

# Adding digital signatures to a PDF

Examinations & Results Section – Student Administration Australian Catholic University



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## Introduction

There are three ways to add your signature to a PDF file. The change of grade form used at ACU is set up to accept all three methods.

- 1. <u>Create and use a digital signature</u>
- 2. Copy and paste a scanned signature from a word document
- 3. Add a signature stamp

#### How to sign a form using a digital signature

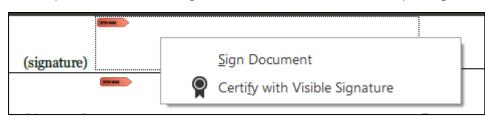
#### Creating your signature

Open the PDF that requires signature.

In order to add a digital signature you must first open a pdf that has been set up to accept signatures. The <u>Change of Results form</u> is set up as such.



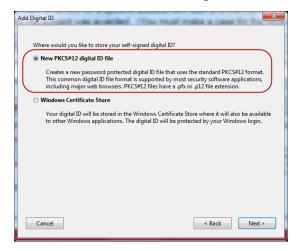
1. Hover your mouse over the signature field and left click to create your signature



2. Select "A new digital ID I want to create now"

Add Digital ID	take a case for th	x
I want to sign this document using:		
My existing digital ID from:		
④ A file		
A roaming digital ID stored on a server		
A device connected to this computer		
A new digital ID I want to create now		
Cancel	< Back Nex	t>
Cuncer	- DUCK	<u> </u>

3. Select "New PKCS#12 digital ID file"





4. Add you name, email address and country (Org Unit and Name are Optional), click Next

Add Digital ID	
Enter your identity inform	nation to be used when generating the self-signed certificate.
Name (e.g. John Smith):	John Doe 1
Organizational Unit:	
Organization Name:	
Email Address:	jodoe@bigpond.com
Country/Region:	AU - AUSTRALIA 3 -
Enable Unicode Suppo	ort
Key Algorithm:	1024-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption
Cancel	< Back Next >

5. Choose a folder where you will save you signature, create a password and click finish

Add Digital ID	
you use the digital ID to sign or decrypt docur so that you can copy this file for backup or ot file using the Security Settings dialog. Will default to thi	w digital ID file. You will need the password when ments. You should make a note of the file location her purposes. You can later change options for this s; browse to select where you want this be stored on your computer. Browse
Password: Confirm Password:	create a password
Cancel	< Back Finish

Your signature has been created

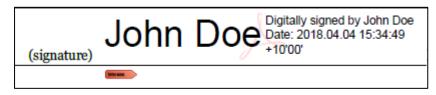


#### Using your digital signature

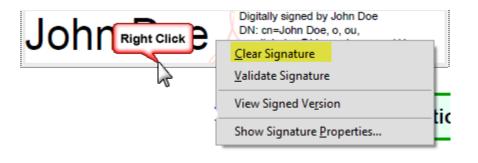
Once your signature has been created you will be able to add it to any form with a signature block. Once you click in the block you will see the signature screen pop up. You will need to enter your password and click sign to populate your signature.

Sign Document	x
	e@bigpond.com> 🔻 🕜
Password: Certificate Issuer: John Doe	Enter your password Info
	Appearance: Standard Text 💌
John	Digitally signed by John Doe DN: cn=John Doe, o, ou, email=jodoe@bigpond.com, c=AU
Doe	Date: 2013.06.05 16:26:42 +10'00'
	Click Here Sign Cancel

Your signature will now appear in the form. Please note you may be prompted to save the PDF document on your computer before your digital signature will appear in the form.



To remove your signature, right click on the signature panel and slect 'Clear Signature'.





#### Changing your signature style

By clicking on the Appearance link you can alter the style of your signature. Once changed ensure you preview your new style before accepting the change.

Sign Document
Sign As: Jane Doe < jdoe@csu.edu.au>
Password:
Certificate Issuer: Jane Doe Info
Appearance: Standard Text
Jane Digitally signed by Jane Doe DN: cn=Jane Doe, o, ou,
email=jdoe@csu.edu.au,
Doe 2013.06.03 11:50:09
+10'00'
Sign Cancel
Configure Signature Appearance
Title:
Preview Don't forget to name your new signature appearance
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2013.06.03 11:53:18 +10'00'
Configure Graphic
Show:      No graphic Import Graphic from:
<ul> <li>Imported graphic</li> <li>Name</li> </ul>
Select items from "Configure Text" to change
the display in the "Preview" area.
Show: 📝 Name 📝 Location 📝 Distinguished name 📝 Logo
☑ Date ☑ Reason ☑ Labels
Text Properties
Text Direction: $\ensuremath{\textcircled{0}}$ Auto $\hfill \bigcirc$ Left to right $\hfill \bigcirc$ Right to left
Digits: 0123456789 🗸
OK Cancel



# Copy paste method for adding a graphical signature

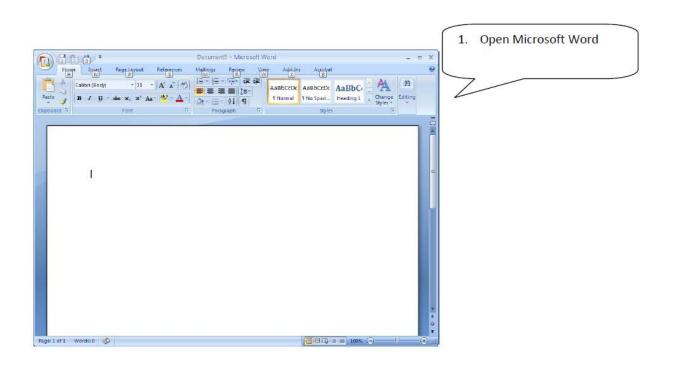
#### Create signature

- 1. Scan your signature using the tool of your choice
- 2. Save your scanned image as a JPG file
- 3. Open the image in the editor of your choice
- 4. Crop the image so that is about 250(width) by 75(height) Save the file as, "signature.jpg"

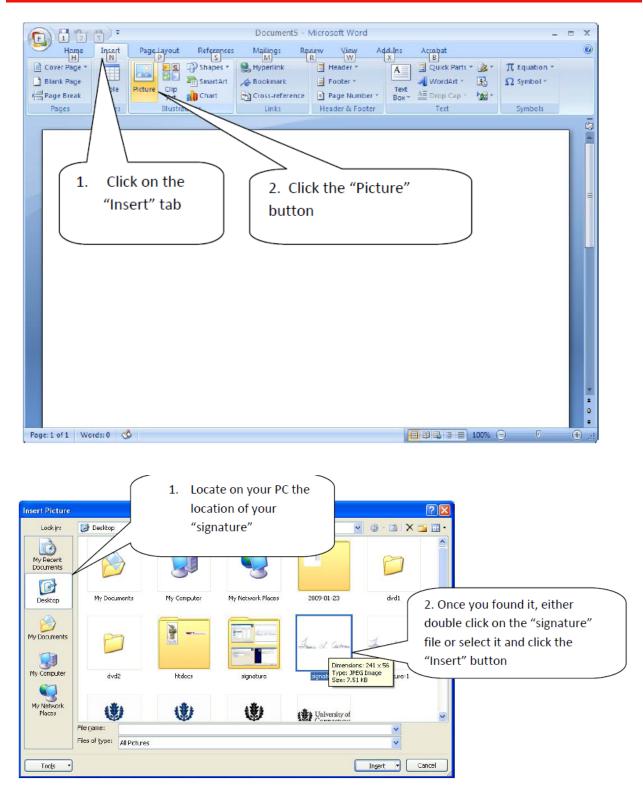
#### Important

If you are not able to add a signature using the Adobe reader on your computer <u>contact IT Service</u> <u>Desk</u> through the IT Service Portalfor assistance as you may need to upgrade your software.

#### Copy signature into Word

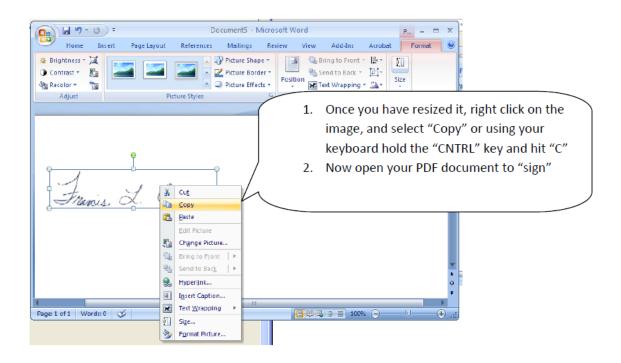








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Francis Z. Cast	emen		image	
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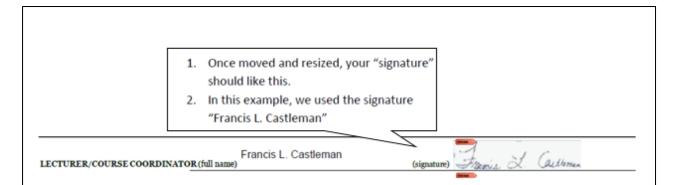


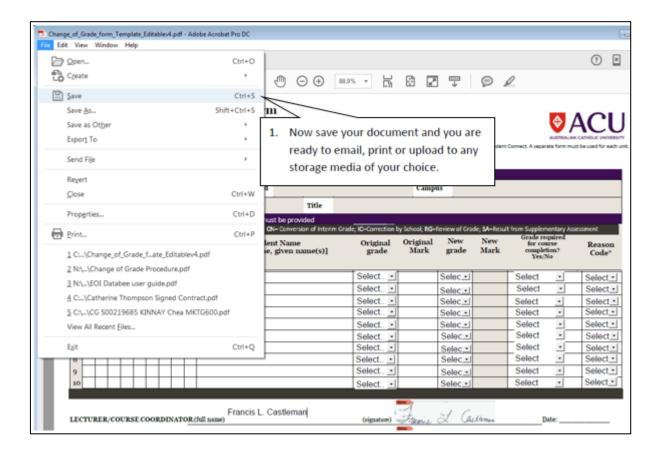
#### Paste signature into your PDF

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5 6 7 8 9	<ol> <li>Single left click on the "signature" to resize it to fix int the signature box</li> <li>Use the corner square on the signature to resize and than move into the signature box</li> </ol>	0 Selec - Sele	Select · Select · Select · Select · Select ·	Selec Selec Selec Selec Selec							
LECTURER/COURSE COORDINATOR (full name) HEAD OF SCHOOL/DEPUTY HOS (full name) (signature) (signature)											







#### Alternate method - Adding a stamp

An alternate way to sign the form is to add a stamp. Follow the link to Adobe <u>instructions on adding</u> <u>stamps</u>.