

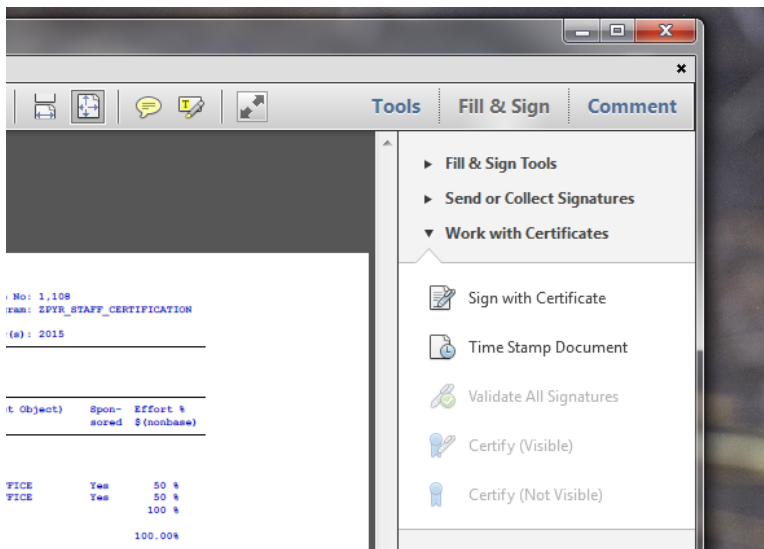
This document contains instructions for creating a secure digital signature in one of the following programs: Adobe Acrobat XI, or Adobe Reader XI. The procedure is similar for any document in PDF format, so you may wish to save them for future reference.

Note that things are significantly different for earlier versions of Acrobat, and that versions of Adobe Reader prior to X do not allow you to sign a document unless it is constructed as a form. That is, you should Adobe Acrobat XI or Adobe Reader XI. You may download a current version of Adobe Reader for free at <https://get.adobe.com/reader/>. The University of Kentucky also has a site license for Adobe Acrobat. You can ask your computer support person about obtaining or upgrading Acrobat.

Open the saved Acrobat document with either Adobe Acrobat Pro XI or Adobe Reader XI (shown below)

Click "Fill & Sign"

Under "Work with Certificates" choose "Sign with Certificate" (you may need to click the black triangle to see this option). Do **NOT** choose "Place Signature" from the "Fill & Sign Tools" menu. (*OR THIS MAY CAUSE PROBLEMS*)



You see a window with a button reading "Drag New Signature Triangle".

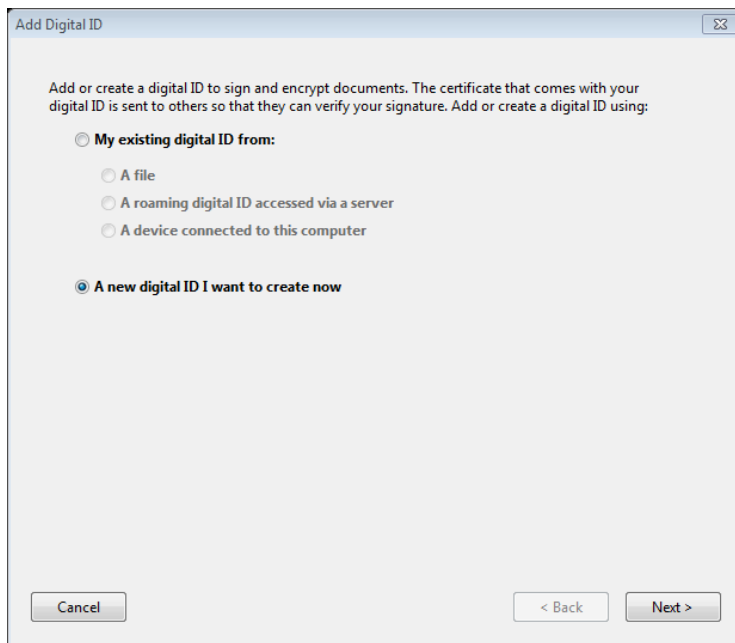


Click that button. Then place the cursor on the left end of the line labeled SIGNATURE. Click and drag up and to the right to open a large box above the line. Release the cursor.

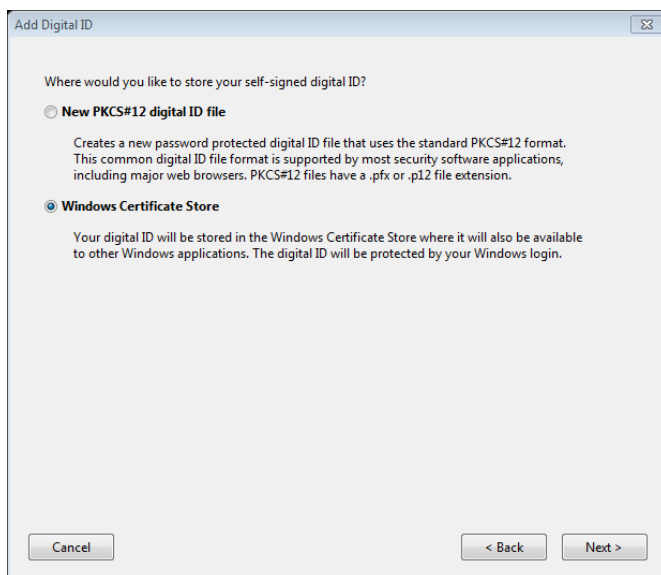
When you release the mouse button, the Sign Document window appears.

If you have already created a digital signature, it will appear in this window (see below).

If you have not done so, the Add Digital ID window will appear. Choose "A new digital ID I want to create now".



Select "Windows Certificate Store" and click "Next"



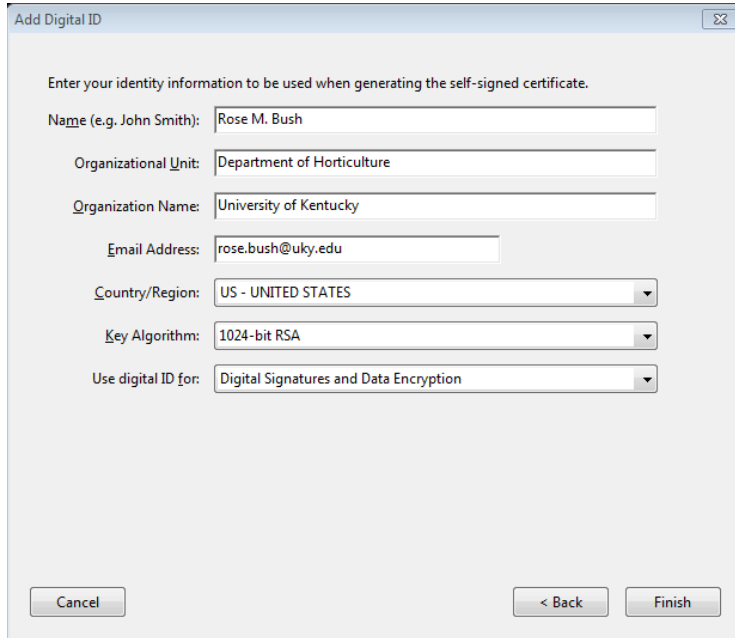
Fill in the values as follows:

Name: Your full name

Organizational Unit: Department of Horticulture

Organization: University of Kentucky

Email Address: your UK email address

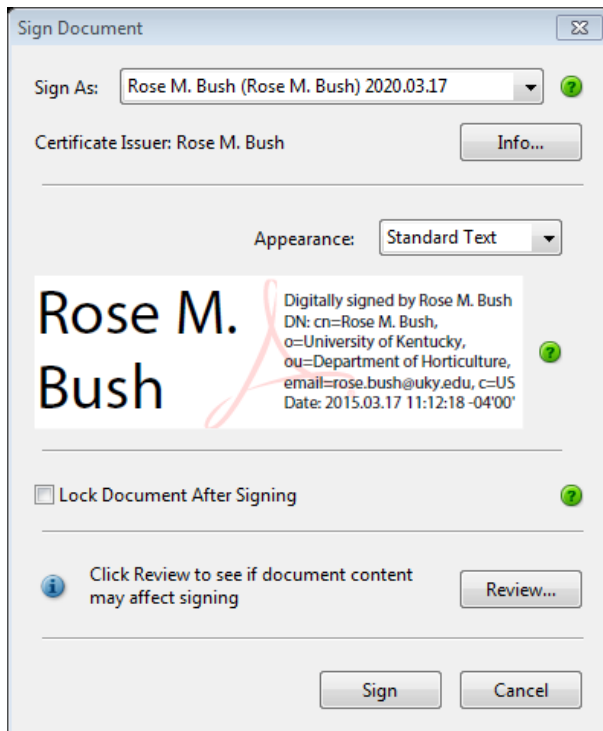


The 'Add Digital ID' dialog box contains the following fields and options:

- Name (e.g. John Smith): Rose M. Bush
- Organizational Unit: Department of Horticulture
- Organization Name: University of Kentucky
- Email Address: rose.bush@uky.edu
- Country/Region: US - UNITED STATES
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Finish

Click "Finish". The Sign Document window appears.



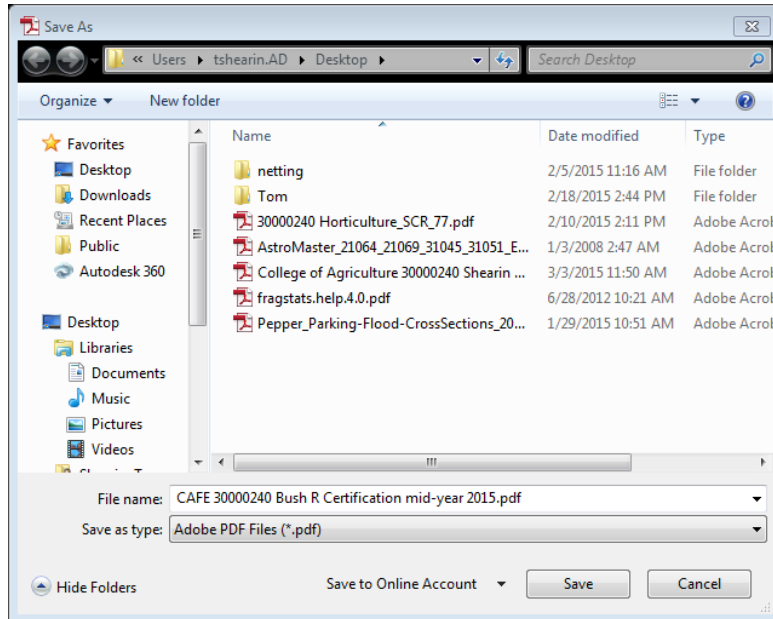
The 'Sign Document' dialog box displays the following information:

- Sign As: Rose M. Bush (Rose M. Bush) 2020.03.17
- Certificate Issuer: Rose M. Bush
- Appearance: Standard Text
- Digitally signed by Rose M. Bush
DN: cn=Rose M. Bush,
o=University of Kentucky,
ou=Department of Horticulture,
email=rose.bush@uky.edu, c=US
Date: 2015.03.17 11:12:18 -04'00'
- Lock Document After Signing
- Click Review to see if document content may affect signing

Buttons at the bottom: Sign, Cancel

It is not required, but you may add a scanned image of your written signature by choosing "Create New Appearance" from the "Appearance" drop down menu, selecting "Imported graphic" and pressing the "File" button under "Import Graphic from". Browse to the file containing the image and click "Open".
Warning: Adobe Acrobat allows you to choose a variety of image formats, but Reader appears to require that it be a PDF.

When you are satisfied with the signature as it appears in the sample box, click "Sign"
You will be prompted to save the file under a new name. Choose an appropriate folder.



The signature should look like this:

Rose M. Bush

Digitally signed by Rose M. Bush
DN: cn=Rose M. Bush, o=University of Kentucky, ou=Department
of Horticulture, email=rose.bush@uky.edu, c=US
Date: 2015.03.17 11:39:34 -0400

Then click "Save". Send the resulting file to Pam as an email attachment.