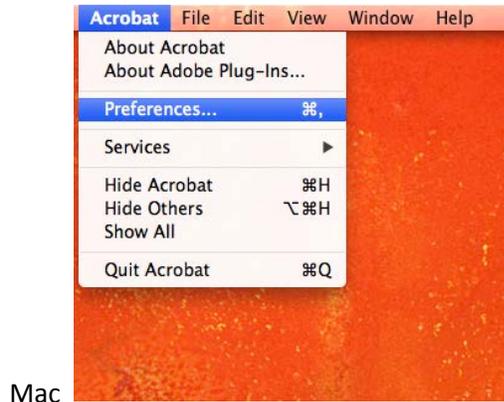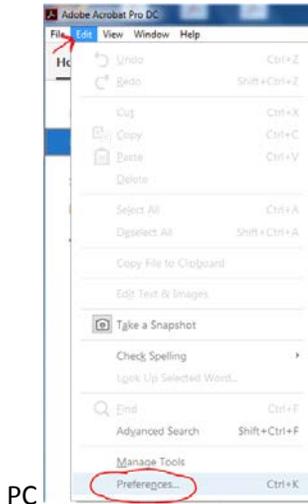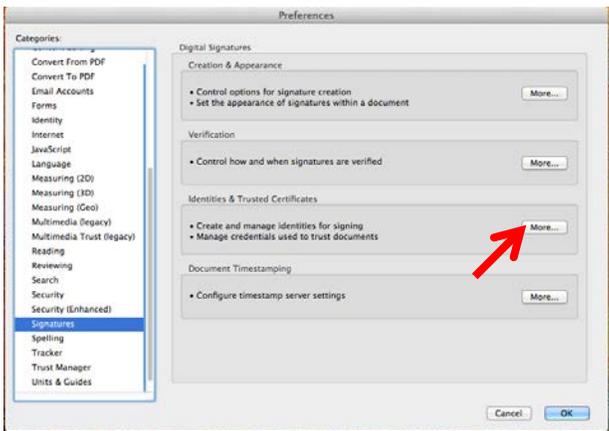## Instructions for Creating a Digital Signature

Open the Adobe Acrobat Pro or Reader application. You do not need to have a file open.

Click on **Edit>Preferences (PC)** or **Acrobat>Preferences (Mac)**.



PC                                        Mac

In the **Categories** list click to choose **Signatures**. Then on the right hand-side of the window Under the section for Identities & Trusted Certificates click on **More**.



The Digital ID and Trusted Certificate Settings window will appear. Make sure that Digital IDs is highlighted on the left hand column, then click on Add ID on the right hand side of the screen.
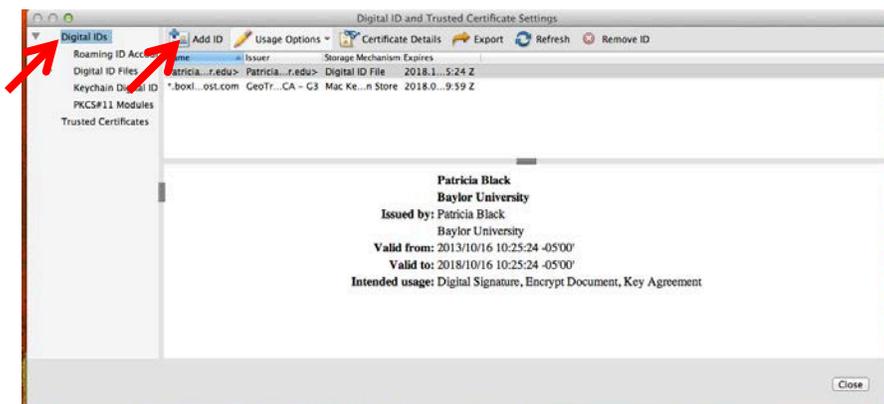
Click in the signature field.  This window will appeared.  You should select "A new digital ID I want to create now" then click on Next.
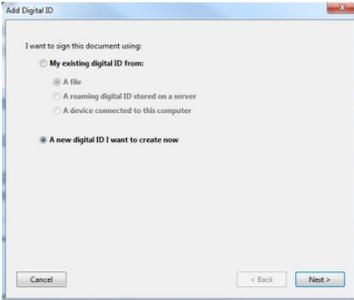


The next window will have two options, you will select the first one "New PKCS#12 digital ID file" then click on Next.

Now you will enter your information on this screen:

For **Name** enter your name as you would sign, including any post-nominal initials ( e.g Baylor B. Bear, Ph. D.)
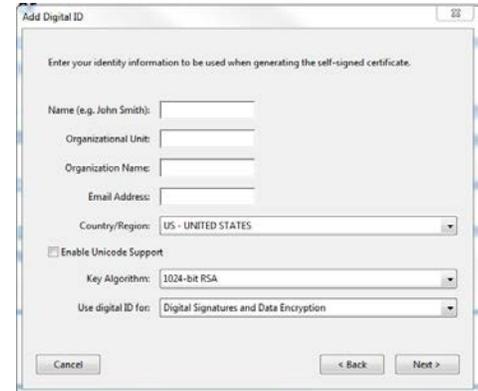
For **Organizational Uni**t enter your **Department name**.

For **Organization Name** enter **Baylor University**.

You must enter your email address.

Leave country as default and leave Unicode Support UNCHECKED.

Click on Next.



The next window will have a File Location.  Leave it as it is.  You will also be asked to create a password.  Be sure to use something you will remember.  It does not have to have any special characters or letter/number combination, but does have to be at least 6 characters long.  This password will never change.  **DO NOT** use your bear_id password.  Once you decide on a suitable password enter it and then enter it again to confirm.  Then click on Finish.

You will be taken back to the Digital ID and Trusted Certificate Settings window where your Digital ID will be listed.  You can close all windows.

*For future forms, once you click in the signature field you will only need to enter your password in the Sign Document window as pictured below.*