

# CREATING AND USING A DIGITAL SIGNATURES

Registrar's Office | kscregistrar@keene.edu

The following instructions walk you through creating, saving, and using your digital signature in your downloaded PDF. **You must have Adobe Reader DC.**

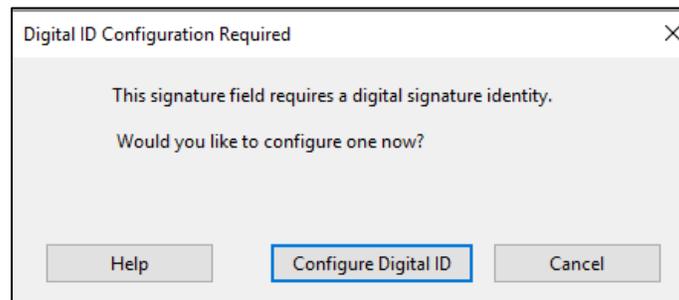
## Option 1:

### Creating your signature:

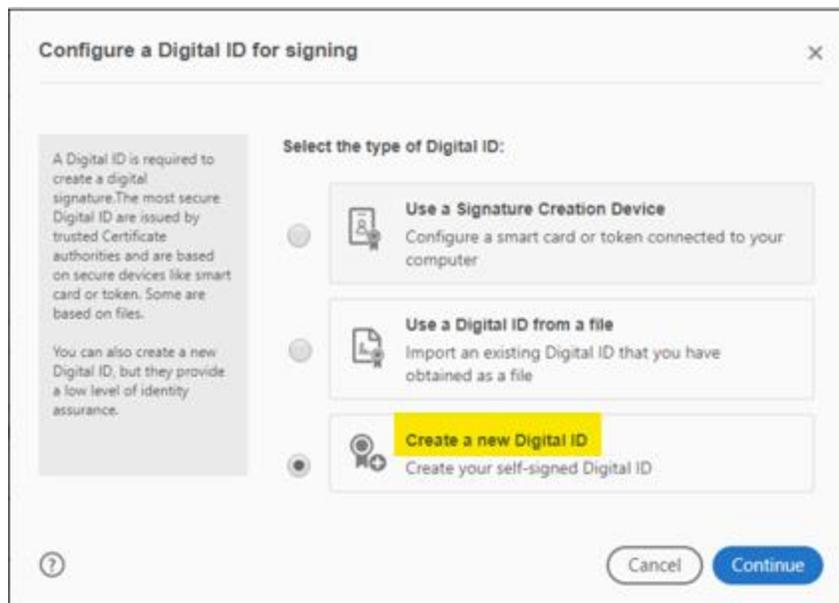
1. In the document you need to sign, click once somewhere in the signature field. The signature field is indicated by a reg flag in the upper-level corner:



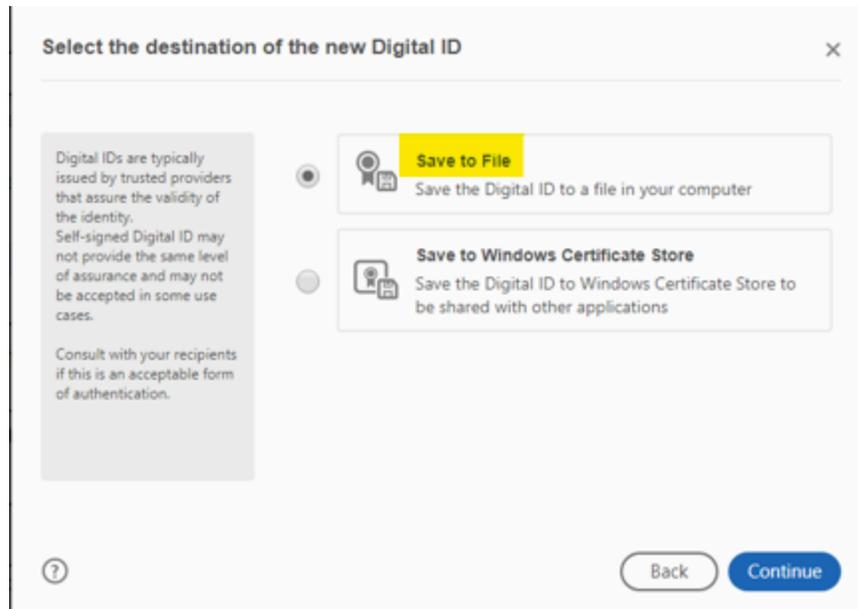
2. Choose Configure Digital ID:



3. Choose Create a new Digital ID, then Continue:

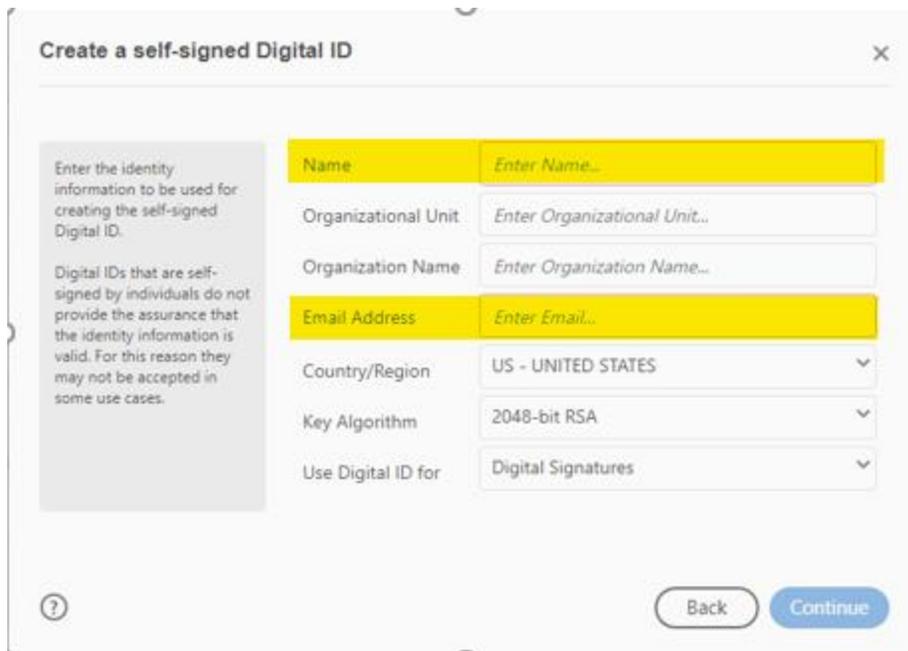


4. Choose Save to File and Continue:



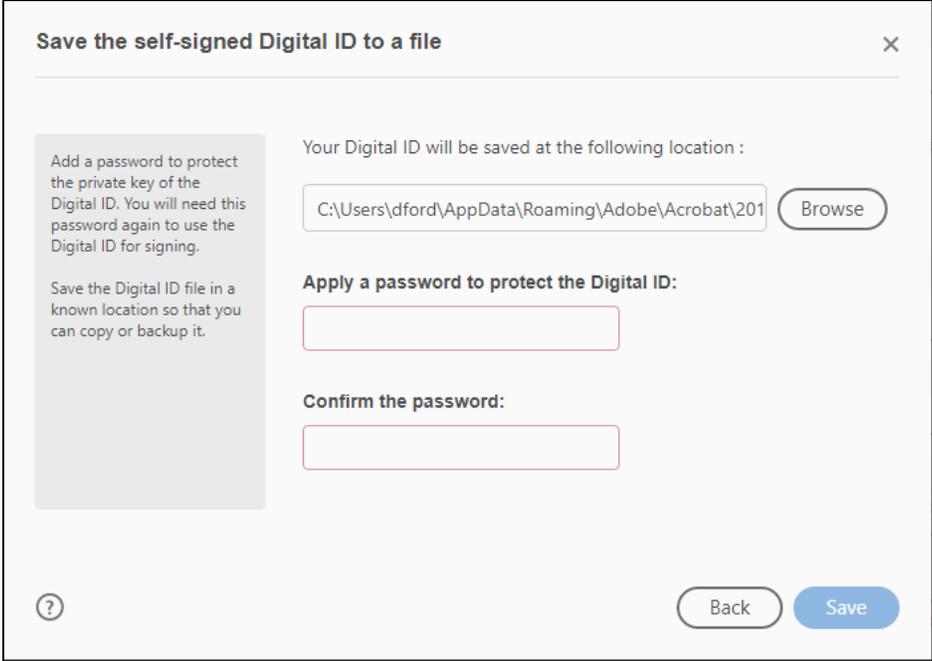
5. First enter the required information and then Continue:

- a. your name [Name] as you want it to appear in the signature field.
- b. Your KSC email address [Email Address]



## Saving your signature:

6. Choose Browse to save your digital signature to your chosen file location. Set your password [Apply a password to protect the Digital ID:] and Confirm the password. Save. **Note:** Be sure to make note of your password – there isn't a password recovery option.



**Save the self-signed Digital ID to a file** [Close]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\dford\AppData\Roaming\Adobe\Acrobat\201 [Browse]

**Apply a password to protect the Digital ID:**

[Text Input Field]

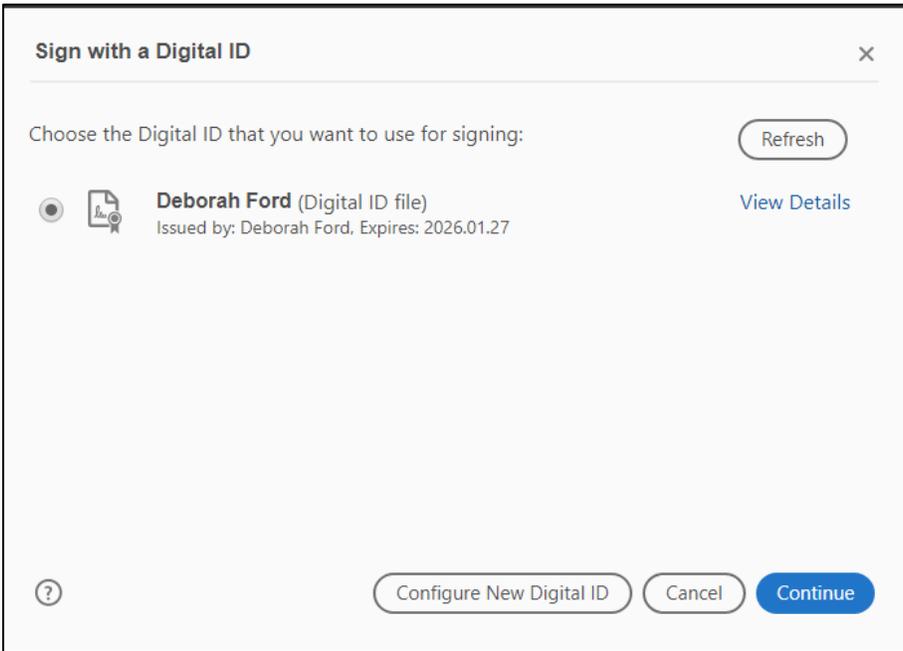
**Confirm the password:**

[Text Input Field]

[Help] [Back] [Save]

## Using your signature:

7. Now when you click in the signature field on a pdf, you'll have the option to sign with your digital ID. Make sure your signature is selected and Continue.



**Sign with a Digital ID** [Close]

Choose the Digital ID that you want to use for signing: [Refresh]

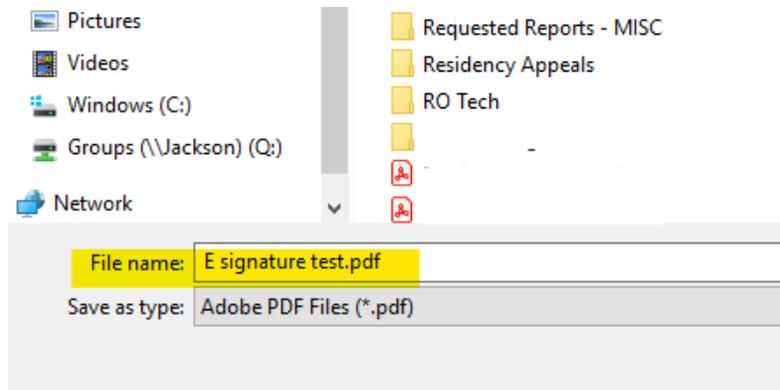
 **Deborah Ford** (Digital ID file)  
Issued by: Deborah Ford, Expires: 2026.01.27 [View Details](#)

[Help] [Configure New Digital ID] [Cancel] [Continue]

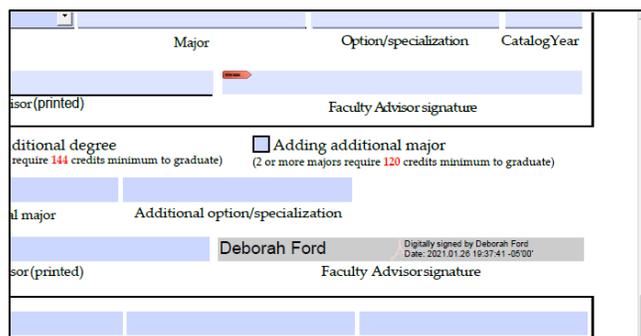
8. Once you choose continue from the previous step, your digital signature will appear in the window. Enter your password and choose Sign.



9. You will be prompted to resave the file. Change the name of the file when appropriate, before saving.

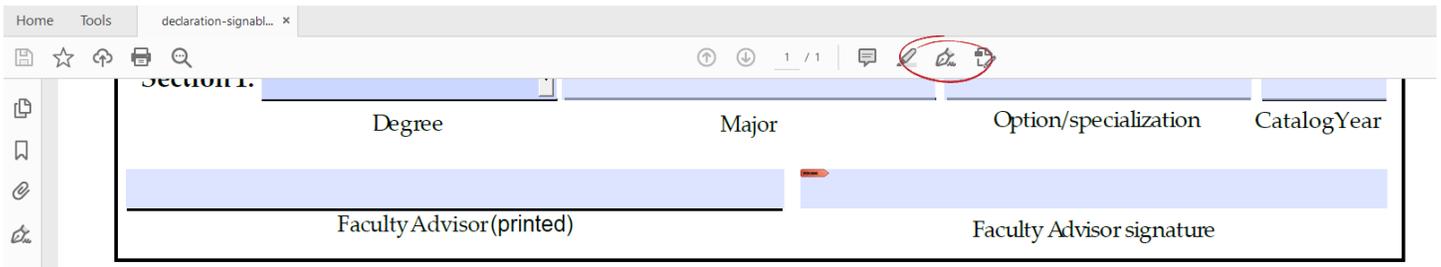


10. Your digital signature has now been inserted into your document. Note: now that your signature has been created, you'll only need to repeat 7-10 in the future.

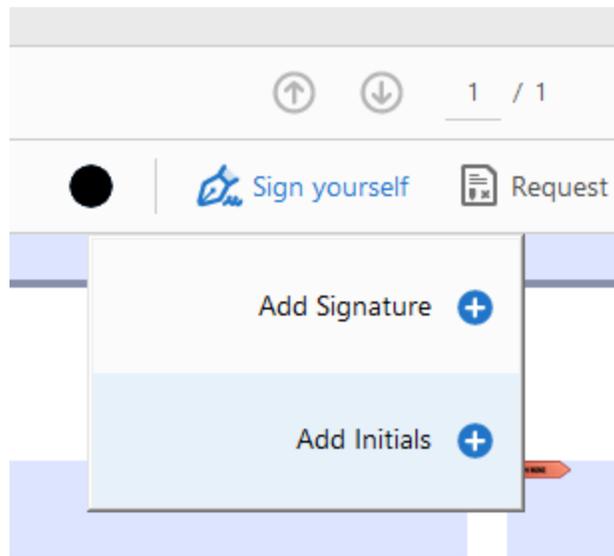


## Option 2:

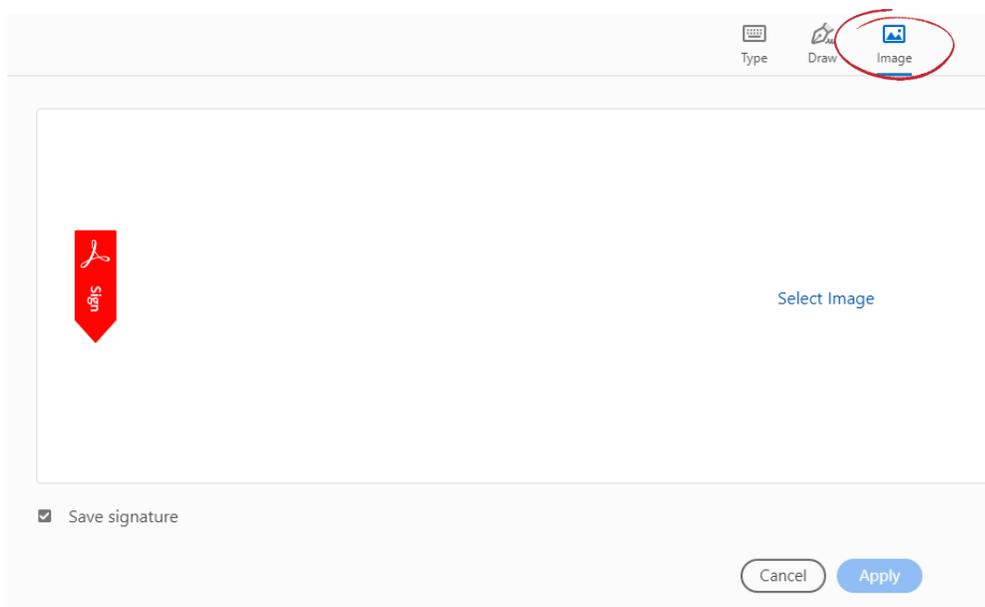
1. In the toolbar of the downloaded PDF, choose the pen option:



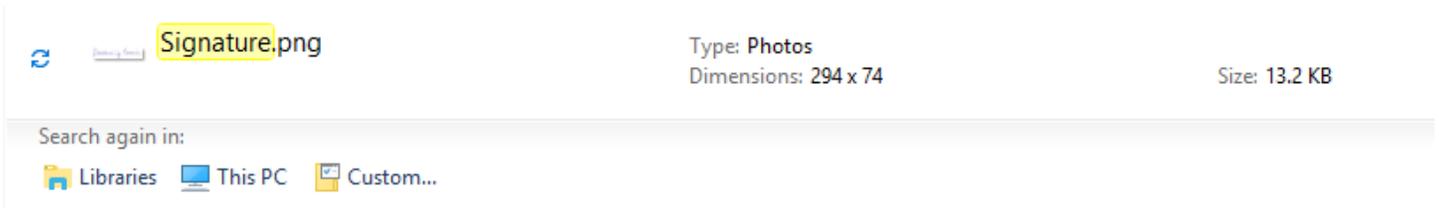
2. Choose Add Signature:



3. Choose image. Please do not choose to type your signature – it voids the validity of a signature.



4. Choose the image of your signature. Apply. **Note:** You would have already had to sign, scan, and save your signature in a file.



5. Your signature is now available to apply to the document, however you won't be able to apply it to a field in the document. It will need to be saved in the white area next to the signature box.