FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

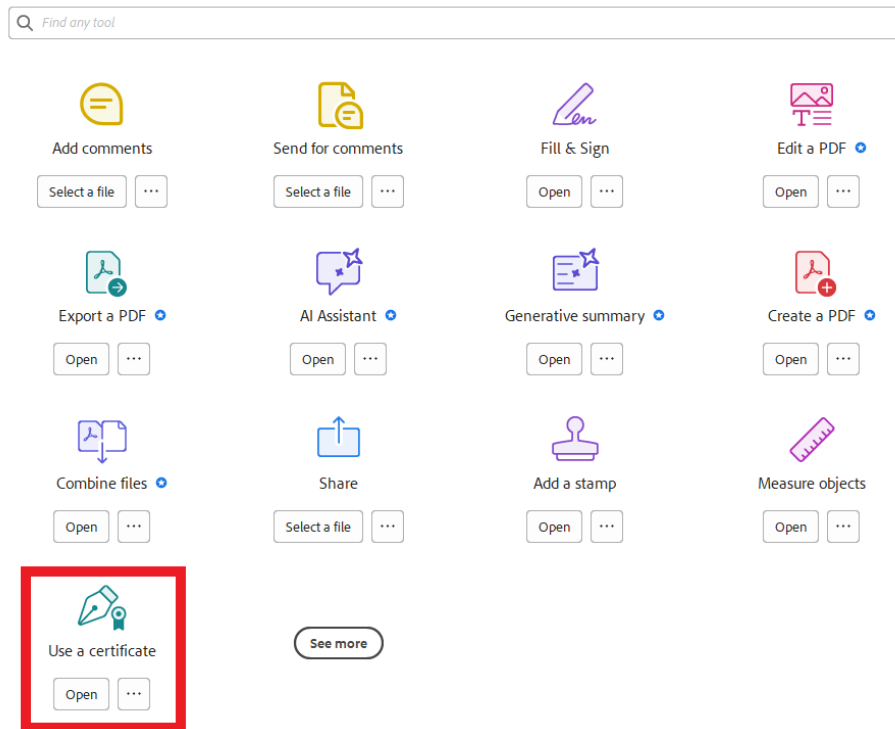# Adobe Acrobat: Using your Certified Digital Signature

Luis Norda - 2024-12-12 - [Classroom/Conference Room Technology](#)
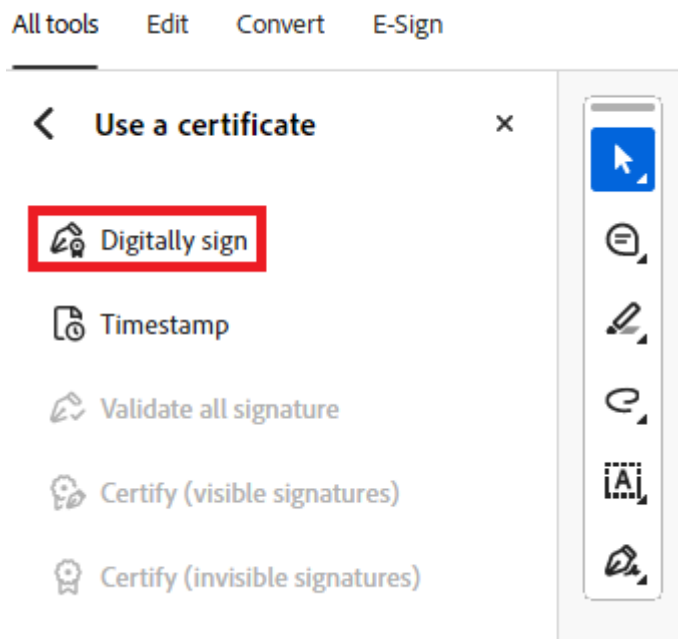
1. Open **Adobe Acrobat**

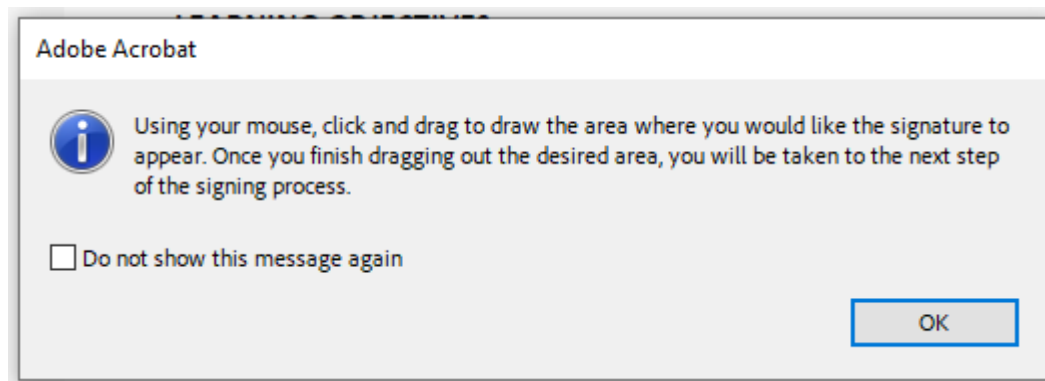1. Within the **Recommended tools for you**, select **See all tools**:
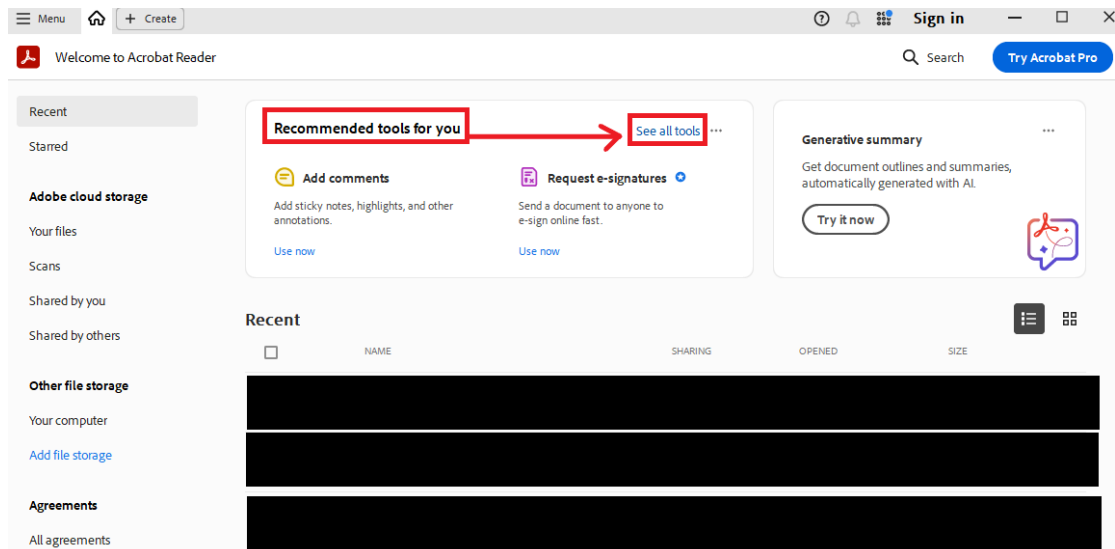
1. Within **Use a certificate**, select **Open**:

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

1. Save the file under a new name