

Creating and Digitally Signing an Adobe® PDF Document

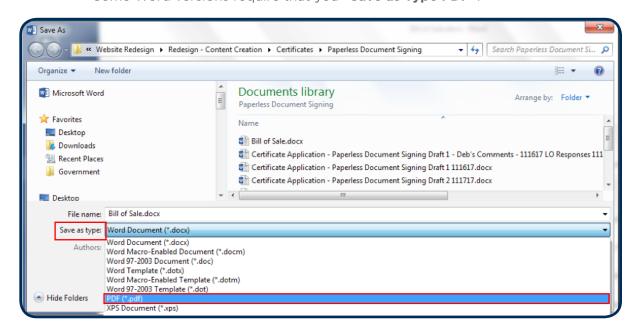
Step 1: Create a document in Microsoft® Word.



Step 2: Save the document as an Adobe® PDF.

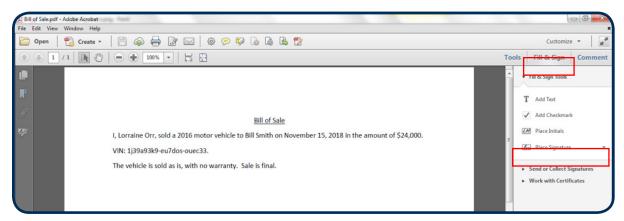


Some Word versions require that you "Save as Type PDF".

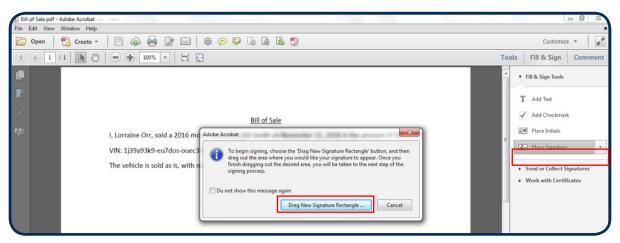




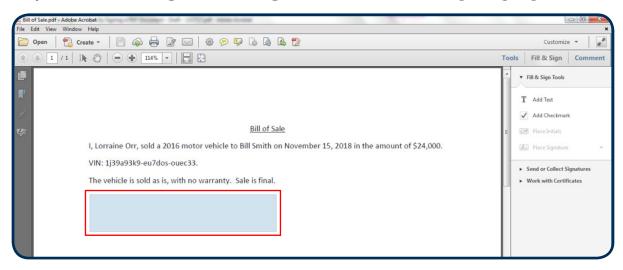
Step 3: Open the PDF and under the "Fill & Sign" option, select "Place Signature".



Step 4: Click on "Drag New Signature Rectangle".

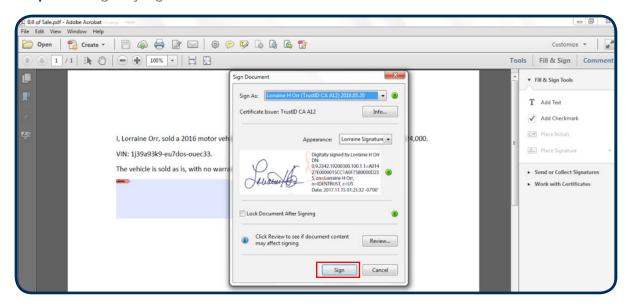


Step 5: Draw the "Signature Rectangle" which will launch the digital signing function.

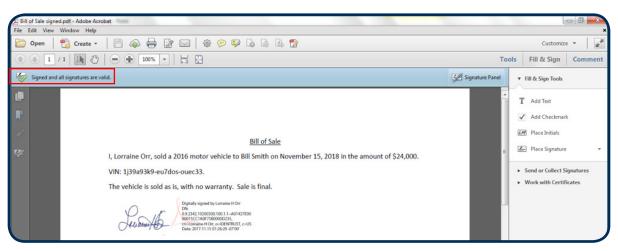




Step 6: Digitally sign the PDF document.



Step 7: Validate the signature.



Step 8: Add more signatures to the PDF by following the same process.

© 2020 All rights reserved. IdenTrust and the IdenTrust logo are trademarks or registered trademarks in the US and other countries and may not be used without permission. All other trademarks, service marks, and product or service names are trademarks or registered trademarks of their respective owners.

2020-07-31-identrust-prepare-digitally-sign-pdf-en

An ASSA ABLOY Group brand

ASSA ABLOY