

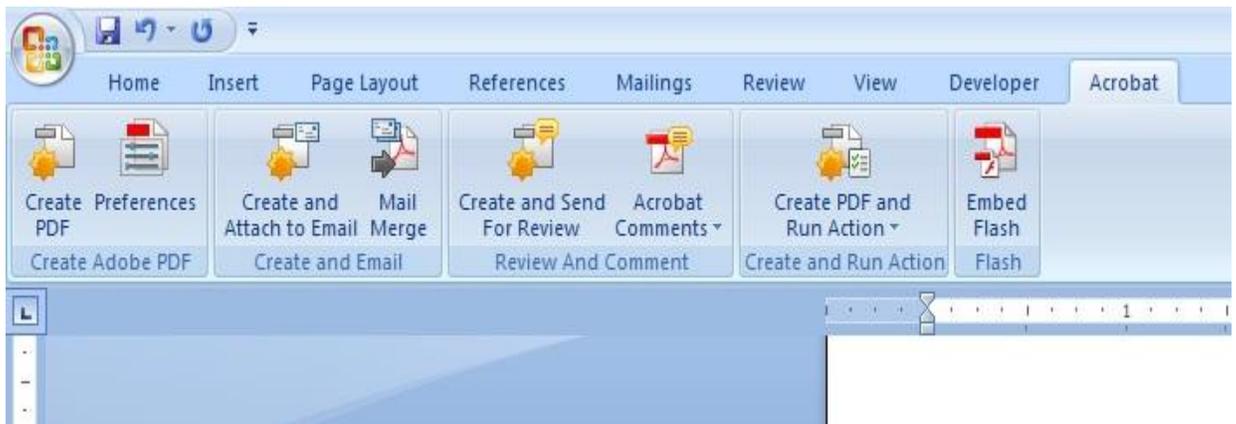
Steps for placing an Adobe Digital Signature on a MS Word Document using Adobe Acrobat Professional 10 or greater

Open the MS Word file. For this 12 step process, I will be using Microsoft Word 2007.

1. The first step is to create a static pdf file so we can place the Adobe digital signature. This can be done in two ways, either using the 'Acrobat' menu item in MS Word, or simply printing a static pdf file.
 - a. It's likely that your PC may have been pushed the full version of the Adobe Acrobat Pro through your local DOIMs. In this case, you can create the static pdf file simply by clicking on the 'Acrobat' menu item located on the right hand side of the top menu.

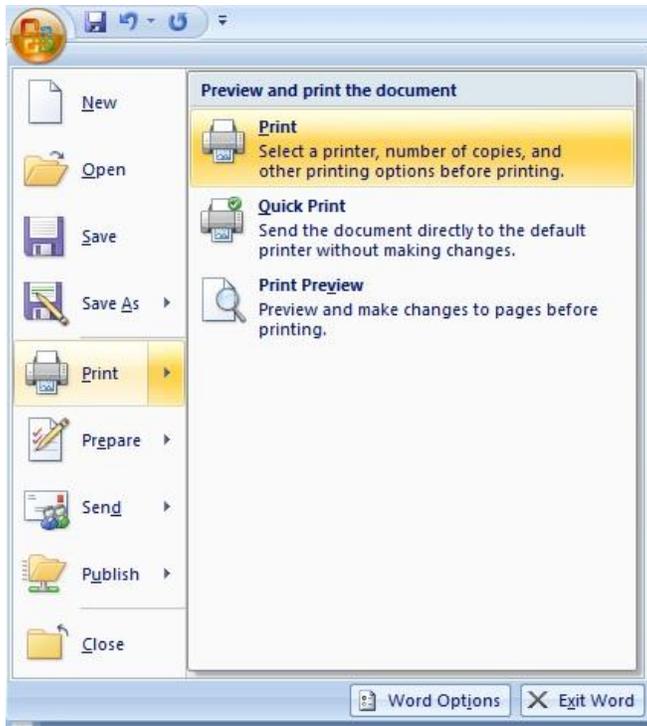


Once there, it should look like this:

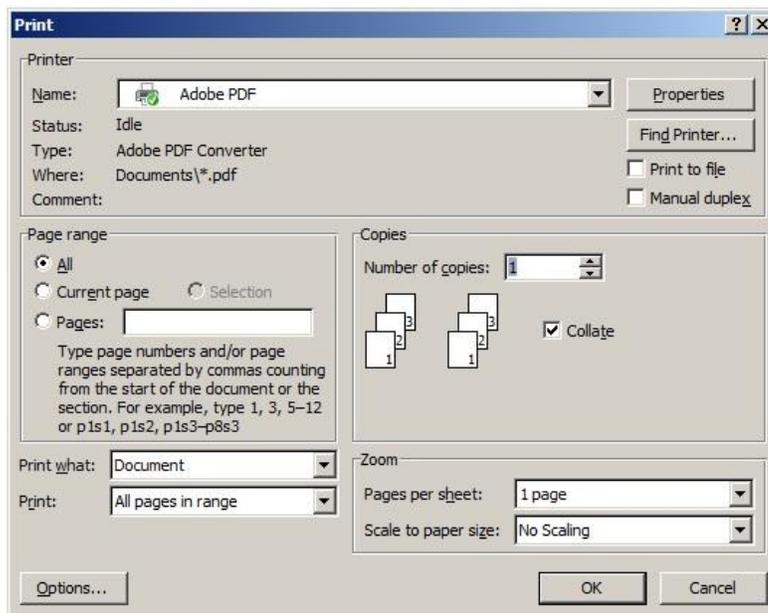


On the top left of the Acrobat menu, you can see 'Create PDF'; click on this button to generate your static pdf file. The PDF maker will prompt you to give a file name and the location to save your newly generated pdf file.

- b. The 2nd way to generate a static pdf file is to simply print the pdf file.

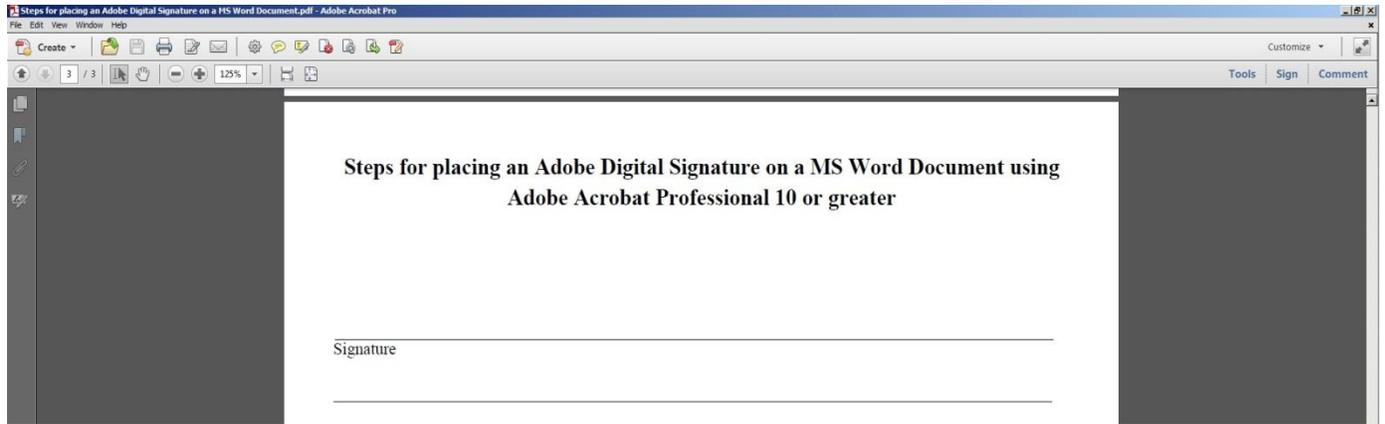


When you get to the print menu, select 'Adobe PDF' as your printer. Then click on the 'OK' button, and the PDF maker will prompt you to give a file name and the location to save your newly generated pdf file.

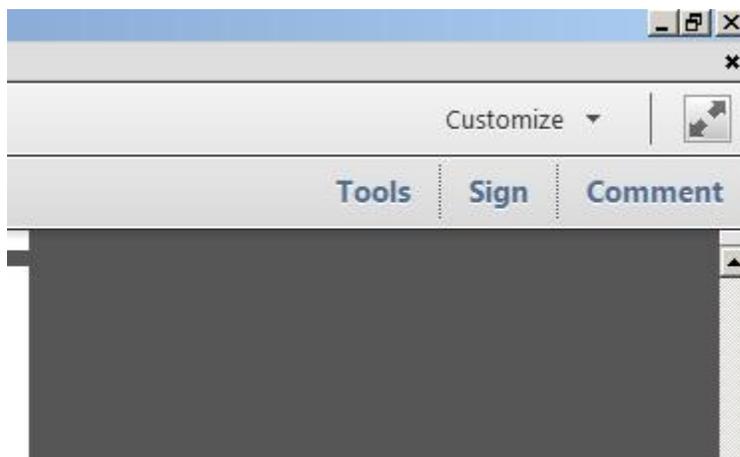


2. Once you have generated your pdf file, you are ready to create your Adobe digital signature.
3. Open your pdf file using the full version of the Adobe Acrobat Pro; Acrobat 11.x will be used for this demonstration.

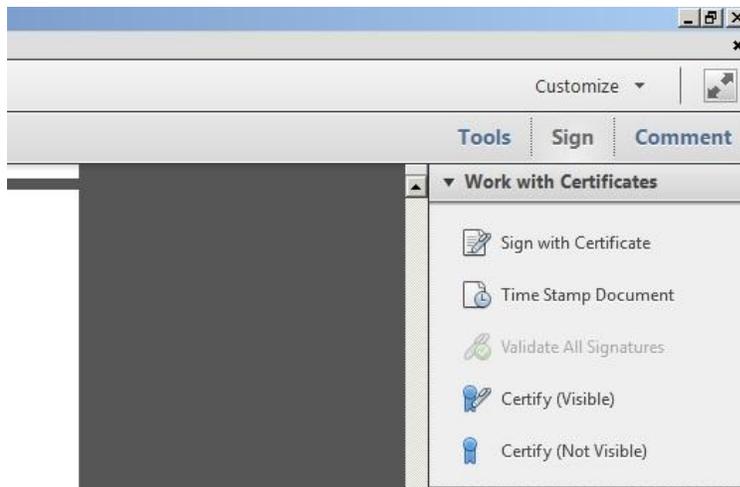
4. As you can see from the screen shot below, this is the initial view after opening your static pdf file in the full version of the Adobe Acrobat.



5. On the top right hand corner, you can see the following Adobe Acrobat menu items, 'Tools,' 'Sign,' and 'Comment,' Click on the 'Sign,' Acrobat menu item.



6. Once you click on the 'Sign' Acrobat menu item, you will see the following menu items for 'Sign.'



7. Click on the 'Sign with Certificate' menu item.

Steps for placing an Adobe Digital Signature on a MS Word Document using Adobe Acrobat Professional 10 or greater



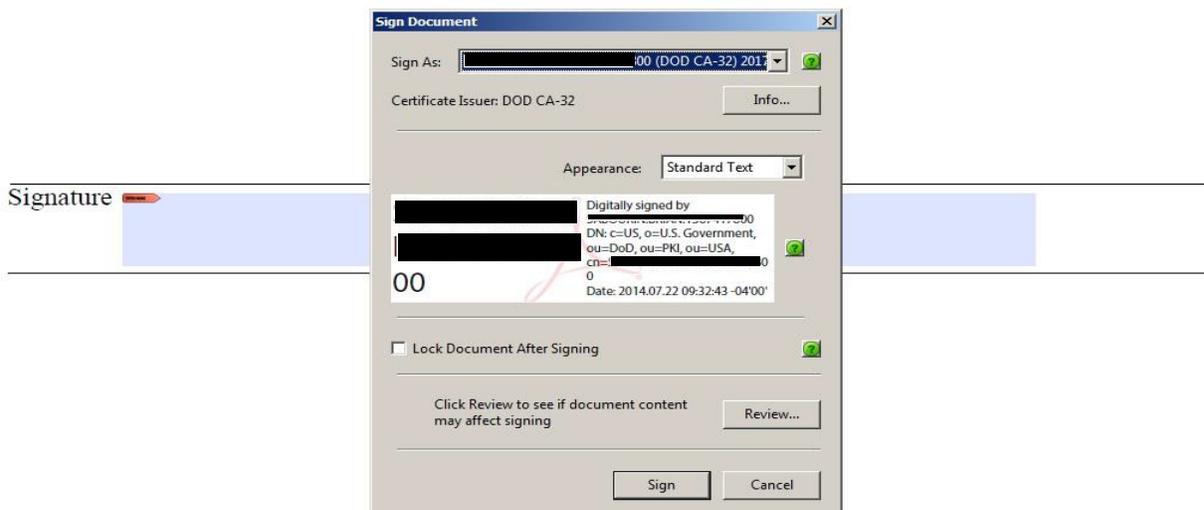
8. You will get the following message: 'To begin signing, choose the 'Drag New Signature Rectangle' button, and drag out the area where you would like your signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.
9. When you click on the 'Drag New Signature Rectangle', you are prompted to create a signature box in the area you want the signature to be placed, such as the example shown below.

Steps for placing an Adobe Digital Signature on a MS Word Document using Adobe Acrobat Professional 10 or greater

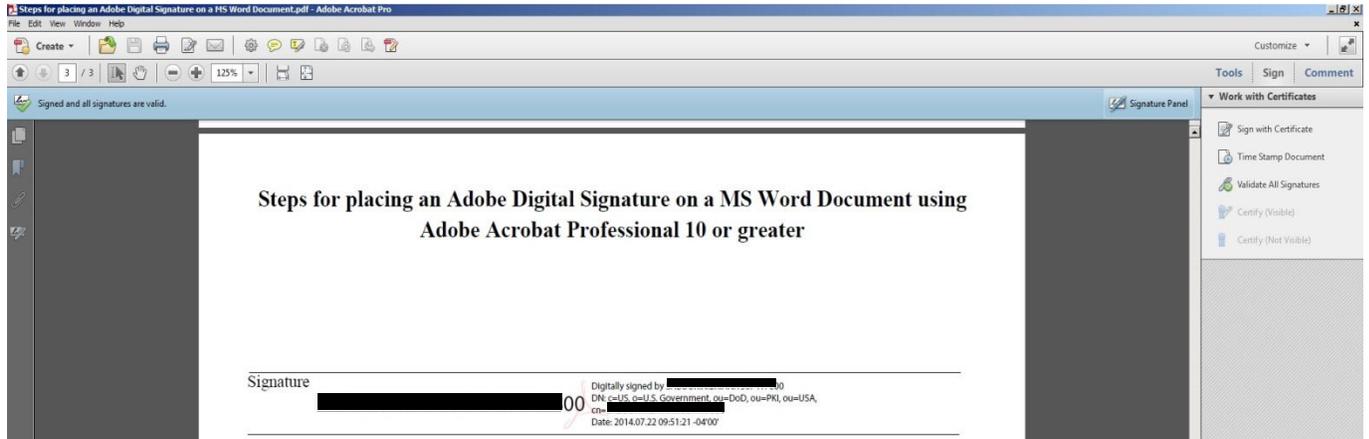


10. Once you release the signature box, you will be prompted to sign your newly created signature.

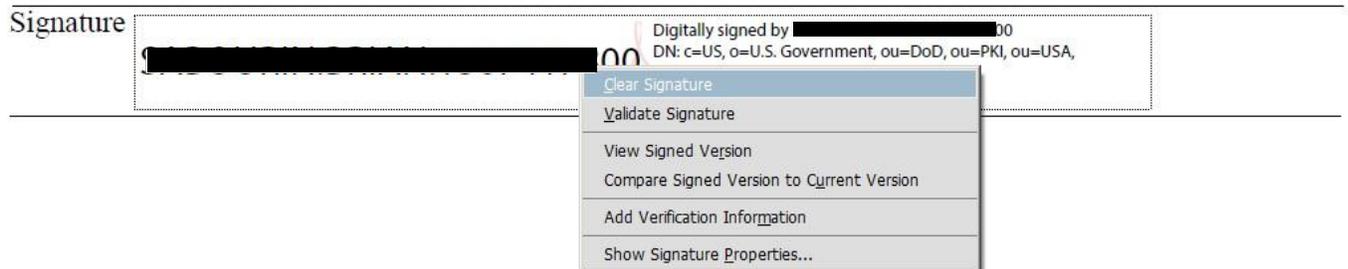
Steps for placing an Adobe Digital Signature on a MS Word Document using Adobe Acrobat Professional 10 or greater



11. After you click on the digital signature, you will be prompted to save your pdf file to embed your newly signed digital signature into the pdf file for encryption security purposes.
12. After your pdf file has been prompted to be signed and saved, you will see the Acrobat blue banner message that says, ‘Signed and all signatures are valid.’ indicating that the signature is a valid signature that is authenticated with a green check mark. Additionally, on the right hand side of the blue banner, you will see the ‘Signature Panel’. After clicking on the ‘Signature Panel’, you can see all the signature details for any signature in the current pdf document.



To clear the digital signature, simply right click on the signature button, and you will be able to see the ‘Clear Signature’ item in the menu list.



The signature has now been cleared.

Steps for placing an Adobe Digital Signature on a MS Word Document using Adobe Acrobat Professional 10 or greater

