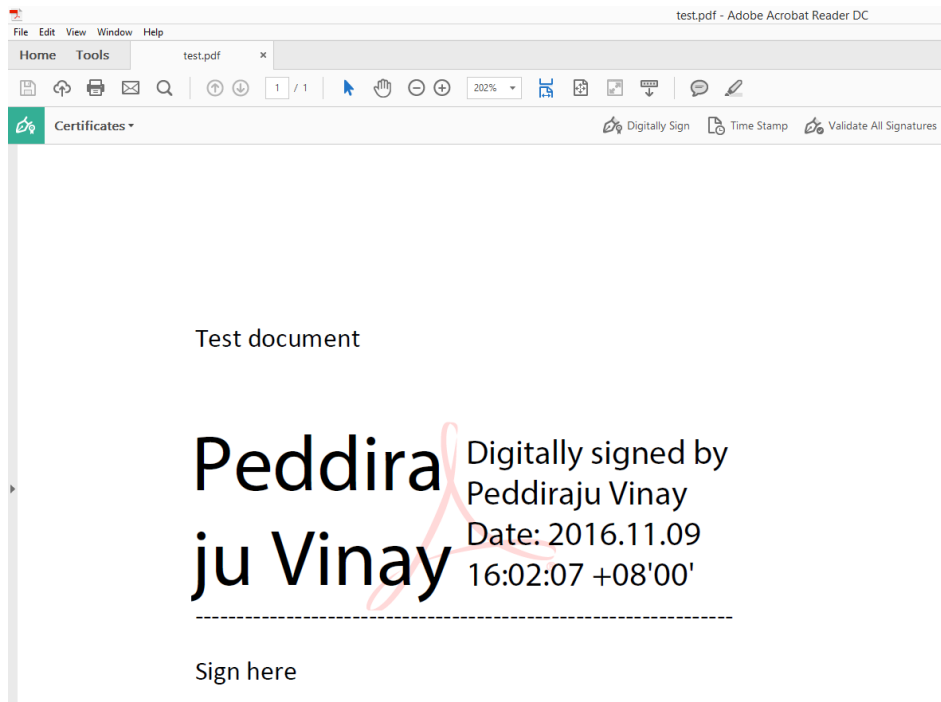
Step 13: Select the signature that you want to use and click on **Continue**.



Step 14: Enter the password to sign the document.



## Step 15: Signed Document



The screenshot shows the Adobe Acrobat Reader DC interface. The title bar reads "test.pdf - Adobe Acrobat Reader DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows various icons for file operations and navigation. The main content area displays the text "Test document" at the top. Below it, the name "Peddiraju Vinay" is written in a large, bold font, with a red signature scribble over it. To the right of the name, the text reads: "Digitally signed by Peddiraju Vinay", "Date: 2016.11.09", and "16:02:07 +08'00'". A dashed horizontal line is positioned below the signature information. At the bottom of the page, the text "Sign here" is displayed.

## Administration

### Revision History

Version	Revision date	Description	Author
1.0	11/Nov/2016	Student e-Signatures on Adobe Acrobat Reader DC	Peddiraju Vinay

### Contact Person/Unit

Contact Person/Unit:	Peddiraju Vinay, ICT, JCU Singapore
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### Keywords

Keywords:	IT Essentials
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