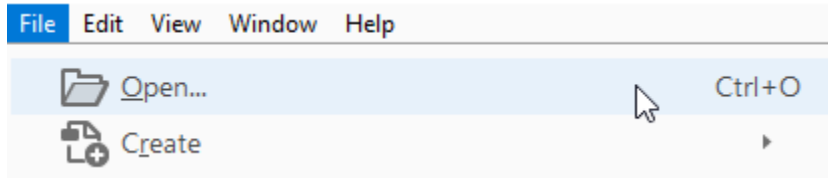
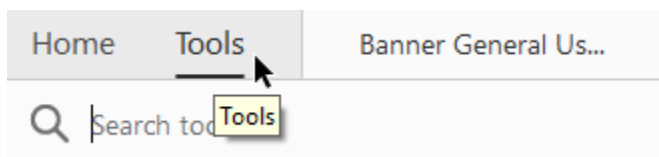


Adobe Acrobat DC Tutorial: how to use Adobe Sign to Digitally Sign documents.

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)



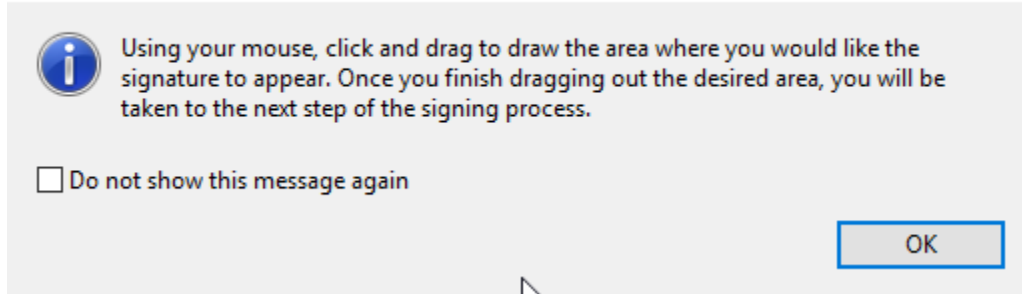
Now Click on 'Digitally Sign' located near the top middle:



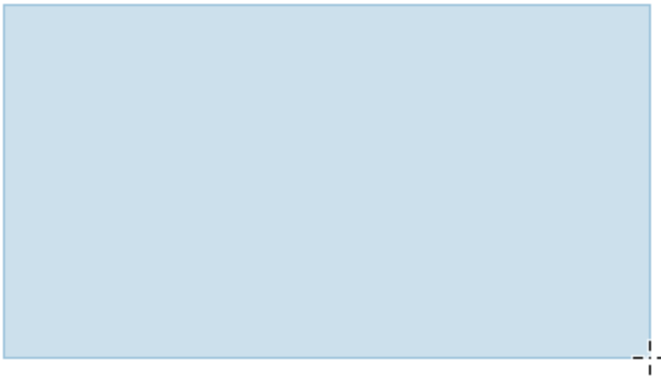
Note:

Just click 'OK' on the next prompt:

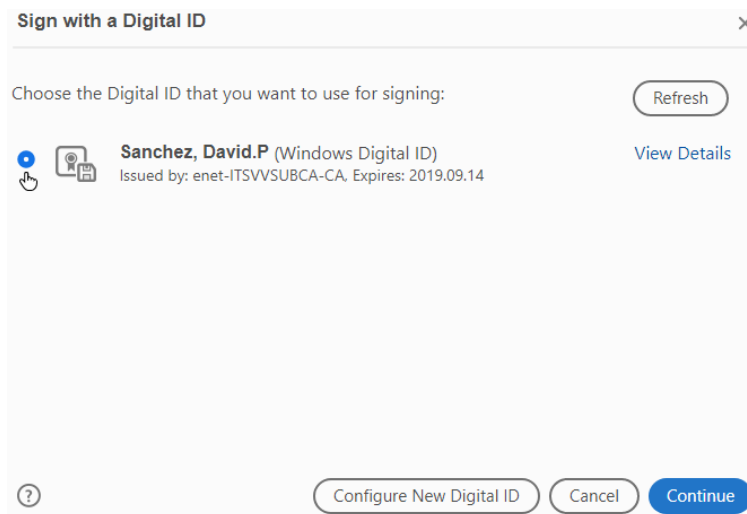
Adobe Acrobat



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':



A save menu will then open, and you may save it as whatever name you would prefer, in your preferred location, as a PDF.

--ENMU ITS Technical Trainer