

Accounting & Financial Reporting

# **Digital Signature Preparation for Acrobat**

### Resources needed:

- 1. Scanner
- 2. Paper
- 3. Pen (Sharpie works great)
- 4. <u>Snagit</u>, Snip-It (or Photoshop if you want to get fancy)



## 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.





- 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. <u>Snagit</u> 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.





e. Click the "Crop" button and Snagit will remove the unselected area.



f. Select the "Magic Wand" tool from the "More" menu.





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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"



#### 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.

Preferences		×
Categories:	Digital Signatures	
Full Screen	Contra di Anno 1997	
General		
Page Display	Control options for signature creation	Maria
	Set the appearance of signatures within a document	More
SD & Multimedia		
Action Wizard	Verification	
Adobe Online Services		
Catalog	<ul> <li>Control how and when signatures are verified</li> </ul>	More
Color Management		
Content Editing		
Convert From PDF	Identities & Trusted Certificates	
Convert To PDF		
Email Accounts	Create and manage identities for signing     Manage credentials used to trust documents	More
Forms	• Wanage credentials used to trust documents	
Identity		
Internet	Document Timestamping	
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Language	· Configure unrestamp server settings	More
Measuring (2D)		
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
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		OK Cancel



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

Creation and Appearance Prefere	ences					×
Creation						
Default Signing Method:	Adobe Defa	ult Secu	urity	~		
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When Signing:						
Show reasons						
Show location and	l contact infor	mation				
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5. In the "Appearances" section click on "New"



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

Preview	itle: Der	no			
Configure Graphic   Show:   No graphic   Import Graphic from:   Imported graphic   Import Graphic from:   Imported graphic   Name    Configure Text   Show:   Name    Configure Text   Show:   Name    Configure Text   Show:   Name   Location   Date   Reason   Adobe Version    Clabels   Text Properties   Text Direction:   Auto   Left to right   Right to left   Digits:   0123456789	Preview				
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- 8. Navigate to your saved file.
- 9. Click "Ok" 4x to import and exit out of the menus



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#### 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.



Forms & Signa	atures	
Par		E a
Fill & Sign	Prepare Form	Certificates
Open 🔻	Open 👻	Add 🔻

Example of Acceptable Digital Signature on University Trust Fund Agreement:

Typed or Printed Name	Sample Signature or Electronic Signature		
Nikki Anderson	Nili andu	N. Anderson - approved 2020.03.13 16:27:53 -07'00'	

Questions: Please Contact Shawn Taylor, shawn.taylor@sonoma.edu