STEP-BY-STEP INSTRUCTIONS FOR PREPARING AND SIGNING A DOCUMENT OR FORM USING ADOBE ACROBAT PRO DC

The instructions are divided into two parts.
- Part 1 will illustrate how to place a digital signature line and a signing date line on a document using Adobe Acrobat Pro DC.
- Part 2 will tackle how to affix your digital signature in the document.

PART I. Preparing document or form with Digital Signature Line and Signing Date Line.

1. Open your document or form using Adobe Acrobat Pro DC.

2.a. Click on **Tools**. Scroll down to **Forms & Signatures**. Click on **Prepare Form** icon.

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2.b. Clicking on the **Prepare Form** icon may result in a popup box displaying a message such as the image below. To change auto detection, click on **Change**.

![Image of Prepare Form interface]

2.c. Once **Change** button is clicked, a popup box will appear. To turn off the auto detect, under **General**, uncheck the “Automatically detect Form fields”. Then click **OK**.

![Image of Preferences settings]

*OK*
3. Click the **Add a Digital Signature** button, which can be found at the upper portion of the form.

4. Drag the blue signature box/field in the desired area (i.e. above the line marked as “signature”). Align and adjust the blue signature box/field to ensure that the digital signature, once affixed, will not obstruct the text surrounding the digital signature.

5. After aligning and adjusting the signature box, you may rename the signature box by doing a right click and choosing **Rename Field**.
Additional steps to add date field to your document or form:

6. Click the **Add a Date Field** button 📅, which can be found at the upper portion of the form.

7. Drag the blue date box/field in the desired area (i.e. above the line marked as “date”). Align and adjust the blue date box/field to ensure that the signing date, once affixed, will not obstruct the text surrounding the signing date. After aligning and adjusting the date box/field, you may rename the date field box/field (see step 5).

8. Click the **Close** button located at the upper right-hand corner of the form.
9. After closing the Prepare Form tool, the document will look like the image below. You can confirm that you have successfully created a digital signature field by hovering over the signature date field, which will give you the message “Unsigned signature field (Click to sign)”. On the date field/box, you can manually type in the date or you can click the triangle on the right side of the date field, which will then display a calendar.

PART II. Signing PDF Document using Adobe Acrobat Pro DC

1. Open a document or form using Adobe Acrobat Pro DC.

2. Enter the signing date first if a date field is present. You can manually type in the date or you can click the triangle on the right side of the date field, which will then display a calendar.
3. Click on the signature field indicated by a red flag.

4. Once you click the signature field, a popup box will appear with options to affix your digital signature or configure a new one. *(If you have already created a digital signature, please skip step 5 to 9 and jump to step 10).*

5. If you do not have a digital signature already set up, click **Configure Digital ID**.
6. Click **Create a New Digital ID**, then click **Continue**.

7. Click **Save to File**, then click **Continue**.
8. Enter your information. Leave the key algorithm at 2048-bit RSA. Click Continue when done.

9. Once you click Continue, a popup box will be displayed asking for you to apply a password to protect the digital ID of your signature. Confirm your password. When done, click Save.
10. Once you click **Save**, you will see a popup box displaying your newly configured digital ID (along with other digital IDs you have created previously, if any). Choose the ID you want to use to sign the PDF document then click **Continue**.

11. Once you click **Continue**, a popup box with your digital ID will be displayed. At the bottom left of the popup box, you will be required to enter your **Digital ID Signature Password**. When done, click **Sign**.
12. **Save As PDF** popup box will appear prompting you to save the signed document.

PLEASE REFER TO THE NEXT PAGE FOR SOME PRO TIPS.
Pro Tip: Want to add the Prepare Form option as a shortcut? Follow the steps below:

1. Go to Tools. Scroll down to Forms & Signatures.

2. Click the arrow down on Prepare Form and click Add Shortcut. The shortcut will automatically be added to the list of shortcut tools on the right side.

3. You can find the shortcut on your right-side panel. If you would like you may EITHER move the tools by dragging them up or down OR right click and choose Move Up or Move Down.