

## Digital Signature Preparation for Acrobat

### Resources needed:

1. Scanner
2. Paper
3. Pen (Sharpie works great)
4. [Snagit](#), Snip-It (or Photoshop if you want to get fancy)


#### Not an Acceptable Digital Signature

Shawn Taylor  
Digitally signed  
by Shawn Taylor  
Date: 2020.03.13  
15:08:36 -07'00'



#### Acceptable Digital Signature

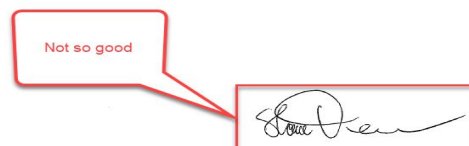
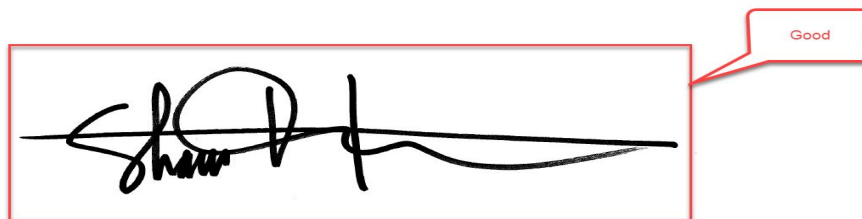
Shawn Taylor  
Digitally signed  
by Shawn Taylor  
Date: 2020.03.13  
15:08:36 -07'00'



### Process:

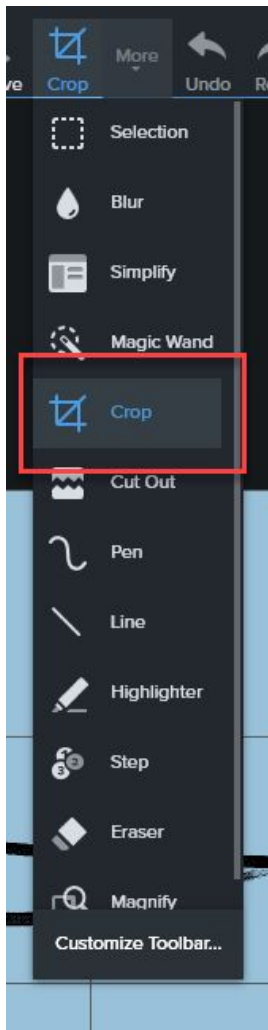
#### *Signature Capture and Preparation*

1. Take a pen and sign a blank piece of paper.
  - a. Sharpies work well as they create a nice solid line.
  - b. The larger the signature the better.



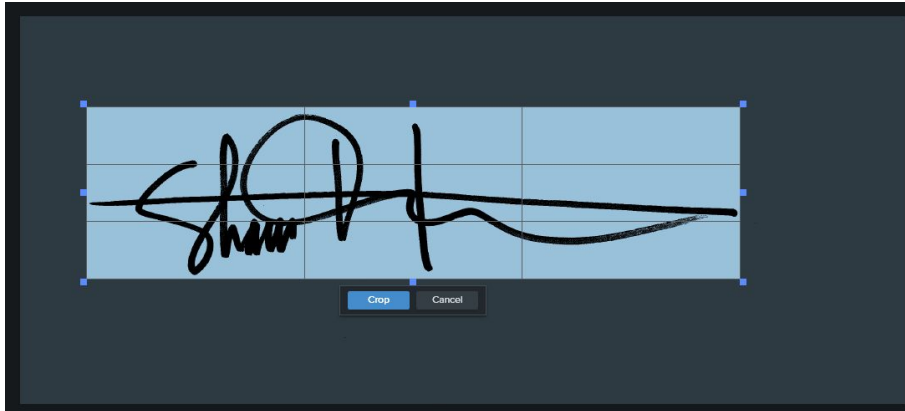
## Digital Signature Preparation for Acrobat

2. Scan signature.
3. Clean up the signature. (The process depends on what kind of file the scan is and what application you have available. This will assume the scan is a PDF and Snagit is available. [Snagit](#) is available for free to all Sonoma State employees.
  - a. Open scanned file in Acrobat
  - b. Rotate to correct orientation if needed.
  - c. Take a screenshot of your signature with Snagit
  - d. With the “Crop” tool select your signature. Try to get close to the actual signature without cutting it off. You will be able to adjust the crop area before finalizing it.

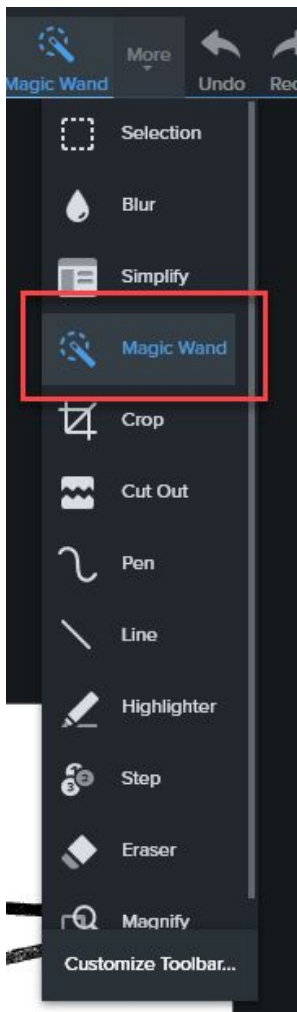


**Digital Signature Preparation for Acrobat**

- e. Click the “Crop” button and Snagit will remove the unselected area.

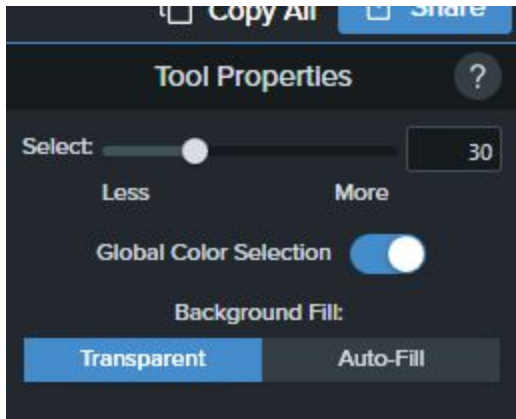


- f. Select the “Magic Wand” tool from the “More” menu.

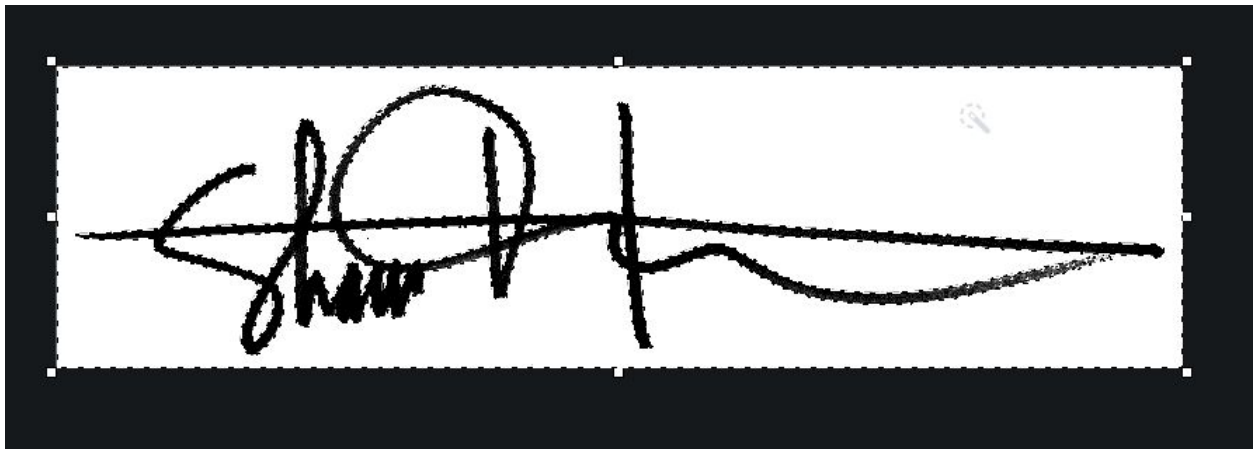


## Digital Signature Preparation for Acrobat

- g. In the “Tool Properties” menu, set “Global Color Selection” to on and Background Fill to “Transparent”.



- i. This step removes the white background. If not done your signature will have a white box surrounding it.
- h. Click in any area that is white. This will select all white in the picture and you will see a dashed border around the signature.

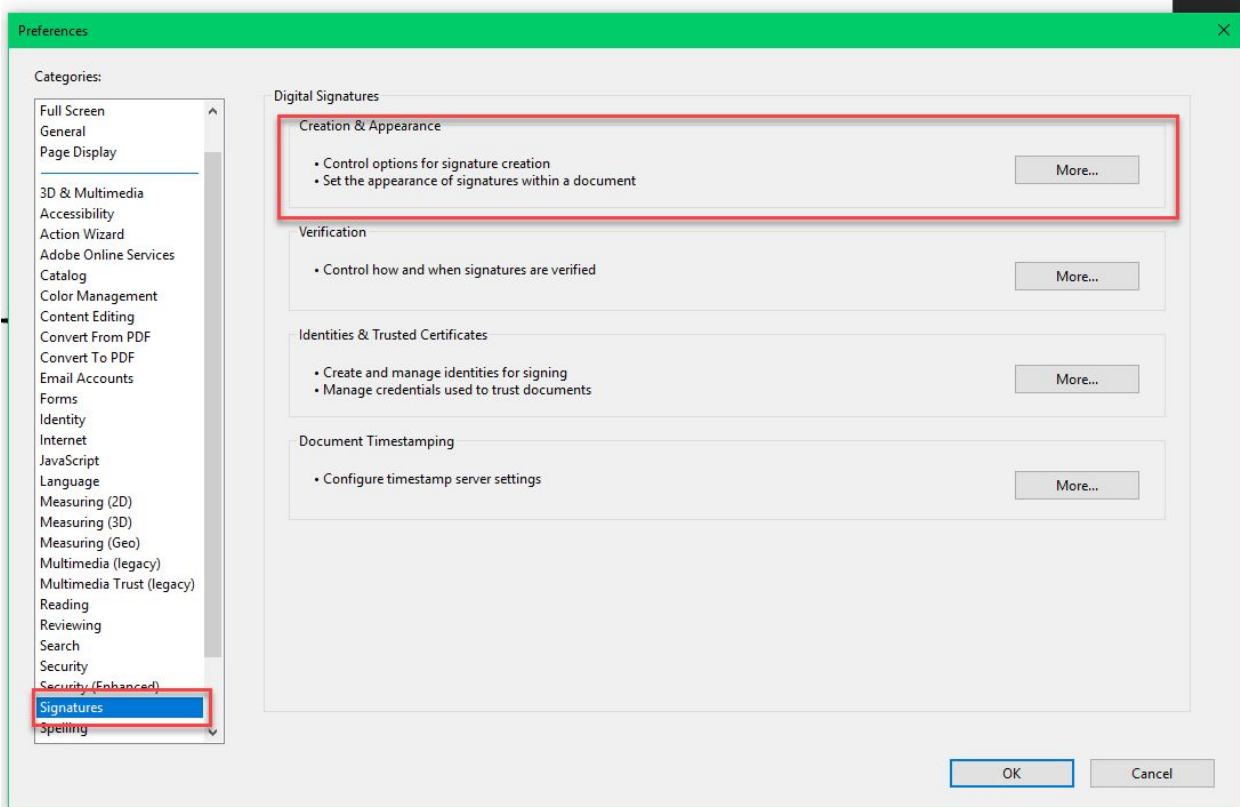


- i. Press delete and the white background will be deleted and replace with the transparent checkerboard.
- j. Select “Export” from the “File” menu and click “Next” 2x. Select a safe place to save the file as a “PNG-Portable Network Graphics (\*.png)”. Click on the “Options...” button and make sure that “True color + transparency (32-bit)” is selected.
- k. Click “Next” then “Finish”

## Digital Signature Preparation for Acrobat

### Import into Acrobat

1. Open Acrobat
2. Select "Preferences" from the "Edit" menu.
3. Select the "Signatures" category, then click on the "More..." button in the "Creation & Appearance" section.



## Digital Signature Preparation for Acrobat

4. Make the selections as they appear in the picture:

Creation and Appearance Preferences

Creation

Default Signing Method: Adobe Default Security

Default Signing Format: PKCS#7 - Detached

When Signing:

- Show reasons
- Show location and contact information
- Include signature's revocation status
- View documents in Preview Mode

Enable Review of Document Warnings: Always

Prevent Signing Until Warnings Are Reviewed: Never

Use modern user interface for signing and Digital ID configuration

Appearances

General Signature

New...

Edit...

Duplicate

Delete

Help

OK

Cancel

5. In the "Appearances" section click on "New"

## Digital Signature Preparation for Acrobat

- Set a name for "Title"
- Under "Configure graphic" select "Imported Graphic" and click on the "File Button"

**Configure Signature Appearance** [X]

Title:

Preview

Digitally signed by your common name here  
Date: 2020.02.05 11:19:30 -08'00'

Configure Graphic

Show:  No graphic  Imported graphic  Name

Import Graphic from:

Configure Text

Show:  Name  Location  Distinguished name  Logo  
 Date  Reason  Adobe Version  Labels

Text Properties

Text Direction:  Auto  Left to right  Right to left

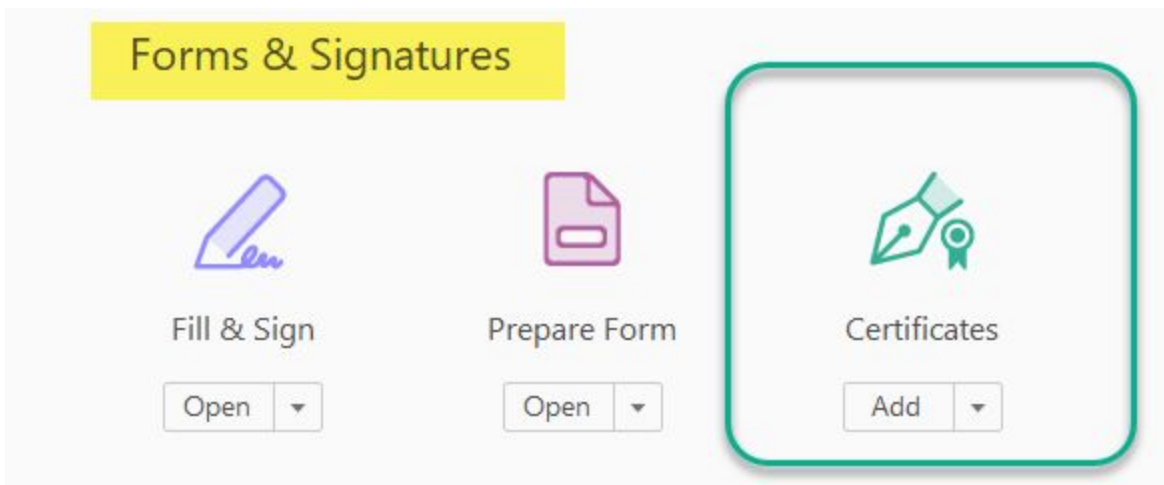
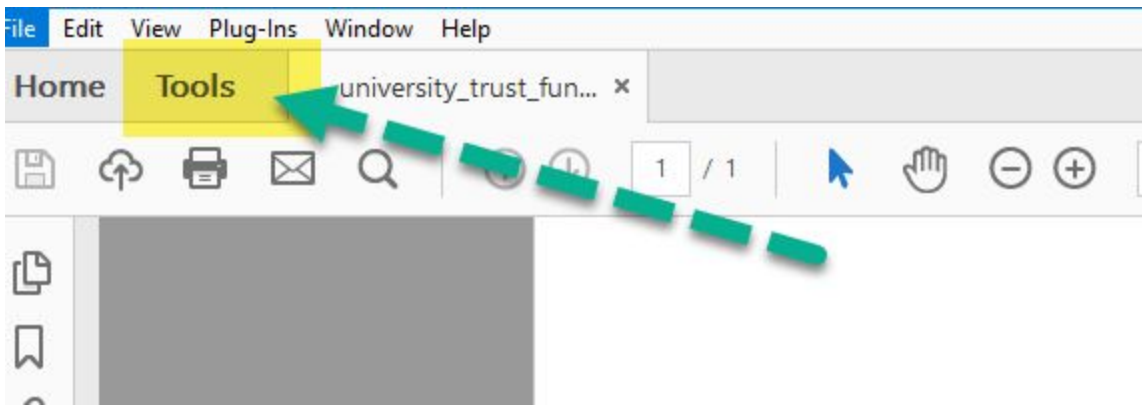
Digits:  [v]

- Navigate to your saved file.
- Click "Ok" 4x to import and exit out of the menus

## Digital Signature Preparation for Acrobat

### Utilize Signature

1. Open the file to be signed.
2. Select "Certificates" tool under the 'Tool' Menu
3. Select "Digitally Sign" and draw a box to place your signature.



### Example of Acceptable Digital Signature on University Trust Fund Agreement:

Typed or Printed Name

Nikki Anderson

Sample Signature or Electronic Signature

*Niki Andu*

N. Anderson - approved  
2020.03.13 16:27:53 -07'00'