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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:

Q Find any tool			
Add comments	Send for comments	Fill & Sign	Edit a PDF •
Export a PDF • Open ····	Al Assistant • Open ···	Generative summary • Open ····	Create a PDF •
Combine files •	Share Select a file	Add a stamp Open	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	LID Cancel	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