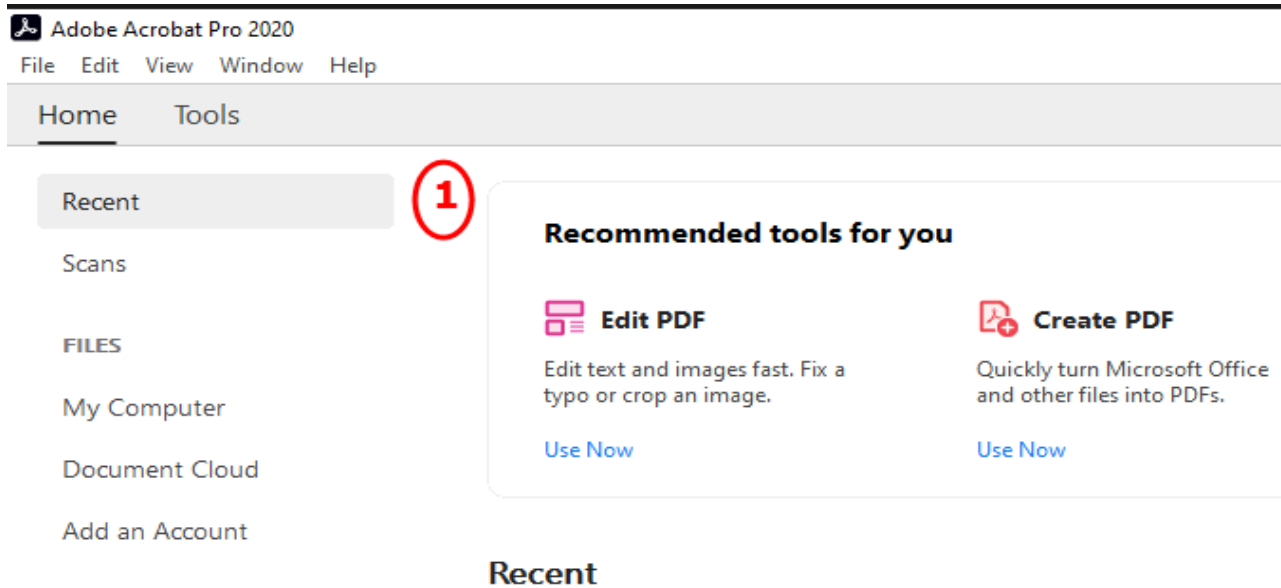
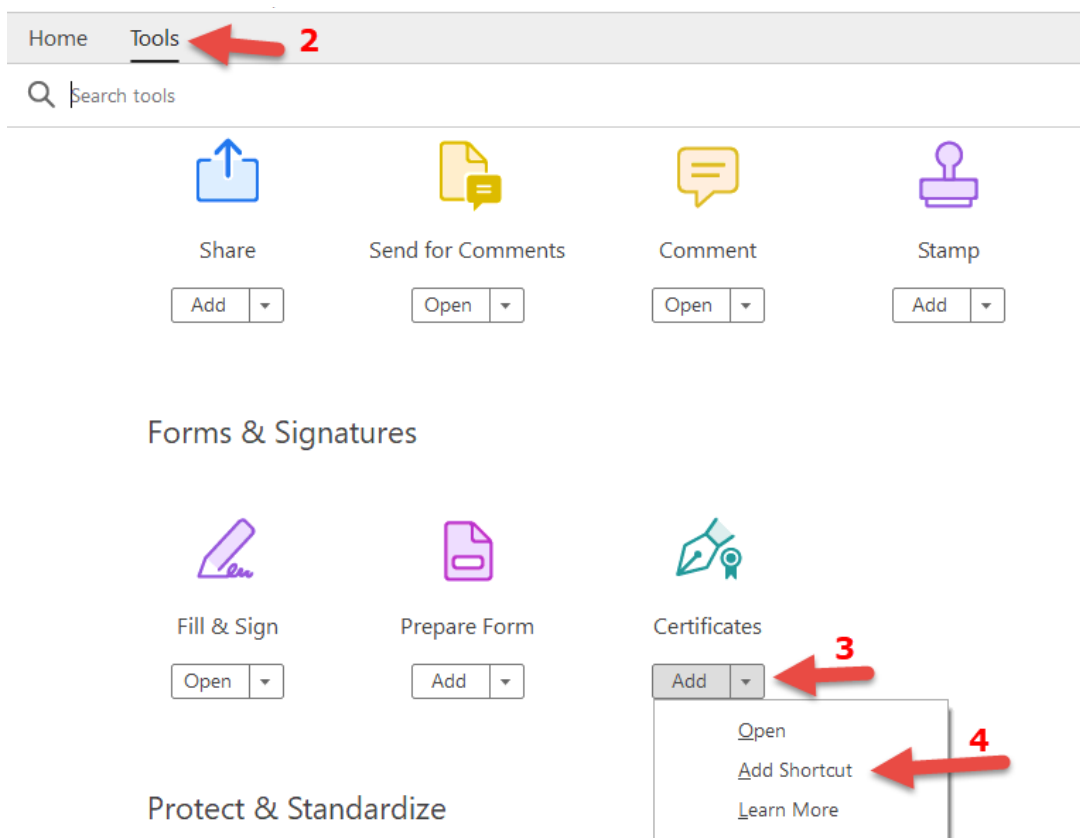


CREATE DIGITAL SIGNATURE WITH ADOBE ACROBAT 2020

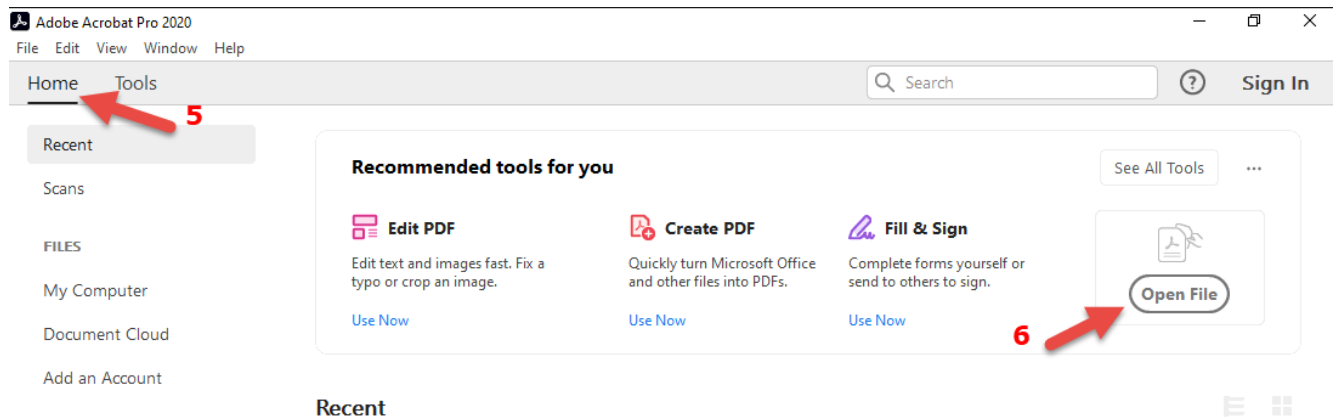
1. Open up Adobe Acrobat 2020



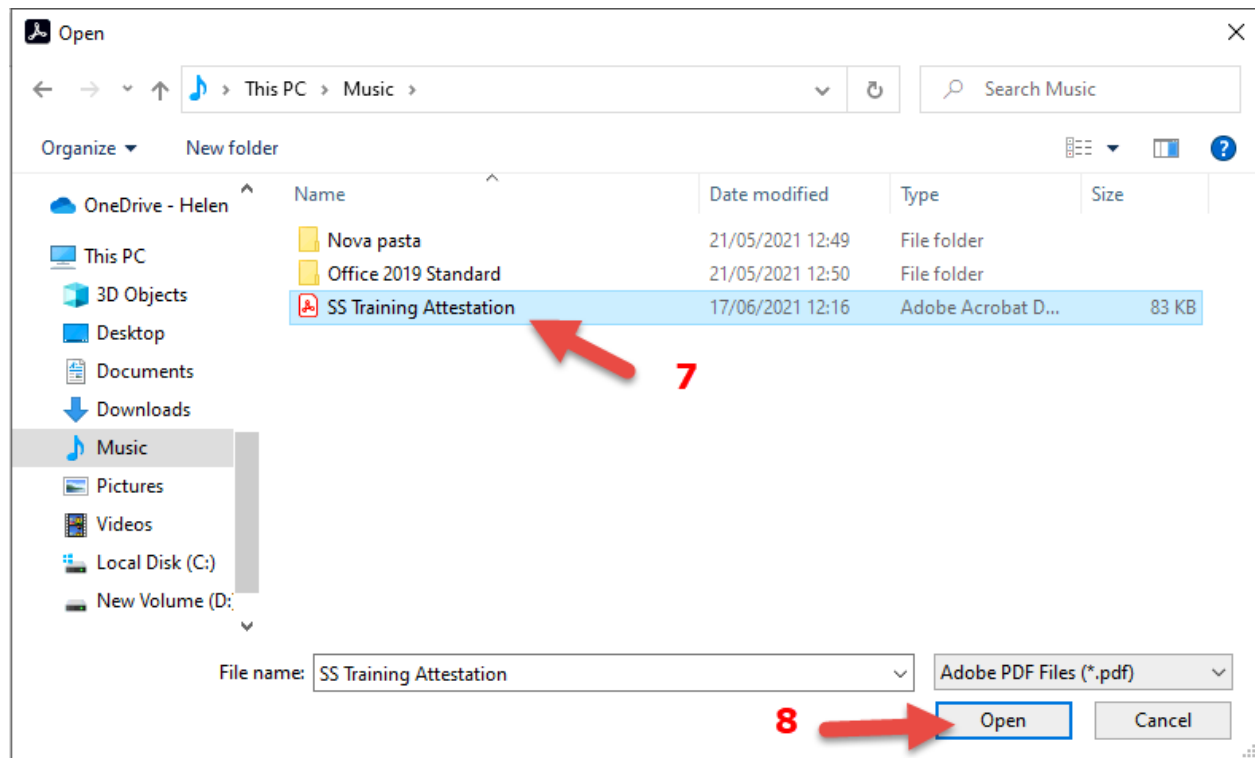
2. Go to Tools/Certificates/Add Shortcut



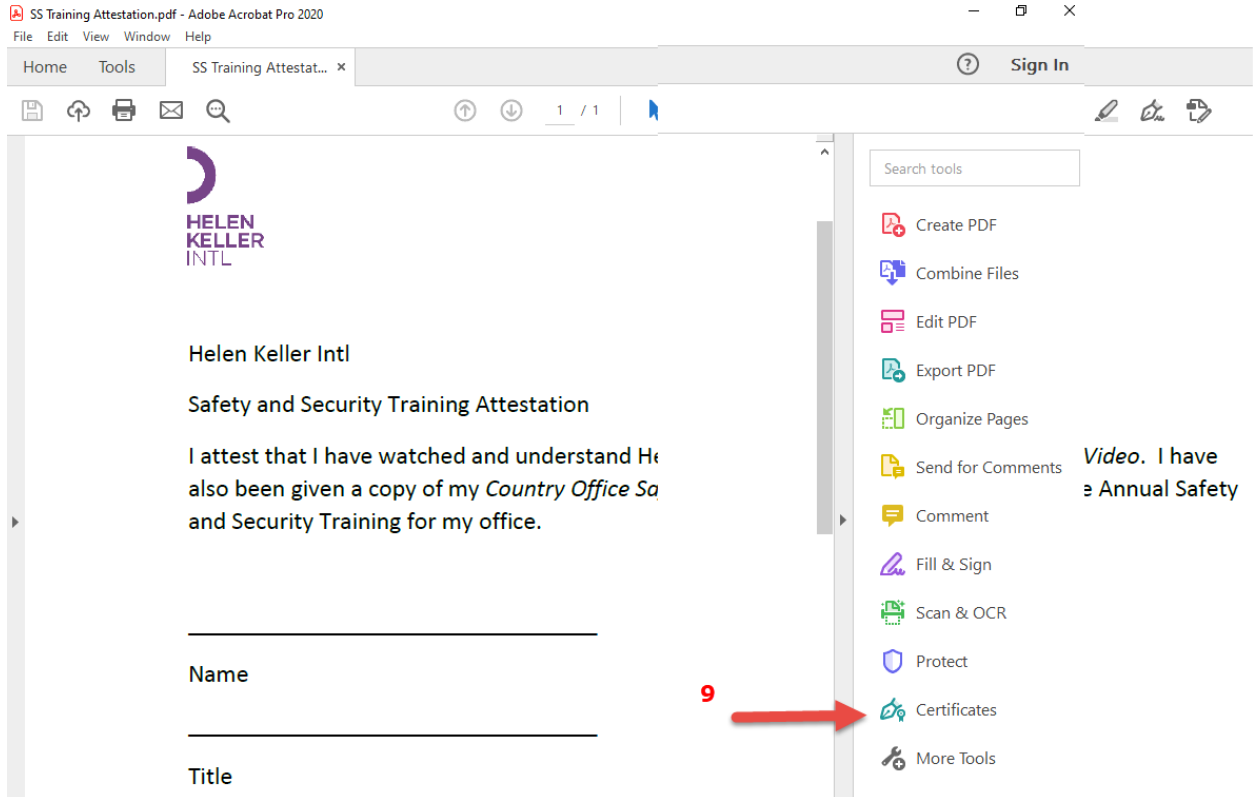
3. Go to Home/Open File



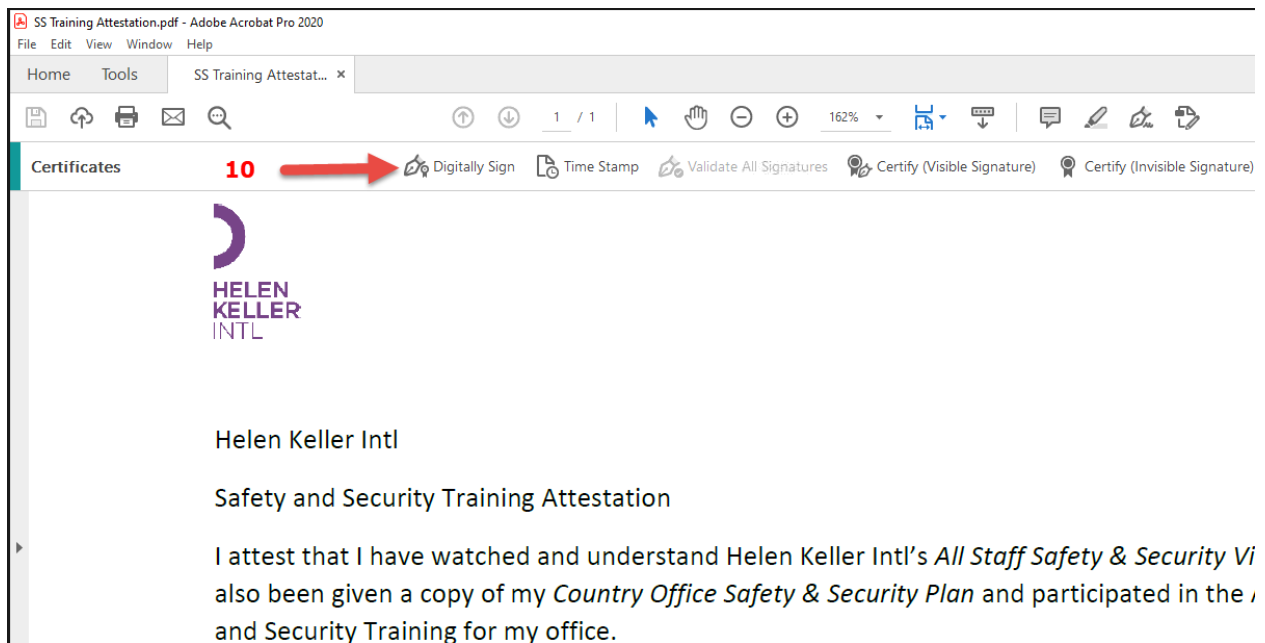
4. Select the document you want to sign and click Open



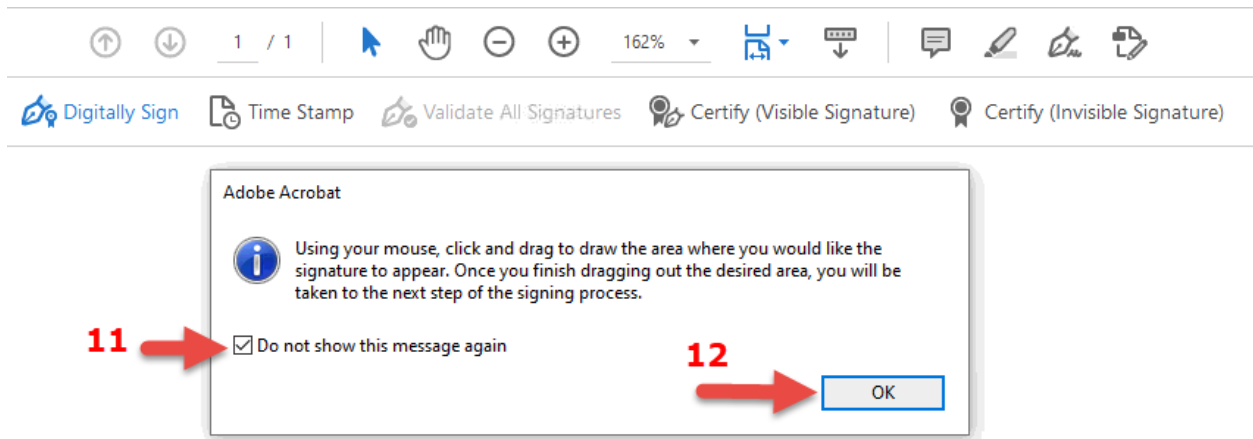
5. Go to Certificates



6. Click on Digitally Sign



7. Check the box and click Ok

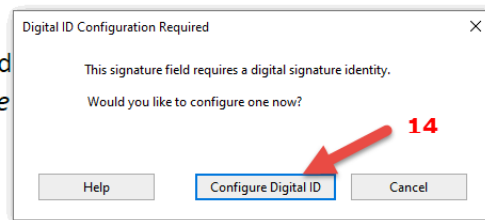


8. Draw the area where you would like to sign and click Configure Digital ID

Helen Keller Intl

Safety and Security Training Attestation

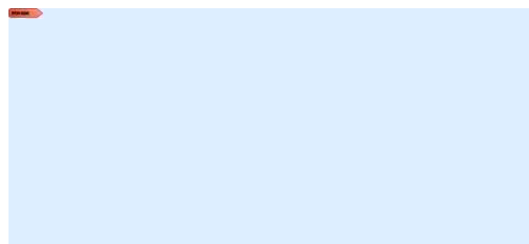
I attest that I have watched and understand
also been given a copy of my *Country Office*
and Security Training for my office.



Security Video. I have
in the Annual Safety

Name

Title



9. Select the last option and click continue


Configure a Digital ID for signing ×


A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- ☐ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☒ **Create a new Digital ID**
Create your self-signed Digital ID

15 

16 

? Cancel Continue

10. Choose Save to File and click Continue


Note: If you select the second option, you will not be able to define password to sign

Select the destination of the new Digital ID ×


Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

☒ 

☐ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue 

11. Enter the identity information and continue

Create a self-signed Digital ID



Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

17

Feliciano Manguenze

Organizational Unit

IT & Operations Department

Organization Name

Helen Keller INTL

Email Address

fmanguenze@hki.org

Country/Region

MZ - MOZAMBIQUE

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures



Back

Continue

18

12. Create your password and continue

Save the self-signed Digital ID to a file



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 it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\fmanguenze\AppData\Roaming\Adobe\Acro

Browse

Apply a password to protect the Digital ID:

.....

Confirm the password:

.....



Back

Save



20

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13. Select the digital signature and continue

Sign with a Digital ID ×

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

**Feliciano Manguenze** (Digital ID file)
Issued by: Feliciano Manguenze, Expires: 2026.07.29 View Details

? Configure New Digital ID Cancel Continue

14. Provide the password and sign

Sign as "Feliciano Manguenze" ×

Appearance Standard Text ▼ Create

Feliciano Manguenze

Digitally signed by
Feliciano Manguenze
Date: 2021.07.29
09:14:02 +02'00'

☐ Lock document after signing View Certificate Details

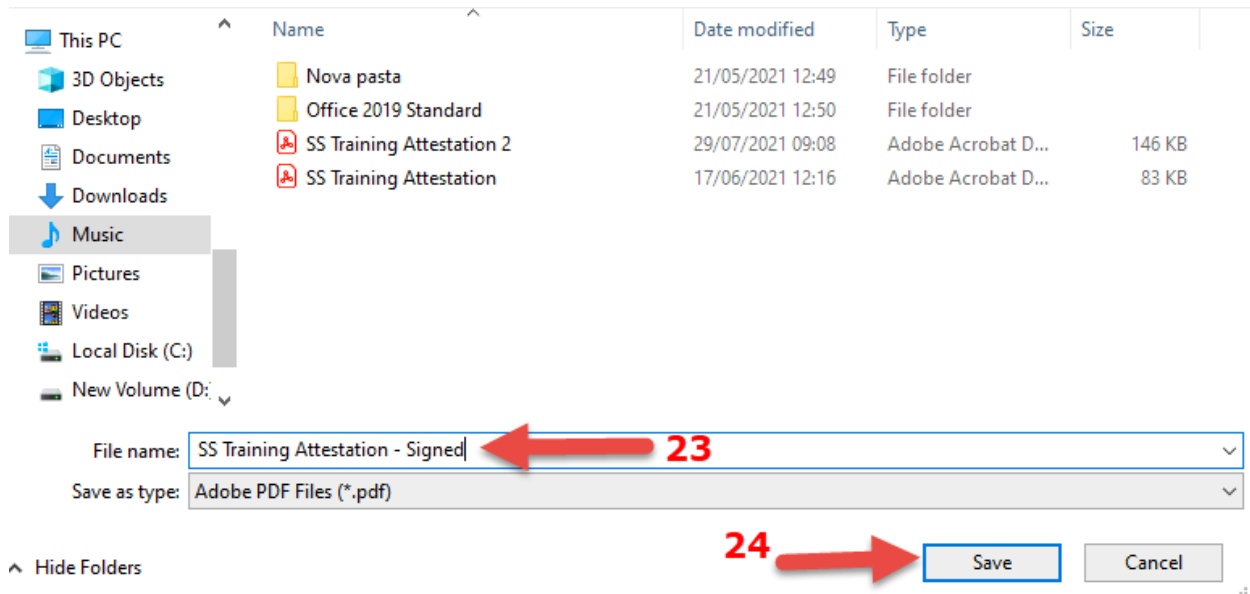
Review document content that may affect signing

..... 21

22 Review

Back Sign

15. Save the signed document



Signed document



Helen Keller Intl

Safety and Security Training Attestation

I attest that I have watched and understand Helen Keller Intl's *All Staff Safety & Security Video*. I have also been given a copy of my *Country Office Safety & Security Plan* and participated in the Annual Safety and Security Training for my office.

Name

Title

Signature

Date

Digitally signed
by Feliciano
Mangueleze
Date:
2021.07.29
09:14:54 +02'00'

The End