



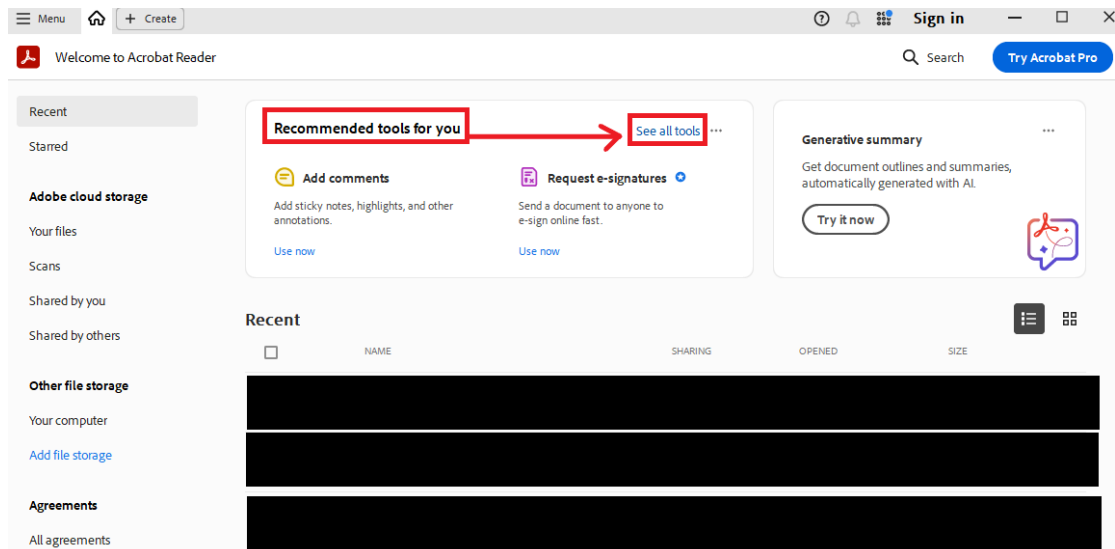
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# Adobe Acrobat: Using your Certified Digital Signature

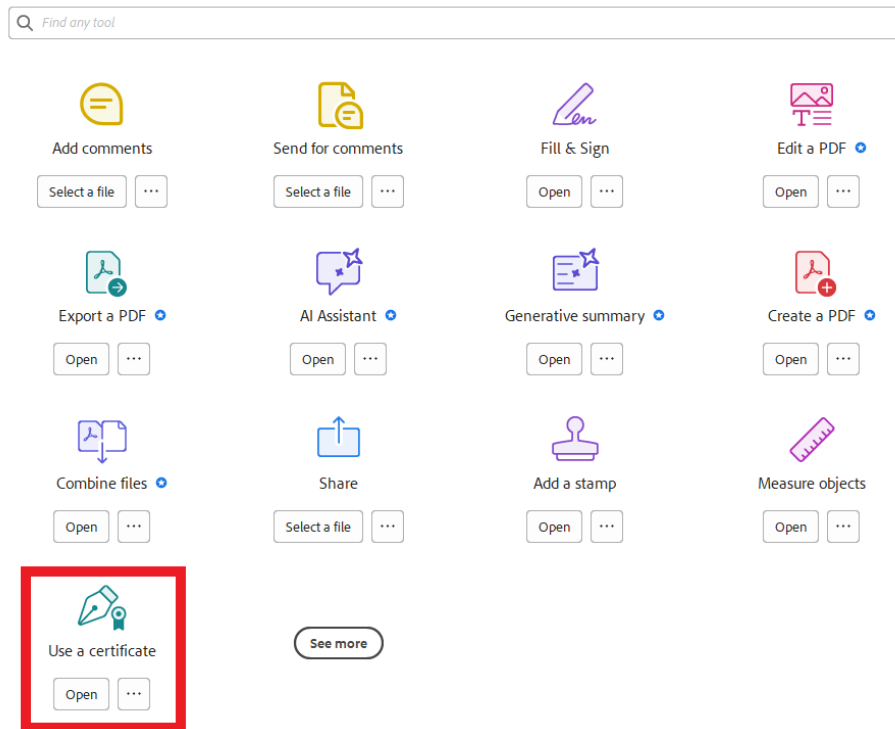
Luis Norda - 2024-12-12 - [Classroom/Conference Room Technology](#)

1. Open **Adobe Acrobat**

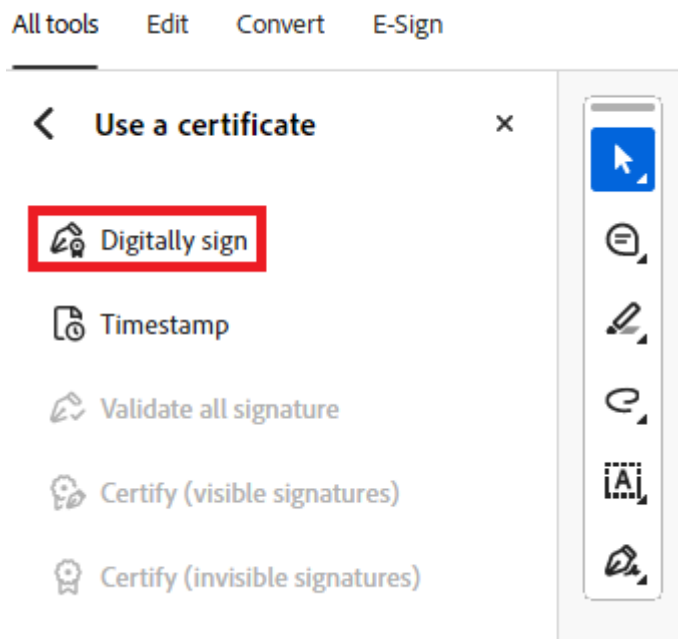
1. Within the **Recommended tools for you**, select **See all tools**:



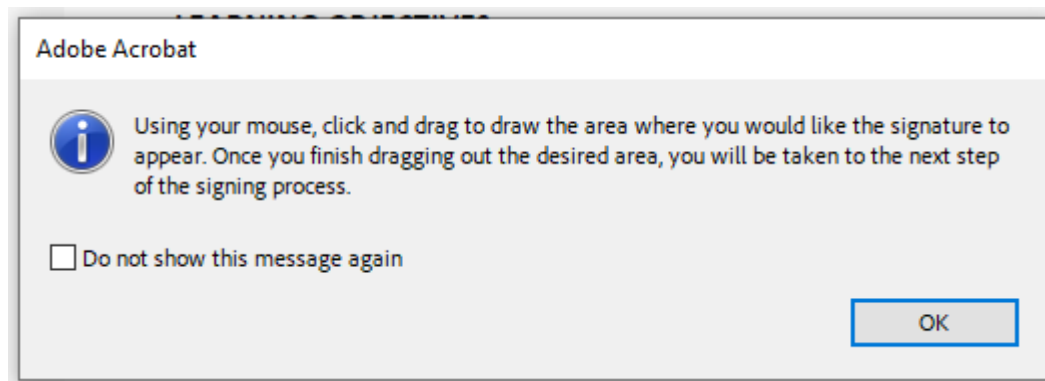
1. Within **Use a certificate**, select **Open**:



1. Select the file you want to sign, select **Digitally sign**:



1. Follow the instructions to select the area you want the signature to be:



1. Select the signature you would like to apply and press continue:



1. Review your signature and select sign:

- Note: **DO NOT SELECT** "LOCK DOCUMENT AFTER SIGNING" as that will prevent others from signing it


Sign as "[REDACTED]"

Appearance

Standard Text

▼

Create



Digitally signed

by [REDACTED]

Date: 2024.11.25

12:28:31 -05'00'

☐ Lock document after signing

[View Certificate Details](#)

Review document content that may affect signing

Review

Back

Sign

1. Save the file under a new name