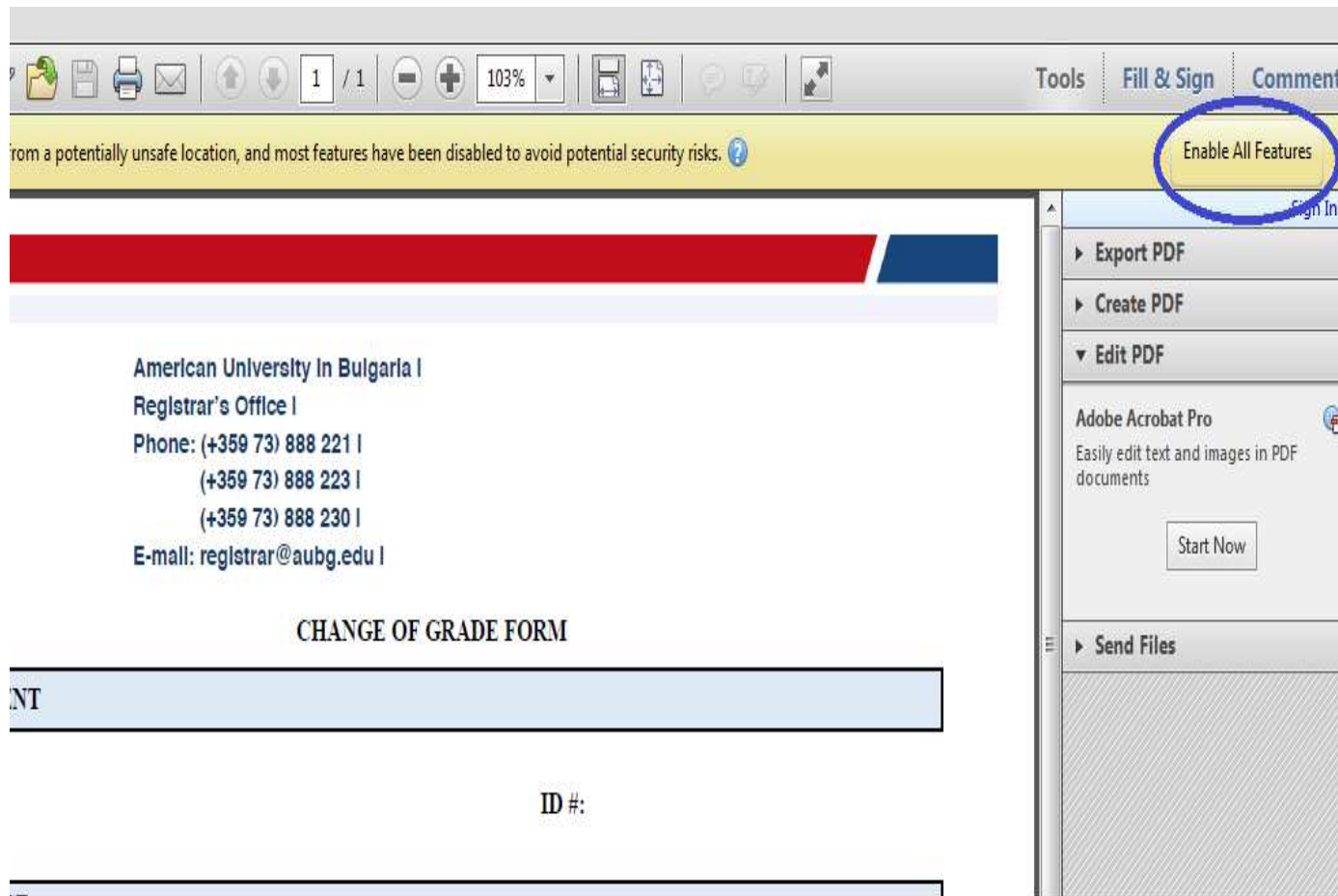


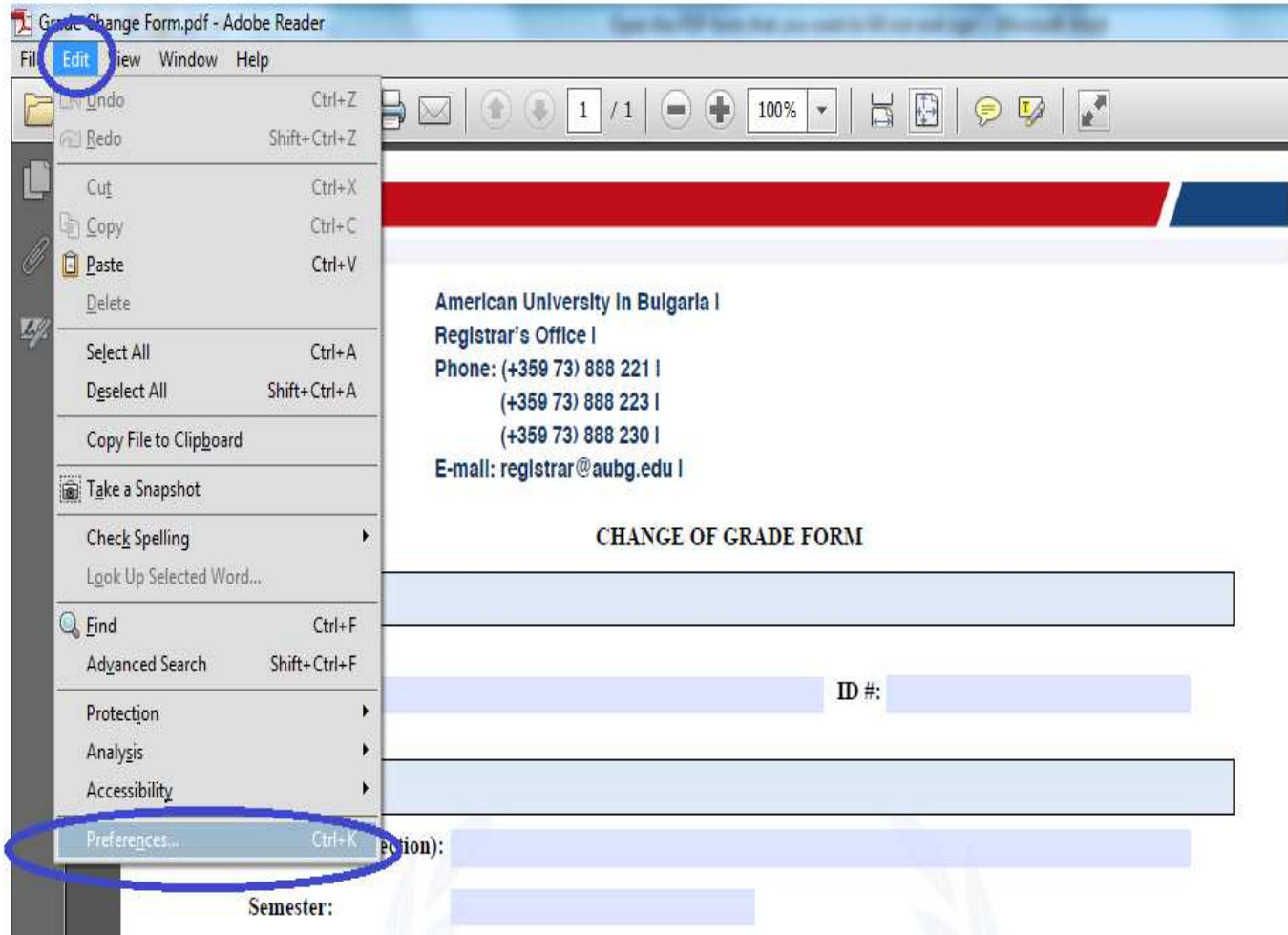
## How to Create a Digital Signature in Adobe Reader XI and sign a document

**1. Download the PDF form that you want to fill out and sign, open it with Adobe Reader and click on “Enable all Features.**



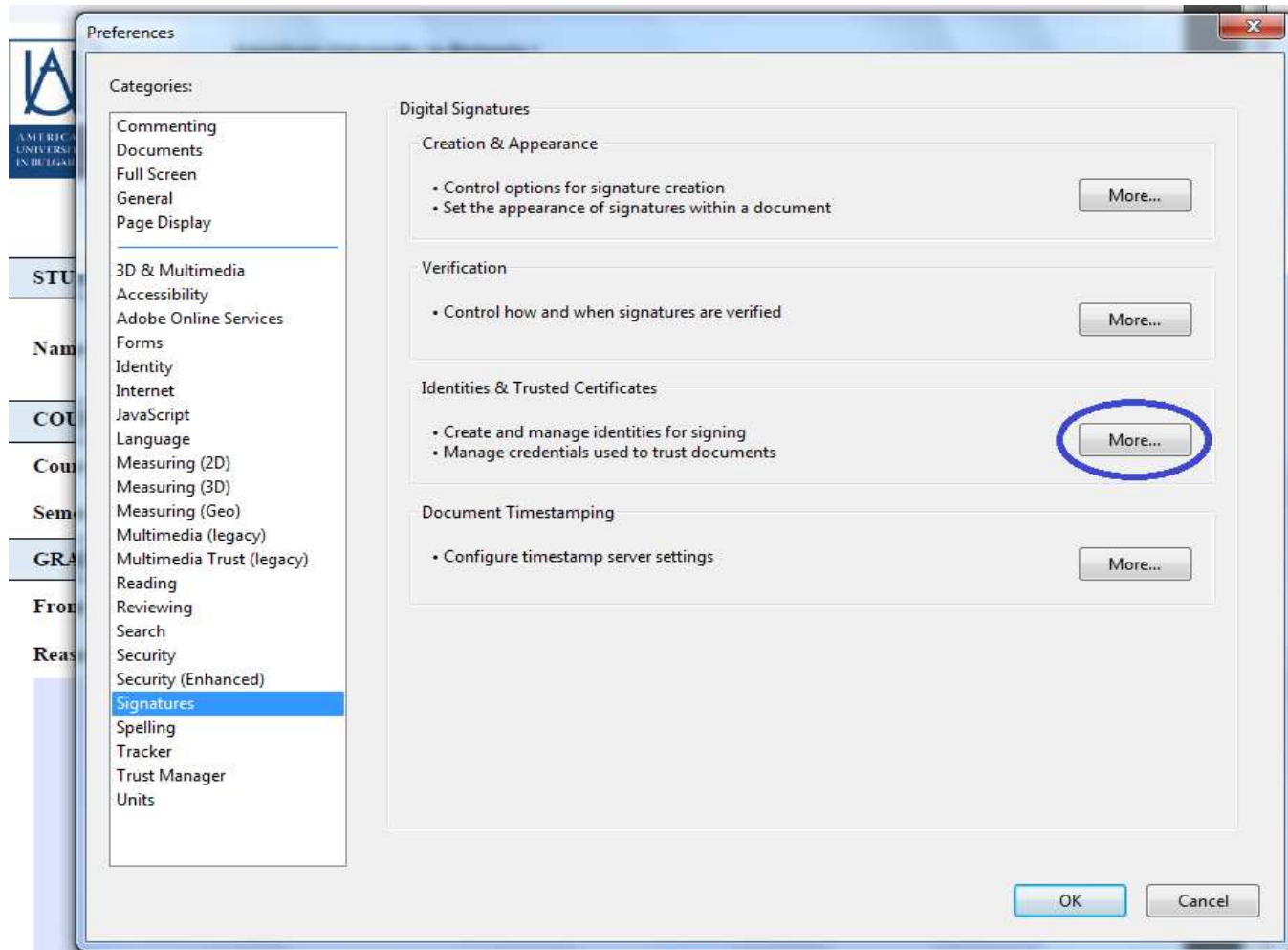
# How to Create a Digital Signature in Adobe Reader XI and sign a document

## 2. Navigate to Preferences menu as shown



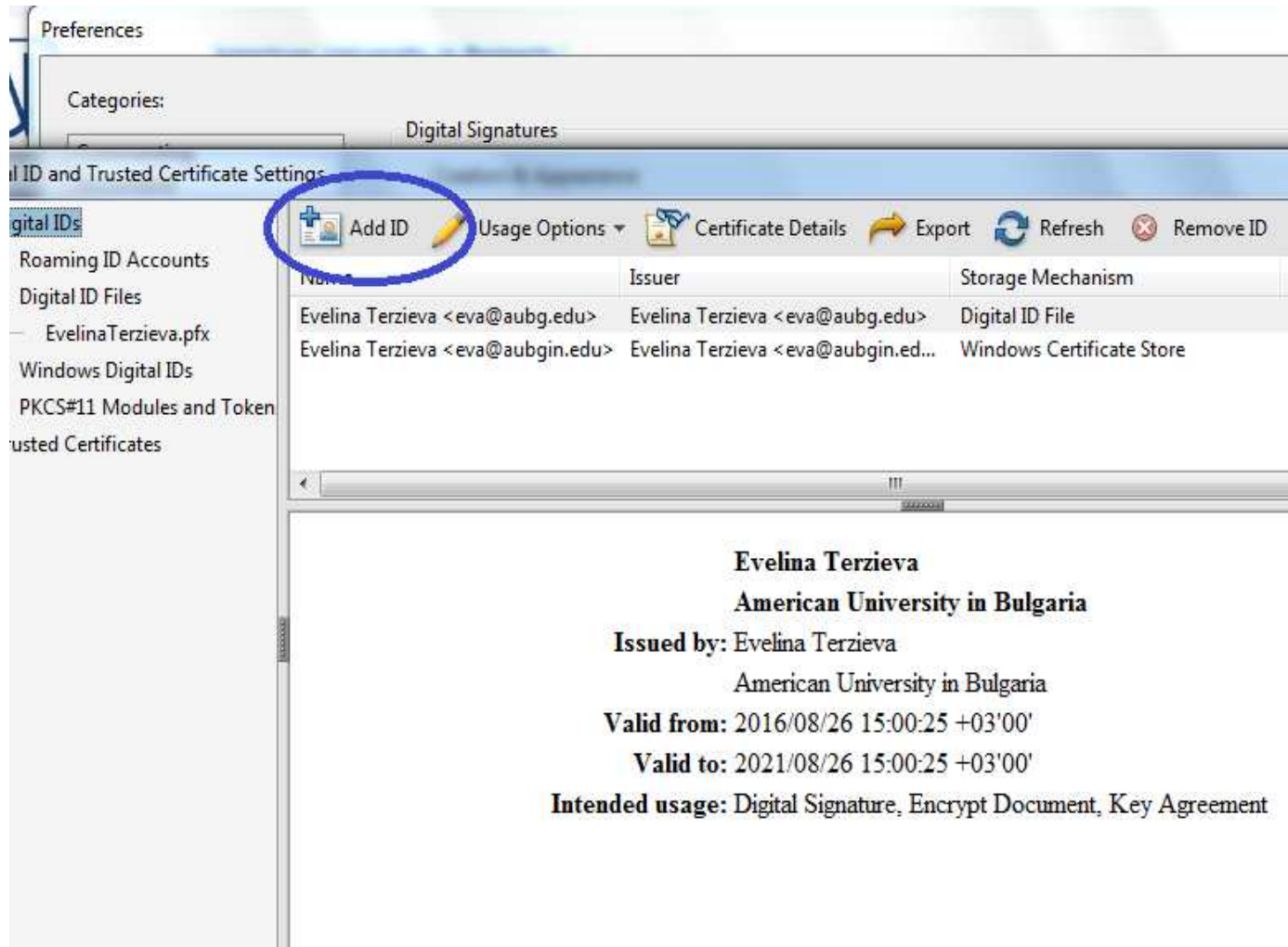
## How to Create a Digital Signature in Adobe Reader XI and sign a document

3. Choose 'Signatures' from the 'Categories:' menu on the left. Next to the 'Identities & Trusted Certificates', click 'More'.



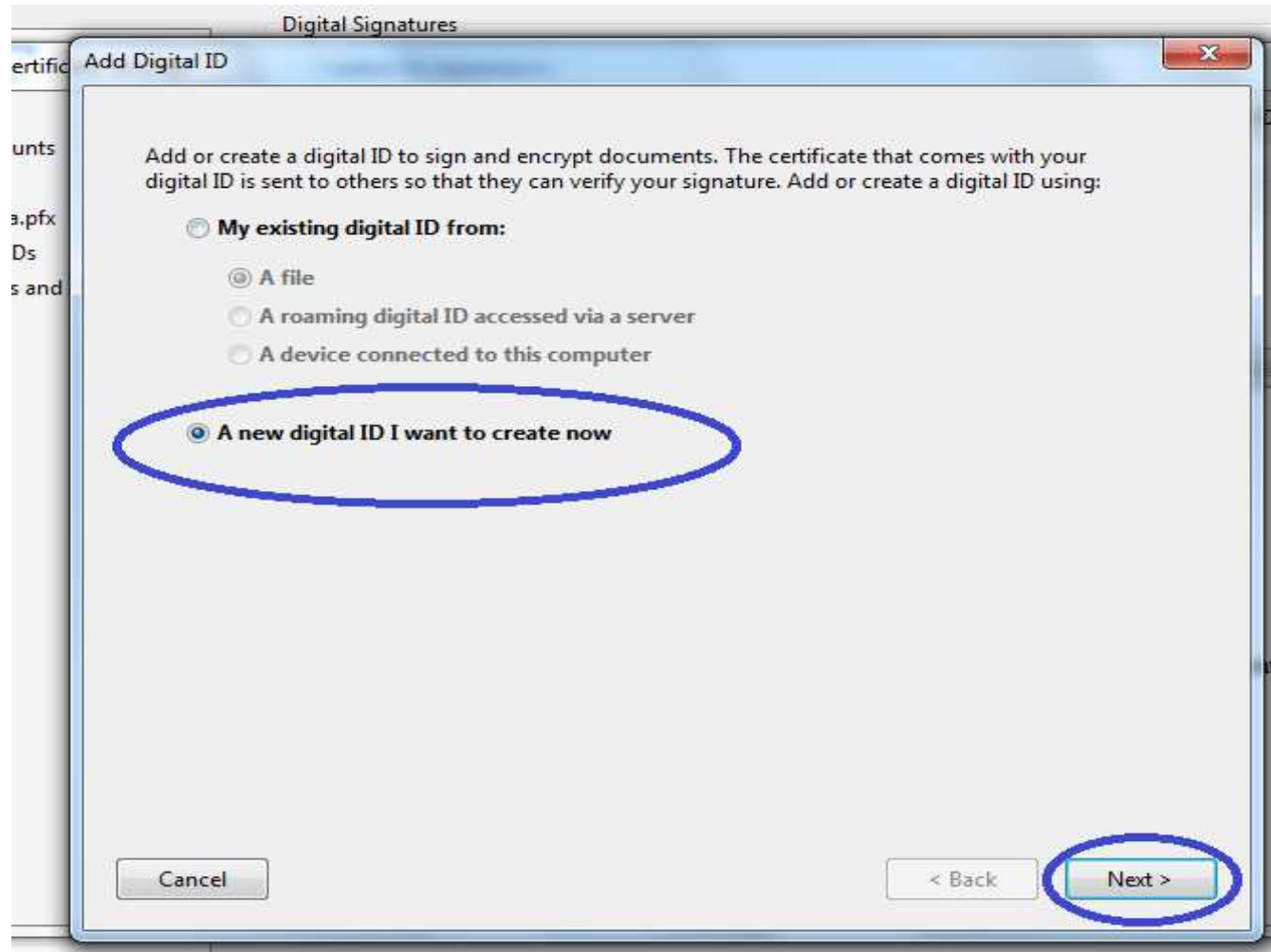
# How to Create a Digital Signature in Adobe Reader XI and sign a document

## 4. Click 'Add ID' as show below



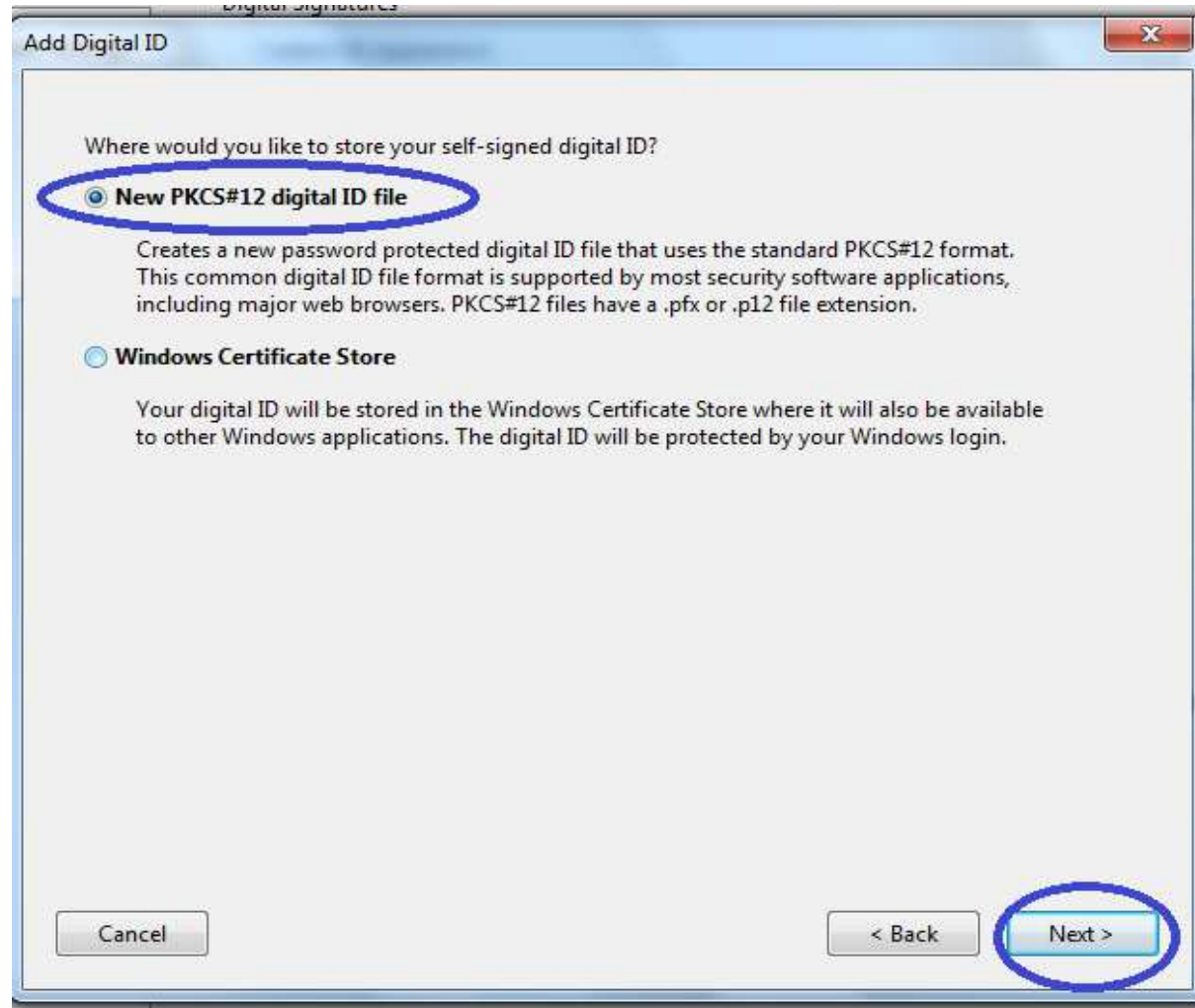
## How to Create a Digital Signature in Adobe Reader XI and sign a document

### 5. Select 'A new digital ID I want to create now'. Click Next



## How to Create a Digital Signature in Adobe Reader XI and sign a document

### 6. Ensure 'New PKCS#12 digital ID file' is selected. Click Next



## How to Create a Digital Signature in Adobe Reader XI and sign a document

**7.** Fill out your first and last name, department, university, email address and country as shown below. Do not change *Key Algorithm*, or *Use digital ID for*. Click **Next**

Digital Signatures

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Your Name

Organizational Unit: Department

Organization Name: American University in Bulgaria

Email Address: AUBG email address

Country/Region: BG - BULGARIA

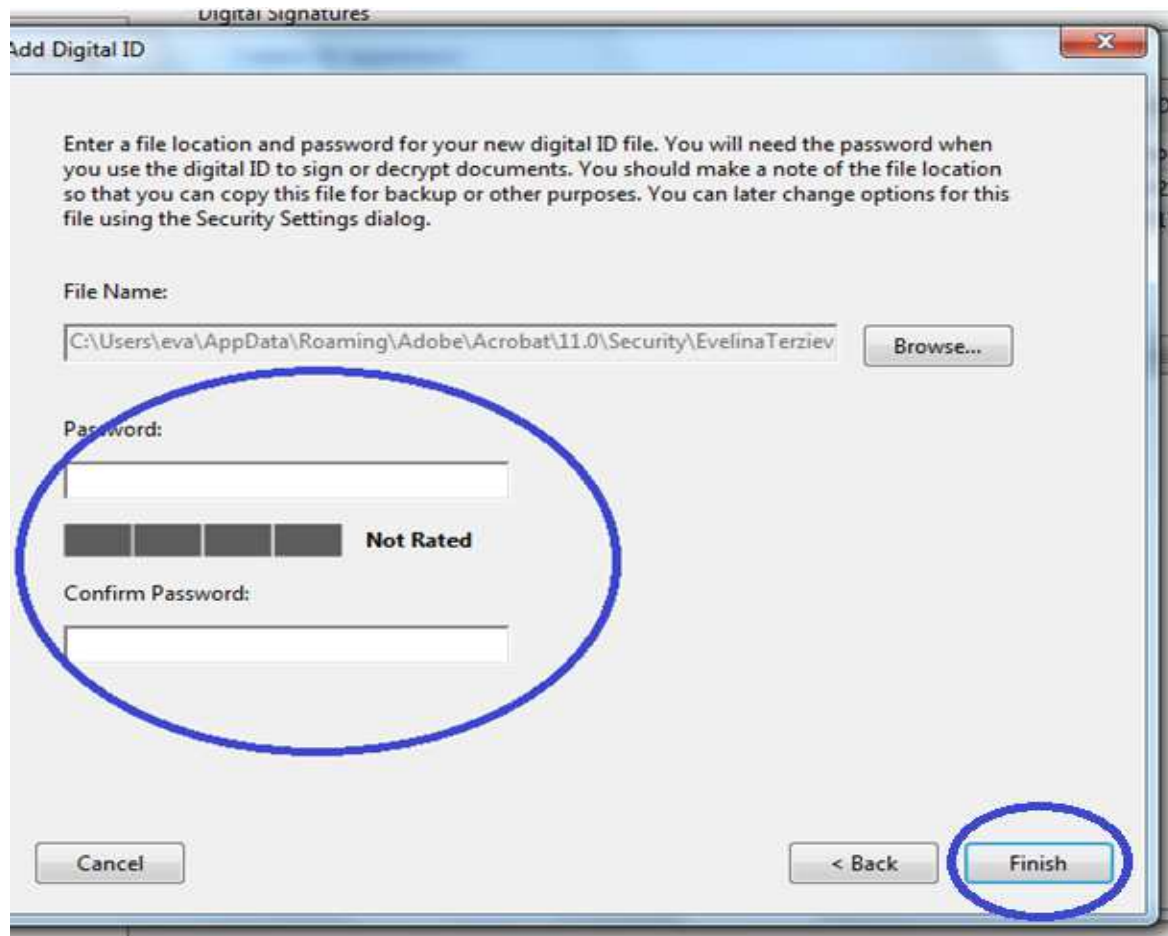
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

## How to Create a Digital Signature in Adobe Reader XI and sign a document

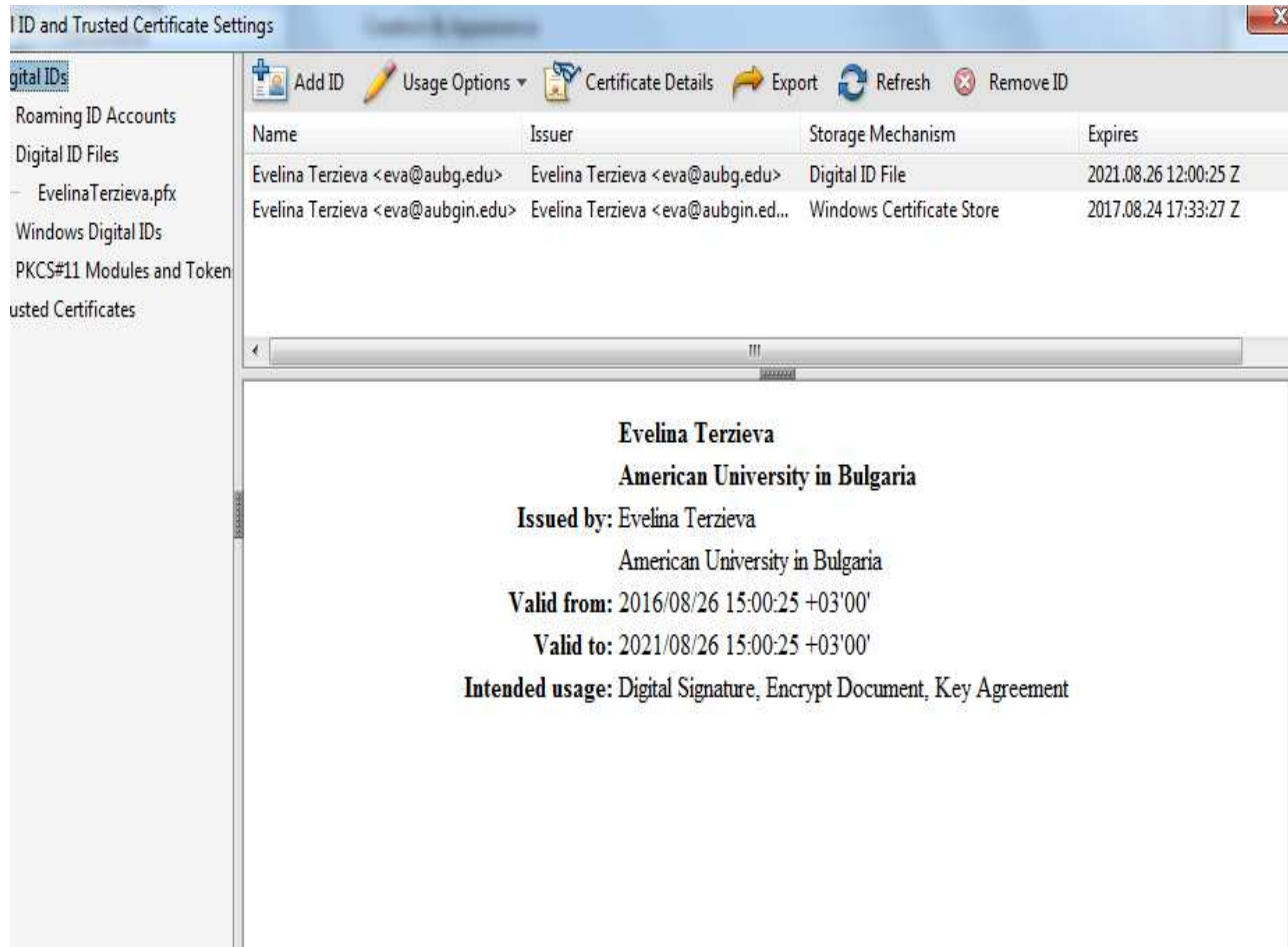
**8. Choose a password for your digital signature. If you forget this password, you will have to create a new digital signature. There is no password recovery mechanism when you lose the password for your digital signature. Click Finish.**





## How to Create a Digital Signature in Adobe Reader XI and sign a document

### 9. View your new digital signature added to the list of signatures that can be used for signing and encryption Adobe Acrobat forms



How to Create a Digital Signature in Adobe Reader XI and sign a document

10. In an Adobe document, click the signature field. If this is the first time you are signing a document with your digital signature, you may see the 'Add Digital ID'(4) above

American University in Bulgaria |  
Registrar's Office |  
Phone: (+359 73) 888 221 |  
(+359 73) 888 223 |  
(+359 73) 888 230 |  
E-mail: registrar@aubg.edu |

**CHANGE OF GRADE FORM**

**STUDENT**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

**COURSE**

Course (title / section): \_\_\_\_\_  
Semester: \_\_\_\_\_

**GRADE CHANGE**

From \_\_\_\_\_ to \_\_\_\_\_

Reasons for changing of grade:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSOR'S APPROVAL**

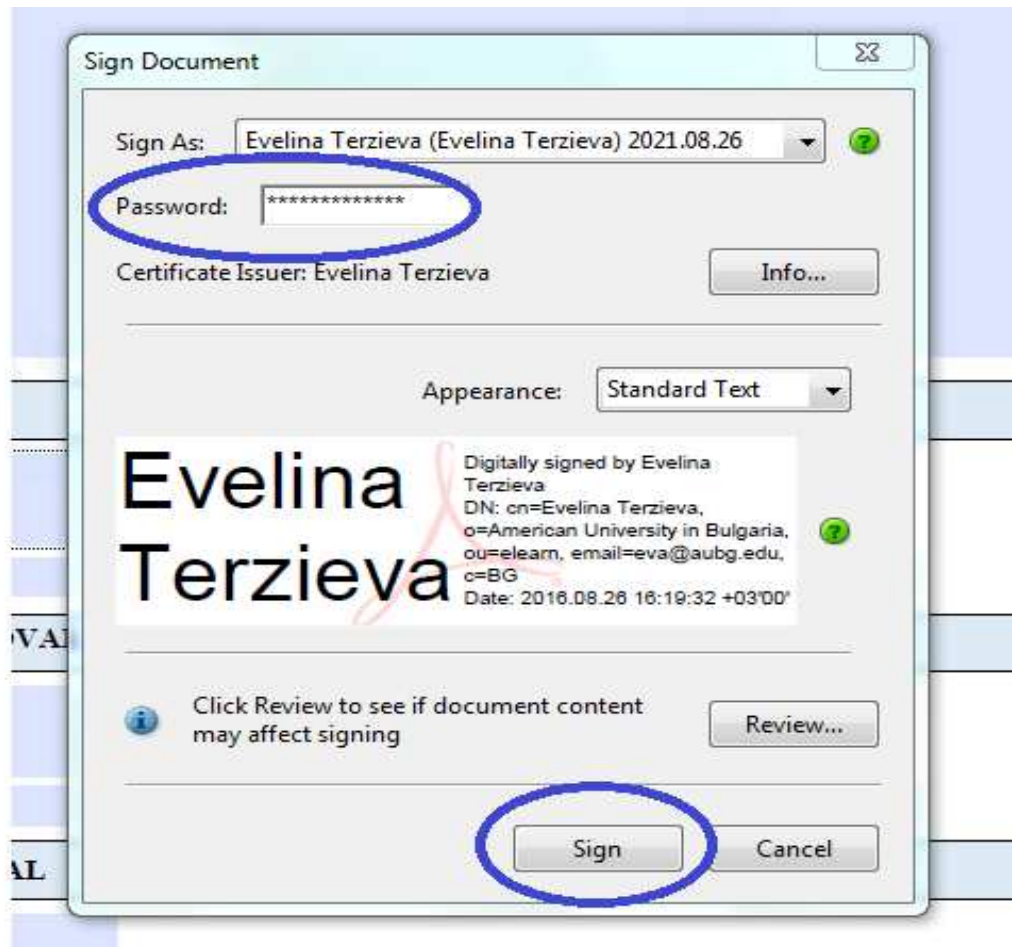
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT CHAIR'S APPROVAL**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## How to Create a Digital Signature in Adobe Reader XI and sign a document

**11. Select the digital ID from the list of existing digital signatures. Type your password. Click Sign**



## **How to Create a Digital Signature in Adobe Reader XI and sign a document**

**12. Save the complete form and your digital signature will appear on the form**

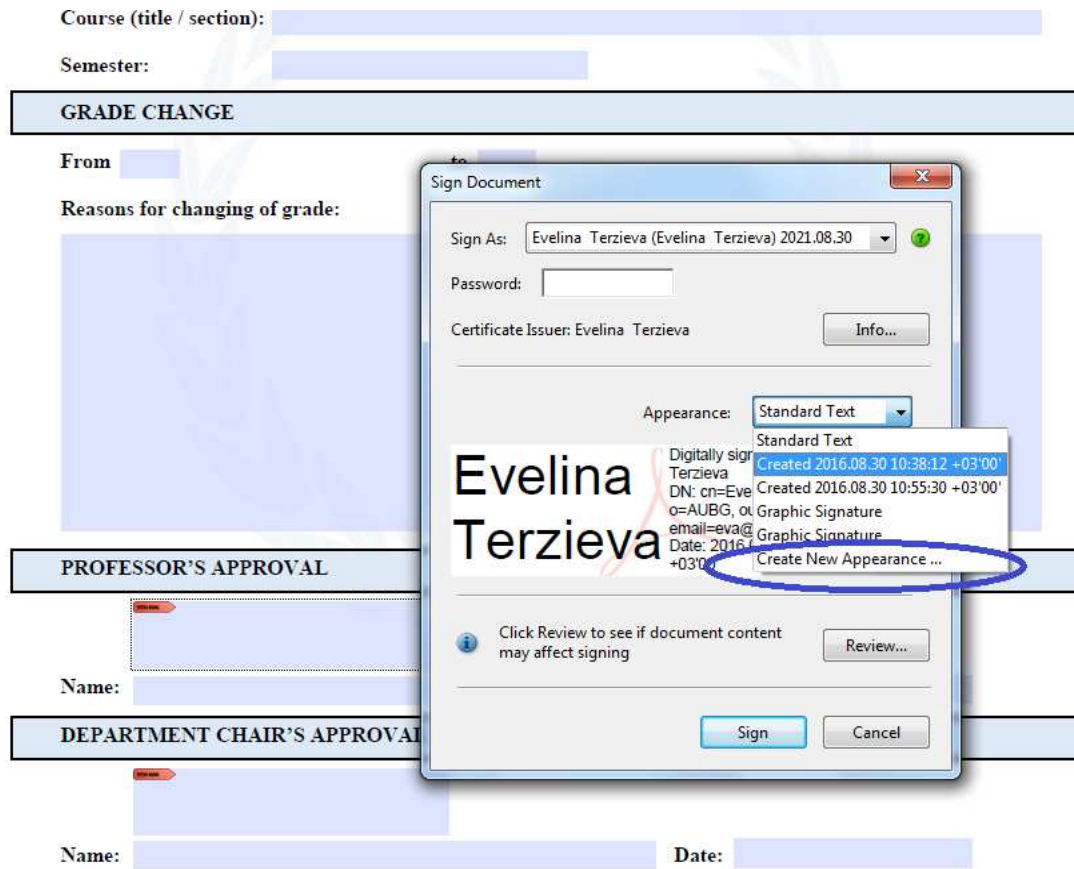
**13. Email the signed form to the next person if further approval is needed or to the Registrar's Office for processing.**

How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature

### 14. Follow these steps if you would like to change the appearance of your digital signature and insert a Graphic Signature

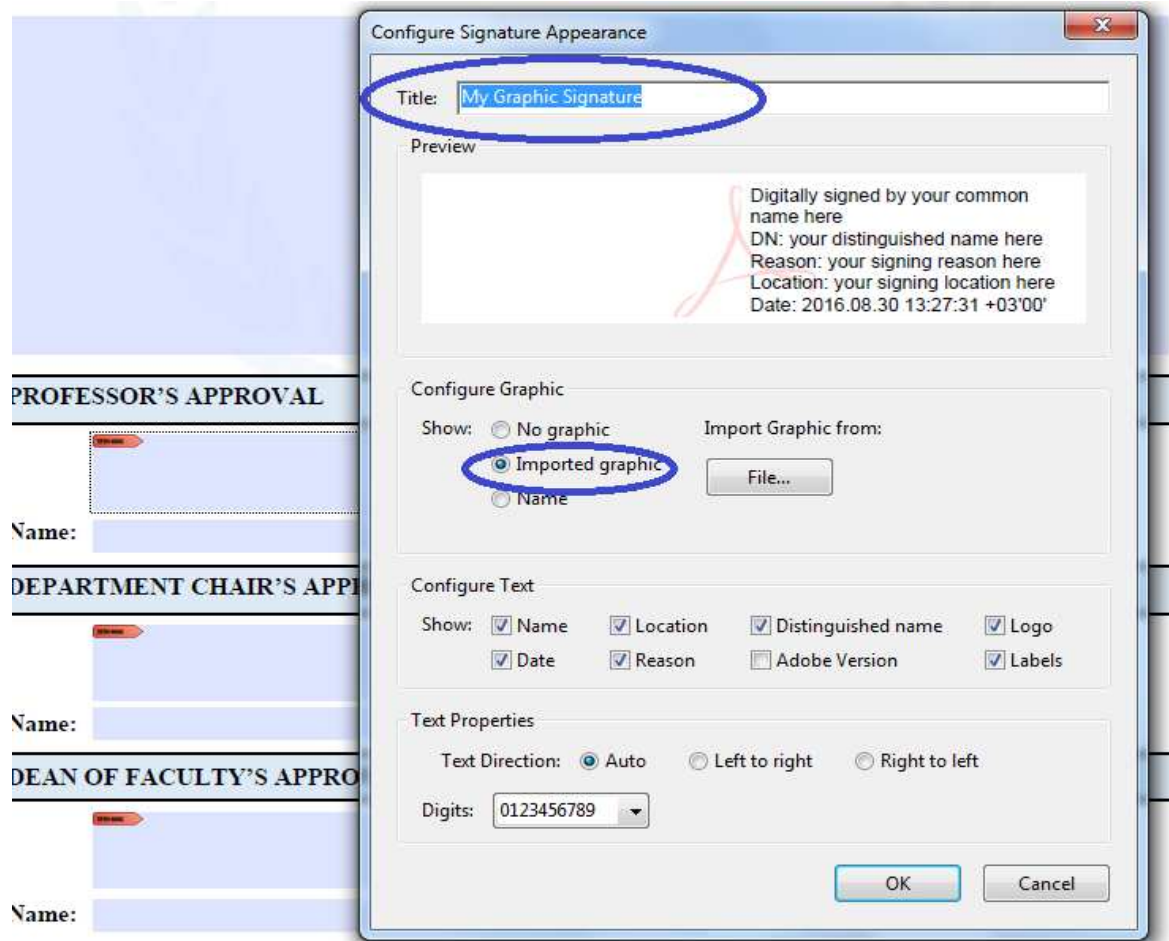
**Step 1** Sign a blank piece of paper. Scan and save it as PDF.

**Step 2** In an Adobe document, click the signature field, select the digital ID from the list of existing digital signatures and select 'Create New Appearance' for your digital signature



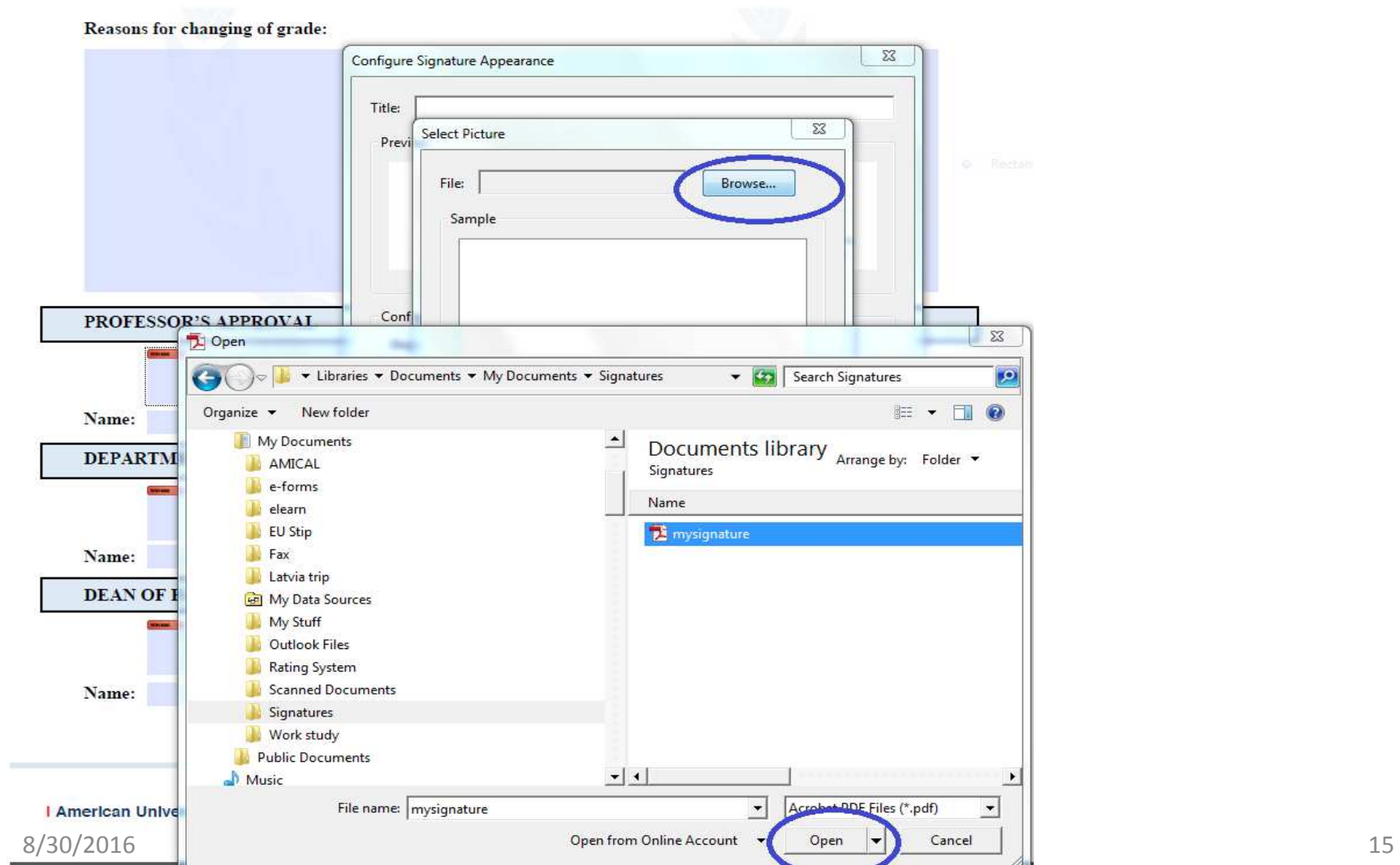
How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature

**Step 3 Name it, select 'Imported graphic'. Click File**



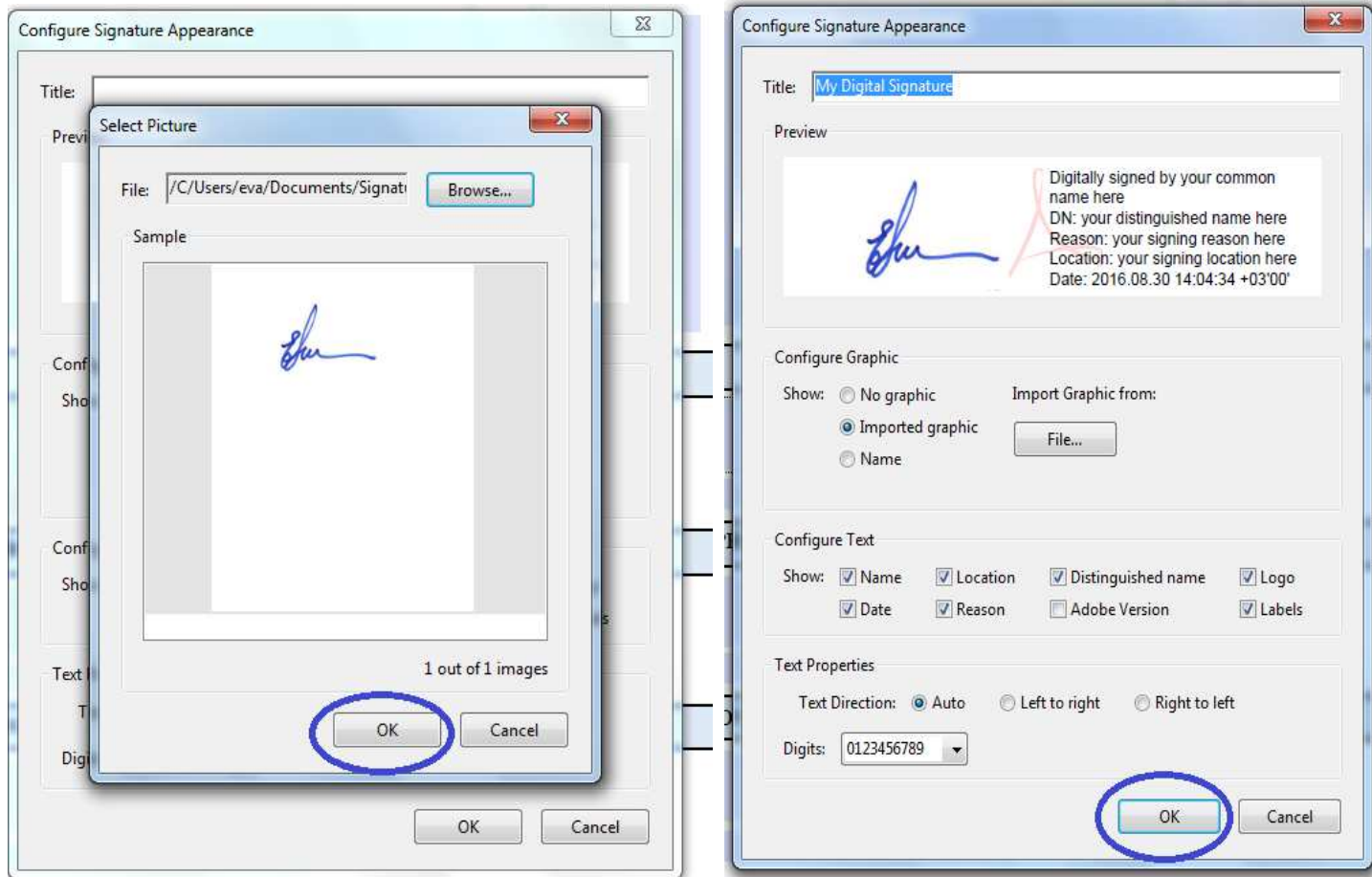
# How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature

## Step 4 Brows and select the PDF file containing the image of your handwritten signature. Click Open



## How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature

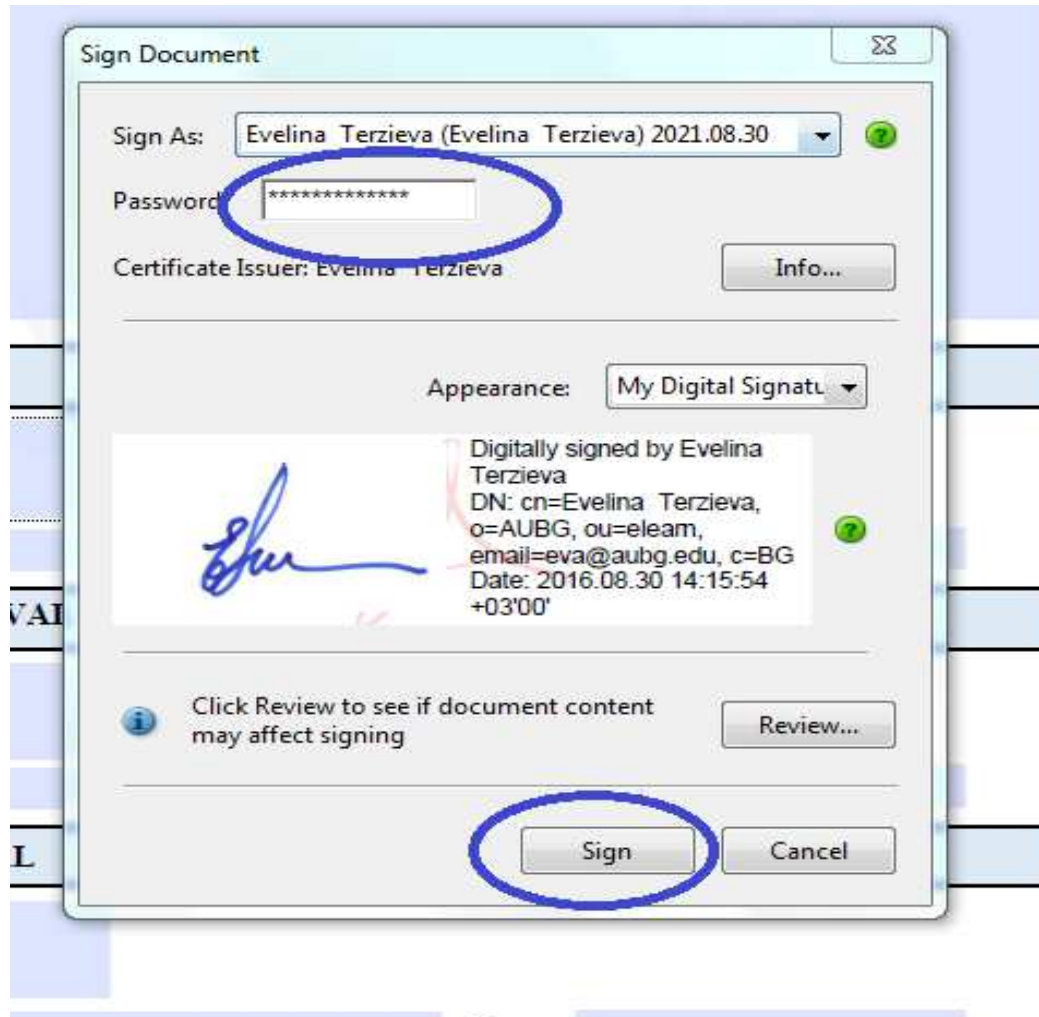
**Step 5 Click OK to insert the graphic in your digital signature and change the appearance**





How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature

**Step 6 Type your password. Click Sign**



**How to Create a Digital Signature in Adobe Reader XI and sign a document. Insert a Graphic Signature**

**Step 7 Save the complete form and your digital signature will appear on the form**

The screenshot displays a digital signature process. At the top, a light blue box contains the text "PROFESSOR'S APPROVAL". Below this, a blue ink signature is shown next to a digital signature block. The block contains the text: "Digitally signed by Evelina Terzeva", "DN: cn=Evelina Terzeva, o=AUBG,", "ou=team, email=eva@aubg.edu,", "c=BG", and "Date: 2016.08.30 14:20:24 +03'00'". Below the signature block, there are two input fields: "Name:" followed by a light blue box, and "Date:" followed by another light blue box. At the bottom, another light blue box contains the text "DEPARTMENT CHAIR'S APPROVAL". Below this box, there is a red arrow pointing to a light blue box, and two more light blue boxes are visible at the bottom of the form.

**Step 8 Email the signed form to the next person if further approval is needed or to the Registrar's Office for processing.**