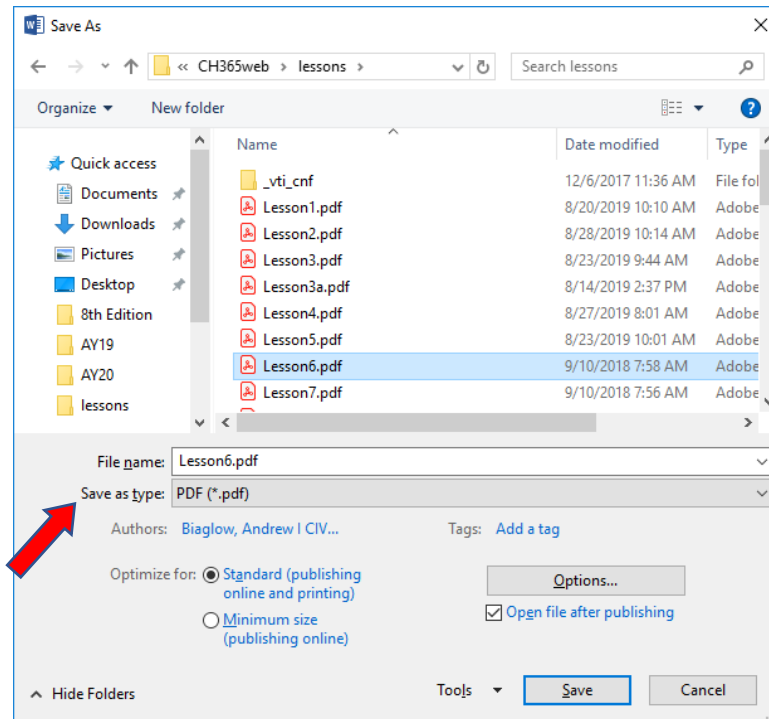


How to create a digital signature and digital initials in Adobe Acrobat DC.

First create the pdf. This is done using “Save As” in Word, Mathematica, Excel or whatever application you are using.

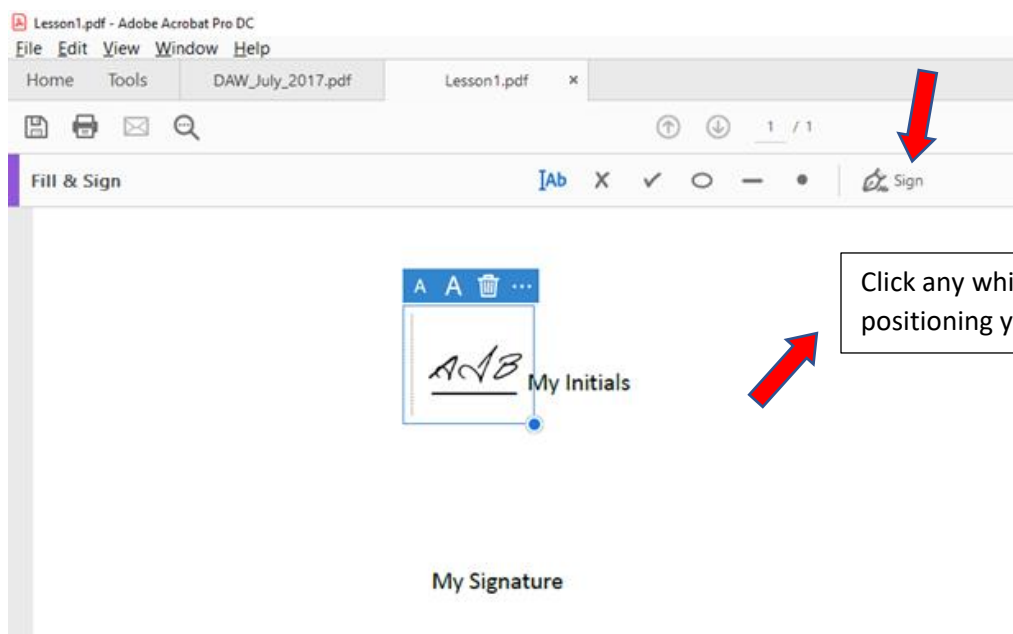
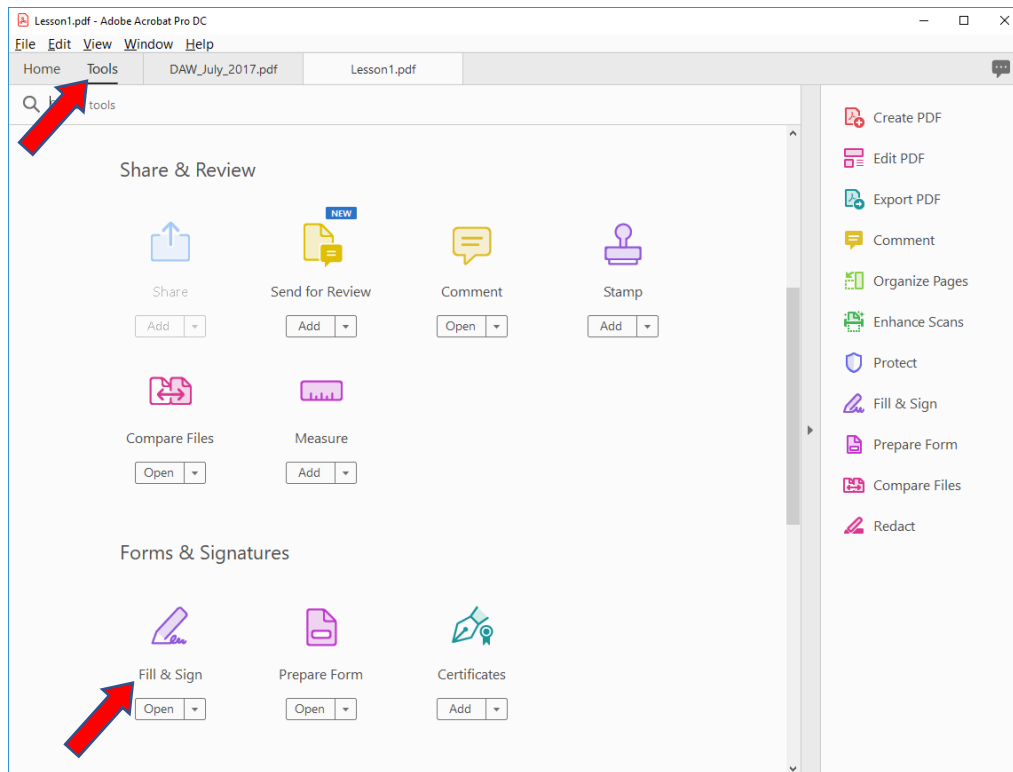
Click File, then Save As, then Browse. Then make sure “Save as type” is set to “PDF.” In this case, I created a file called Lesson6.pdf.



Make sure that you initial the document then sign it. The order of operations is important. You cannot initial the document after it has been signed.

Open the file you just created in Adobe Acrobat Pro DC or Adobe Acrobat DC. Click Tools, then Fill & Sign (under Forms & Signatures; see diagram below), then click the sign (pen) icon.

Click “Add Initials.” You will need to create your initials if doing this the first time. Click “Apply,” then click on the document where you want the initials to appear (see diagram below). Once this is done, click any white space to finalize the initials.



The procedure is different for your digital signature (CAD-signature). First go back to Tools and select Certificates. Then select the pen icon labeled “Digitally Sign.” Draw a box where you want your signature to appear, select the digital ID you would like to use, verify by pressing Sign, re-save the file, enter your PIN, click OK

