

Knowledgebase > Classroom/Conference Room Technology > Adobe Acrobat: Using your Certified Digital Signature

Adobe Acrobat: Using your Certified Digital Signature

Luis Norda - 2024-12-12 - Classroom/Conference Room Technology

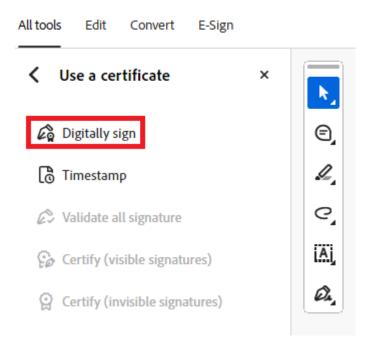
- 1. Open Adobe Acrobat
- 1. Within the Recommended tools for you, select See all tools:

≡ Menu 🏠 🕂 Create			🕐 🔔 🍀 Sign in	— 🗆 ×
Kelcome to Acrobat Reader			Q Search	Try Acrobat Pro
Recent	Recommended tools for you	See all tools		
Starred	Add comments	Request e-signatures 🔉	Generative summary Get document outlines and sum automatically generated with Al	
Adobe cloud storage Your files	Add sticky notes, highlights, and other annotations.	Send a document to anyone to e-sign online fast.	Try it now	k
Scans	Use now	Use now		
Shared by you	Recent			
Shared by others		SHARING	OPENED SIZE	
Other file storage				
Your computer				
Add file storage				
Agreements				
All agreements				

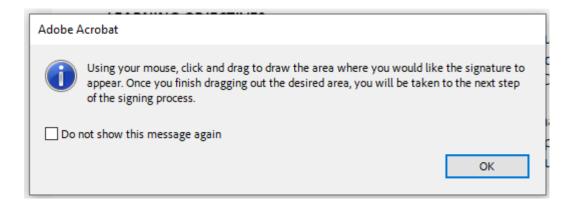
1. Within Use a certificate, select Open:

Q Find any tool			
Add comments	Send for comments	Fill & Sign	Edit a PDF •
Export a PDF •	Al Assistant • Open ····	Generative summary • Open ····	Create a PDF •
Combine files •	Share Select a file	Add a stamp	Measure objects
Use a certificate	See more		

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:



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

Sign with a Digital ID		×
Choose the Digital ID that you want to use	e for signing:	Refresh
		View Details
?	Configure New Digital ID	Cancel Continue

 $1. \ Review your signature and select sign:$

- $\ensuremath{\operatorname{Note}}$: DO NOT SELECT "LOCK DOCUMENT AFTER SIGNING" as that will prevent others from signing it

Sign as "	×
Appearance Standard Text	Create
	Digitally signed by 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