

Step-by-step guide to sign a PDF digitally with Adobe Acrobat DC 2021

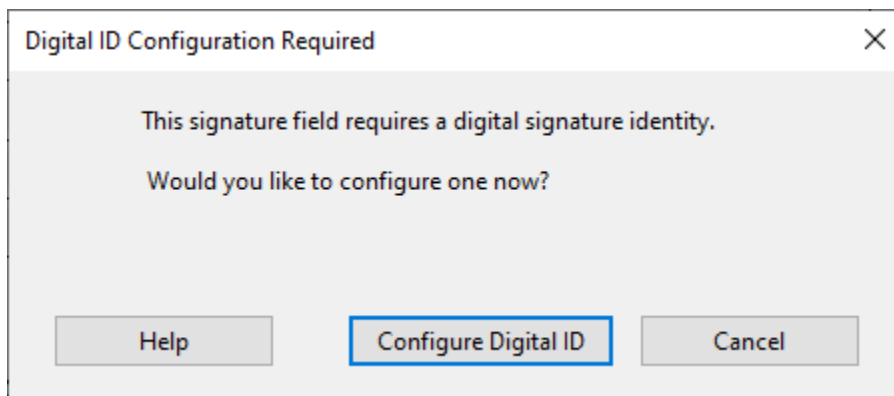
If you have an older version of Acrobat (Reader), see the [previous version of this guide](#).

1. Open the PDF with Adobe Acrobat Reader DC, or Adobe Acrobat Pro DC. Digital signatures do not work well in alternative PDF reading programs.
2. Enter the required information, and/or check if you agree with the form's contents you will sign for.
3. Then, make sure you save an unsigned copy of the form (File – Save As) because in the signed version, the text fields will be locked for editing. By keeping an unsigned copy, you can update the form later.
4. When you are ready to sign, click the red pencil in the signature field that is intended for you. For example, if you are a student the field might look like this:

Student

Name	<input type="text" value="John Doe"/>
Signature	<i>Sign digitally with Adobe Reader.</i> <input type="text"/>
Date	<input type="text" value="16 August 2021"/>

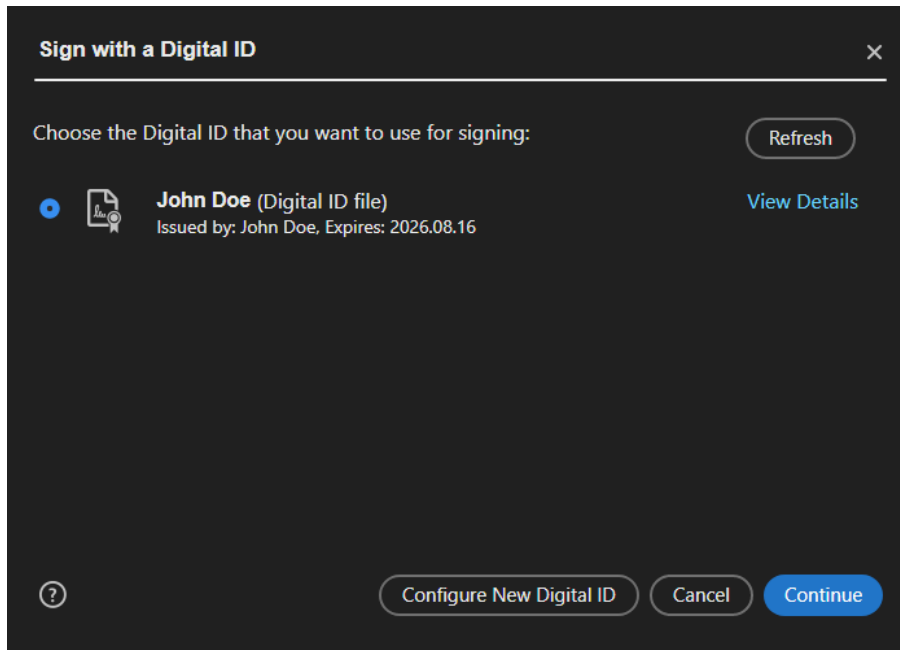
5. If you get the following screen, click “Configure Digital ID”. If you do not get this screen, skip to step 9.



See page 3 for screenshots that show steps 6-8 (creating a new digital ID).

6. In the next screen, click “Create a new digital ID” unless you already have an ID (PFX-file) made on a different computer. If you have a PFX-file, click “Use a Digital ID from a file” to load it, and skip to step 9.
7. In the next screen, click “Save to File”. In the next screen, enter your name, organization (UTwente), UT e-mail, and country NL.
8. In the next screen, select a folder to store your Digital ID file (PFX file) and enter a password to lock it.

9. You should now see the screen “Sign with a Digital ID”. Choose the correct ID and click Continue. If you don’t see the correct ID, click “Configure New Digital ID” and go back to step 6.

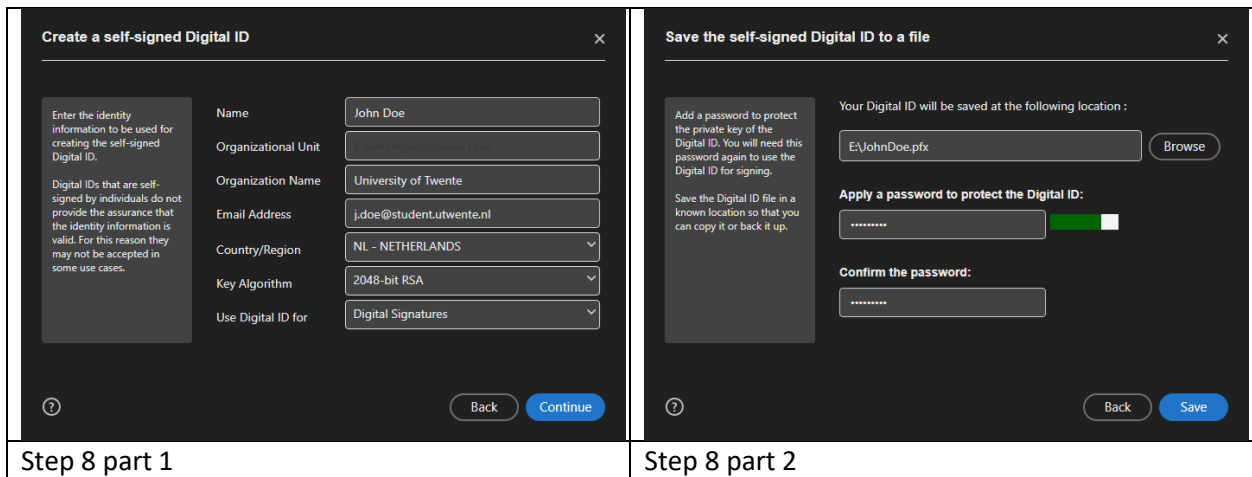
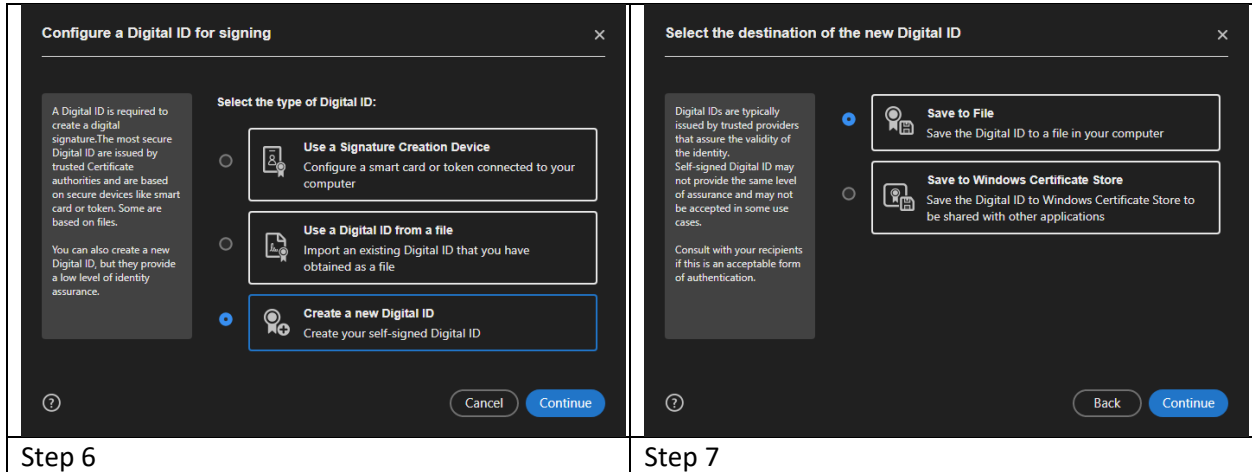


10. Enter the password for your digital ID and click the Sign button. You will be asked to save the PDF under a new filename. A common choice is the filename of the original PDF, with “signed” added to it.



11. Send the signed version of the PDF to the people who requested it. Keep the unsigned and the signed PDF in your own archive. Also keep your digital signature (PFX-file) and remember its password.

Appendix: screenshots of steps 6-8 (make new ID) in Acrobat DC 2021



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