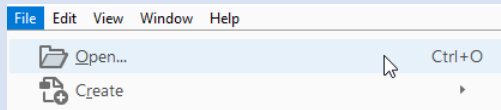


Adobe Acrobat Pro DC Tutorial: how to use Adobe Sign to Digitally Sign documents.

Open the document that needs to be signed, by opening Adobe Acrobat DC and then pressing Ctrl+O or by going to the top left corner and clicking on File, then Open as seen in the image below:

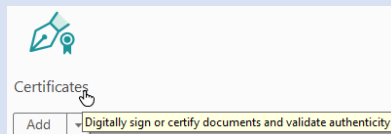


Travel over to the 'Tools' tab and Click on it:



Then Click on 'Certificates':

(One may also click 'Add' to add it to the right hand side toolbar for quick access)

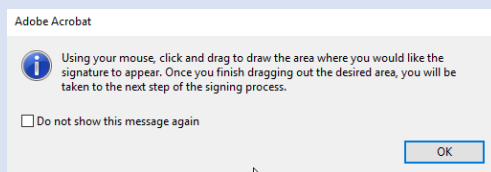


Now Click on 'Digitally Sign' located near the top middle:



Note:

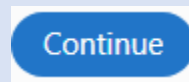
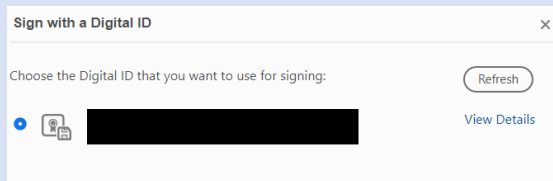
Just click 'OK' on the next prompt:



Now Left Click, Hold, and Drag where you would like the signature on your chosen document:



Choose your desired signature by selecting the Radio Button as seen below, then press 'Continue':



Make sure 'Lock document after signing' is checked and then Click 'Sign':

Note: if the document requires multiple people to sign, do not lock document



At this point, you will be asked to save a new copy of your PDF document. This new copy will have your secure digital signature built in. The original document will not be modified. You may save it as whatever name you would prefer, in your preferred location.

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer