



Adding digital signatures to a PDF

Examinations & Results Section – Student Administration Australian Catholic University

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Introduction

There are three ways to add your signature to a PDF file. The change of grade form used at ACU is set up to accept all three methods.

1. [Create and use a digital signature](#)
2. [Copy and paste a scanned signature from a word document](#)
3. [Add a signature stamp](#)

How to sign a form using a digital signature

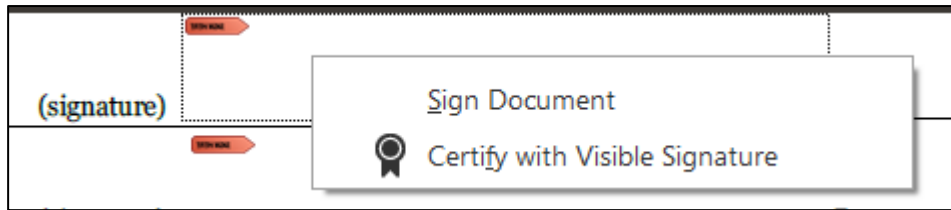
Creating your signature

Open the PDF that requires signature.

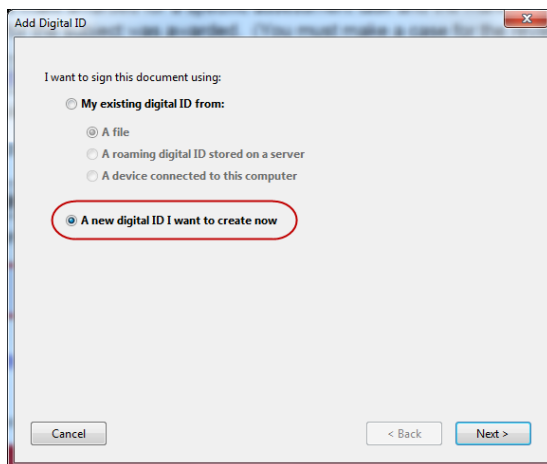
In order to add a digital signature you must first open a pdf that has been set up to accept signatures.

The [Change of Results form](#) is set up as such.

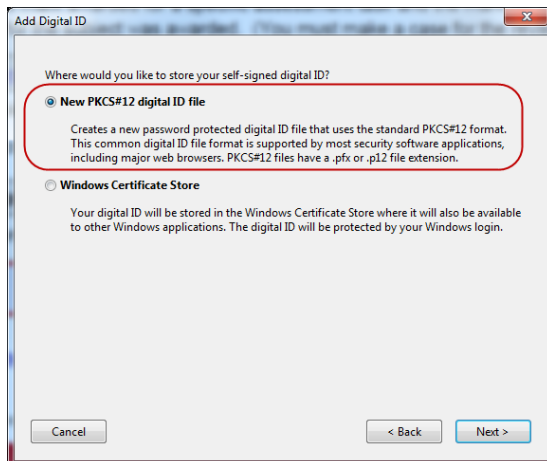
1. Hover your mouse over the signature field and left click to create your signature



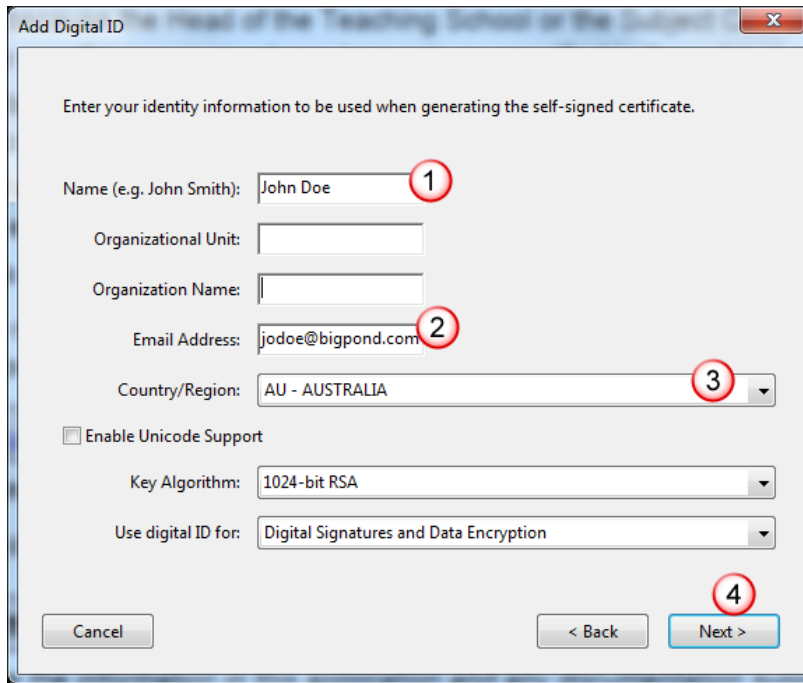
2. Select "A new digital ID I want to create now"



3. Select "New PKCS#12 digital ID file"



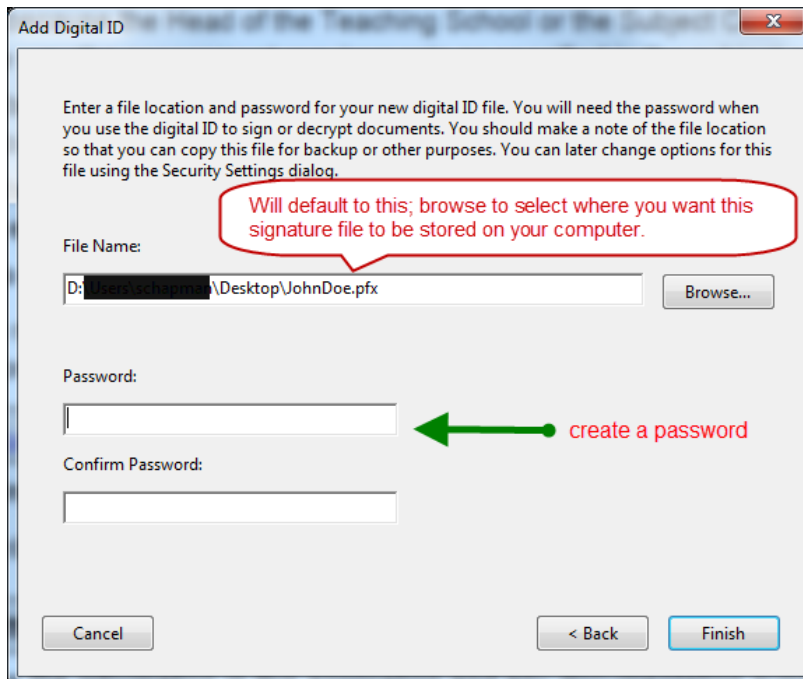
4. Add you name, email address and country (Org Unit and Name are Optional), click Next



The screenshot shows a dialog box titled "Add Digital ID" with the following fields and annotations:

- Name (e.g. John Smith): John Doe (1)
- Organizational Unit: (empty)
- Organization Name: (empty)
- Email Address: jodoe@bigpond.com (2)
- Country/Region: AU - AUSTRALIA (3)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption
- Buttons: Cancel, < Back, Next > (4)

5. Choose a folder where you will save you signature, create a password and click finish



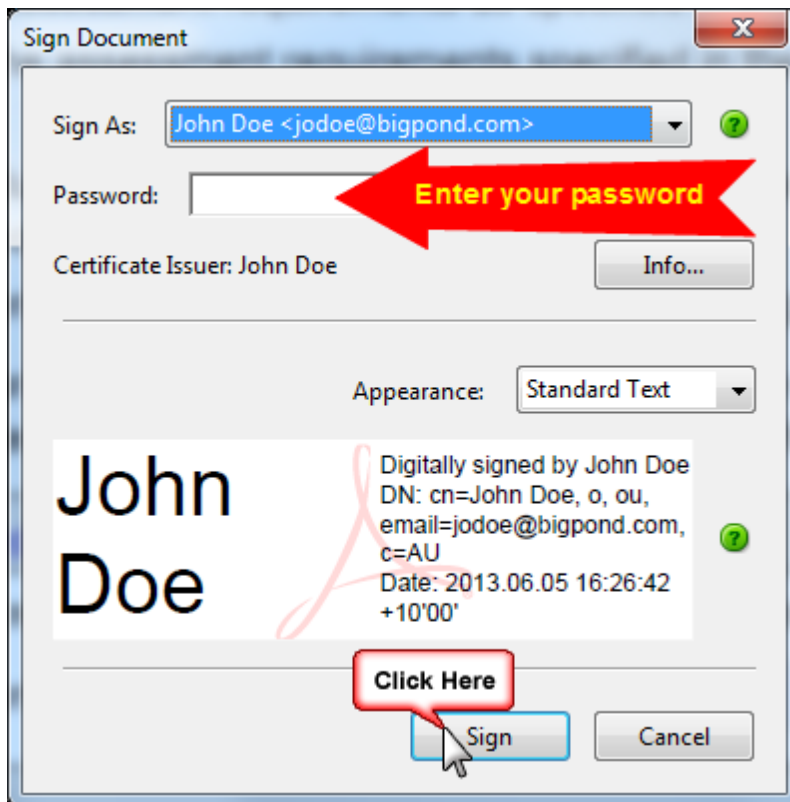
The screenshot shows a dialog box titled "Add Digital ID" with the following fields and annotations:

- File Name: D:\[redacted]\Desktop\JohnDoe.pfx (Will default to this; browse to select where you want this signature file to be stored on your computer.)
- Browser button: Browse...
- Password: (create a password)
- Confirm Password: (empty)
- Buttons: Cancel, < Back, Finish

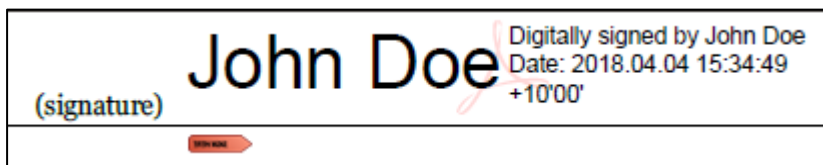
Your signature has been created

Using your digital signature

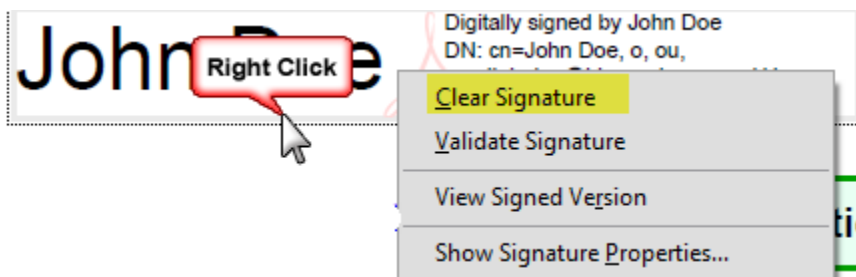
Once your signature has been created you will be able to add it to any form with a signature block. Once you click in the block you will see the signature screen pop up. You will need to enter your password and click sign to populate your signature.



Your signature will now appear in the form. Please note you may be prompted to save the PDF document on your computer before your digital signature will appear in the form.

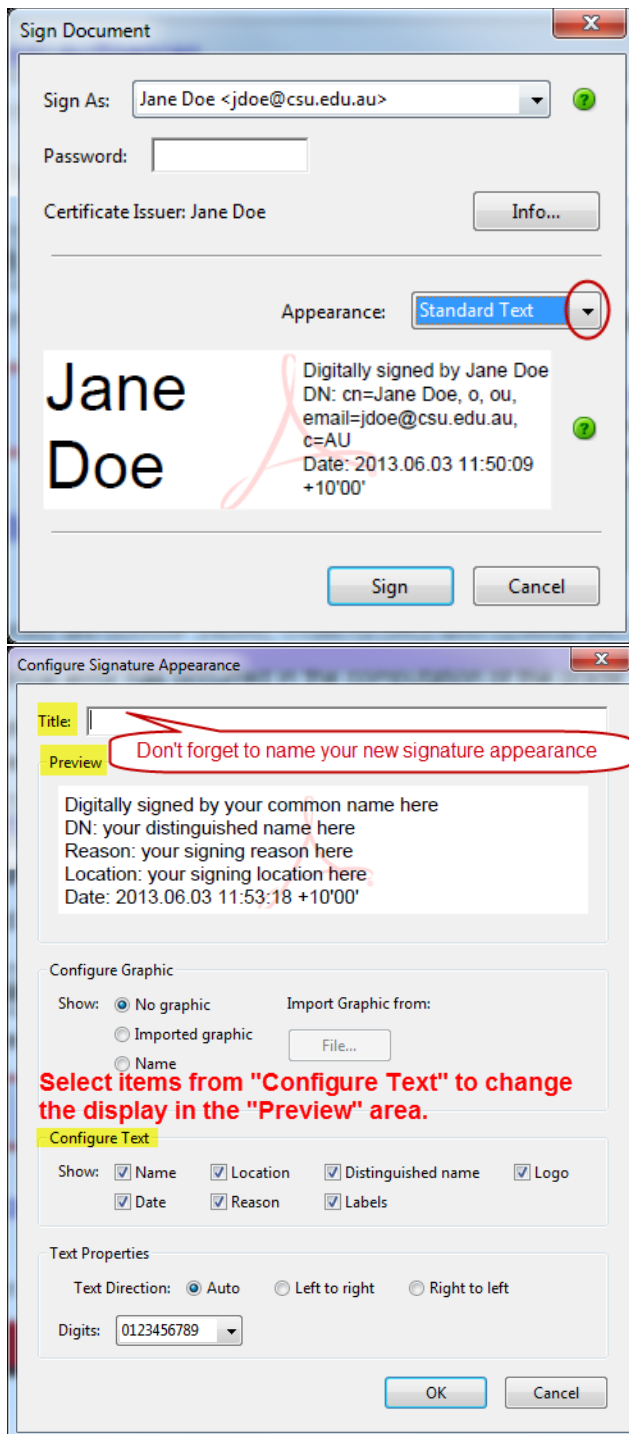


To remove your signature, right click on the signature panel and select 'Clear Signature'.



Changing your signature style

By clicking on the Appearance link you can alter the style of your signature. Once changed ensure you preview your new style before accepting the change.



Copy paste method for adding a graphical signature

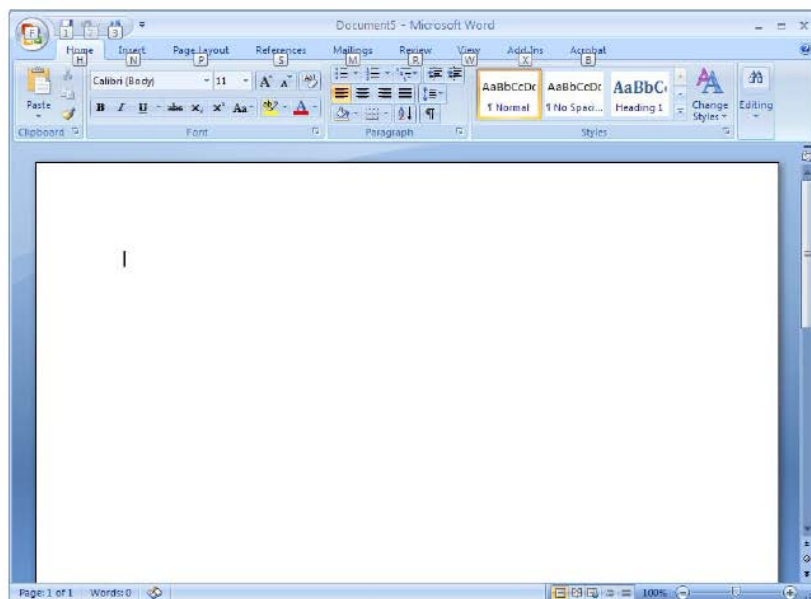
Create signature

1. Scan your signature using the tool of your choice
2. Save your scanned image as a JPG file
3. Open the image in the editor of your choice
4. Crop the image so that is about 250(width) by 75(height) Save the file as, "signature.jpg"

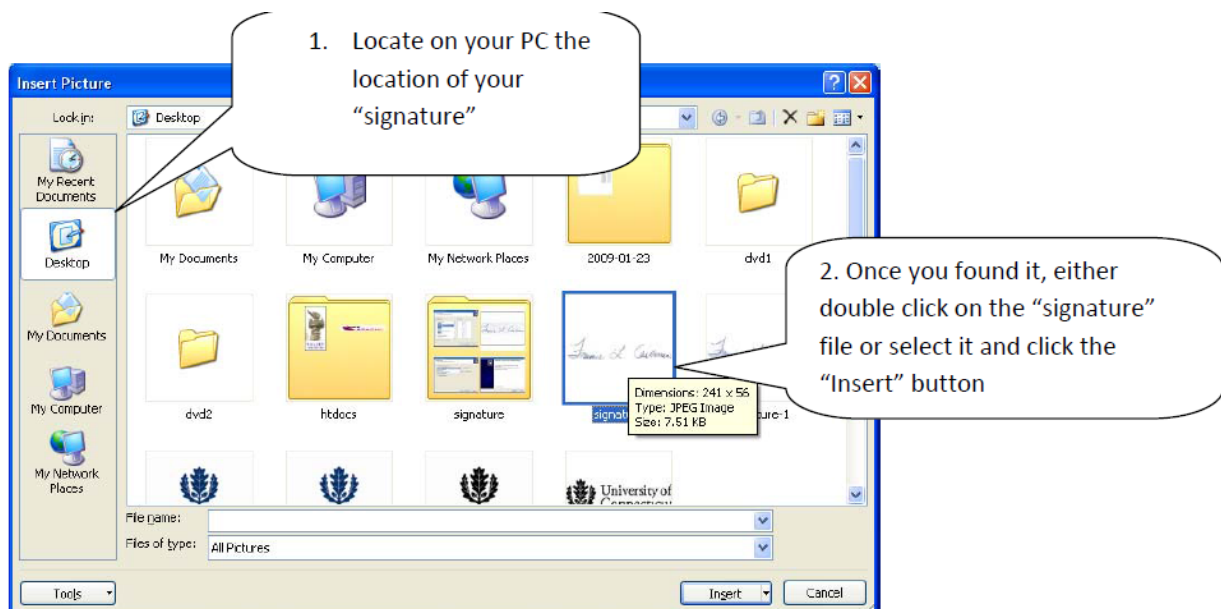
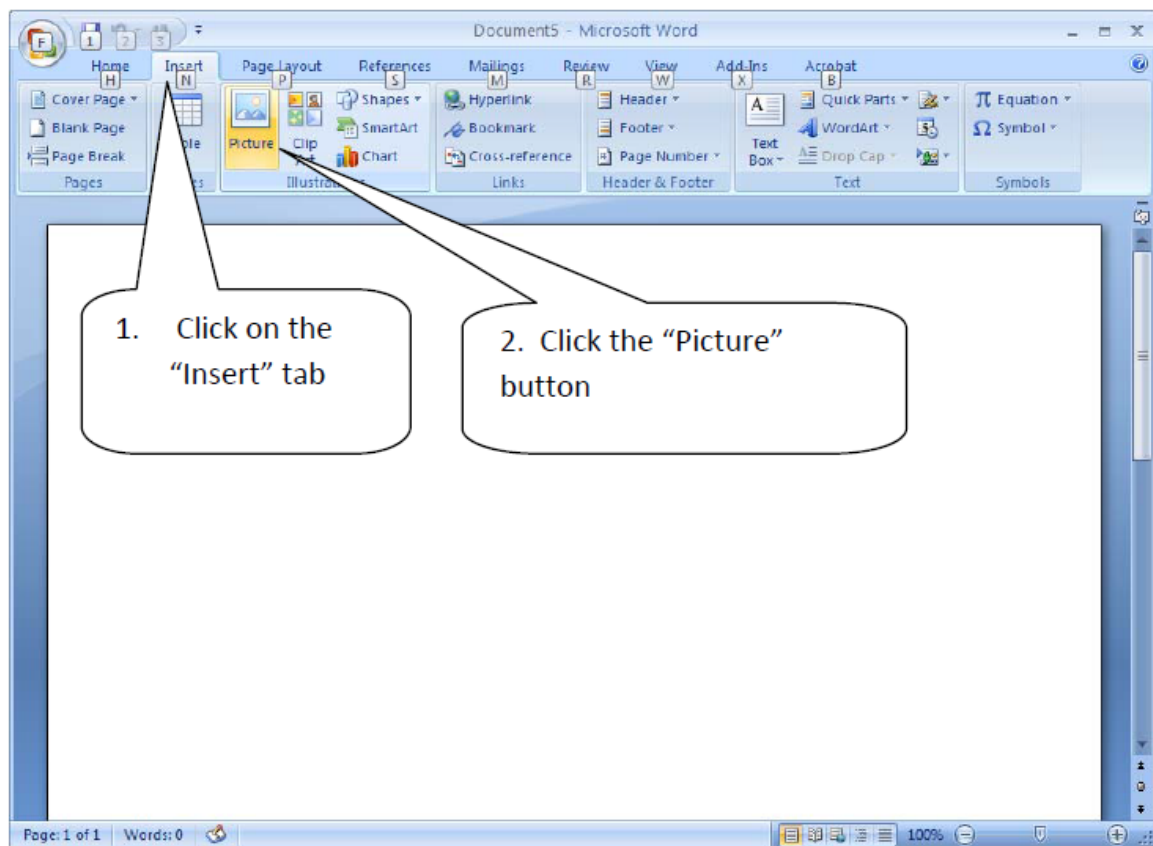
Important

If you are not able to add a signature using the Adobe reader on your computer [contact IT Service Desk](#) through the IT Service Portal for assistance as you may need to upgrade your software.

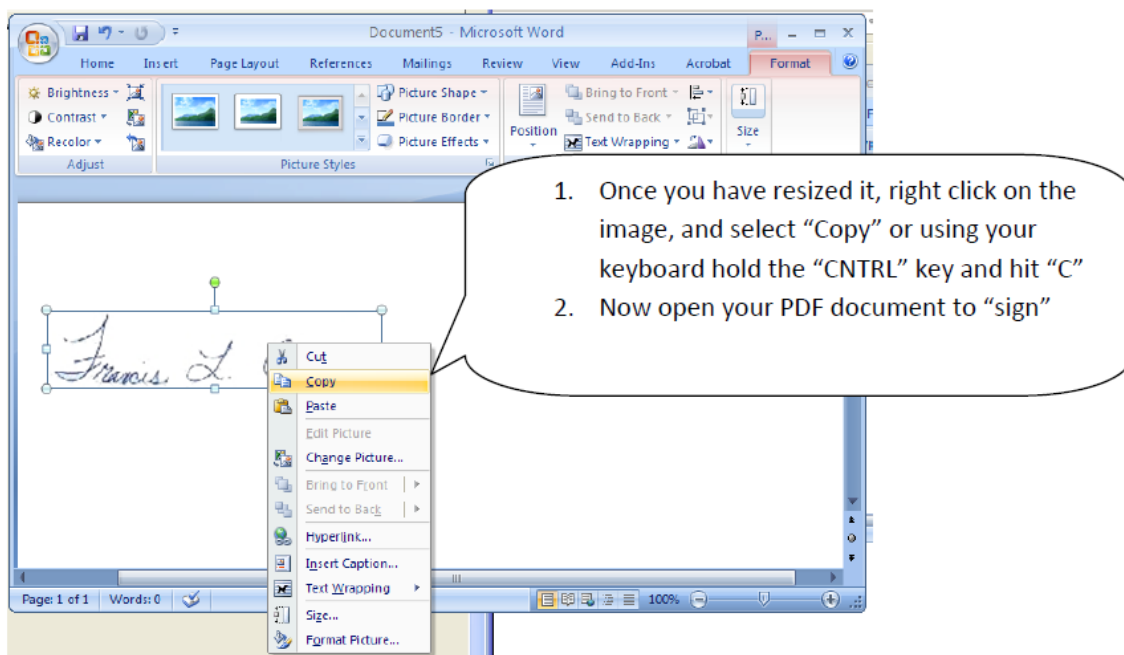
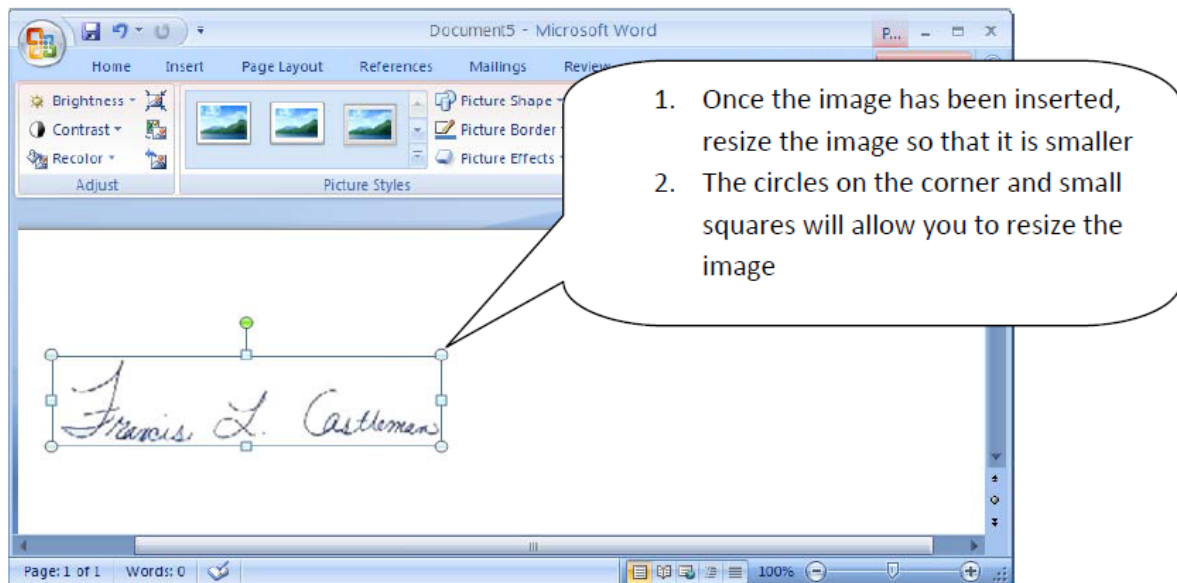
Copy signature into Word



1. Open Microsoft Word

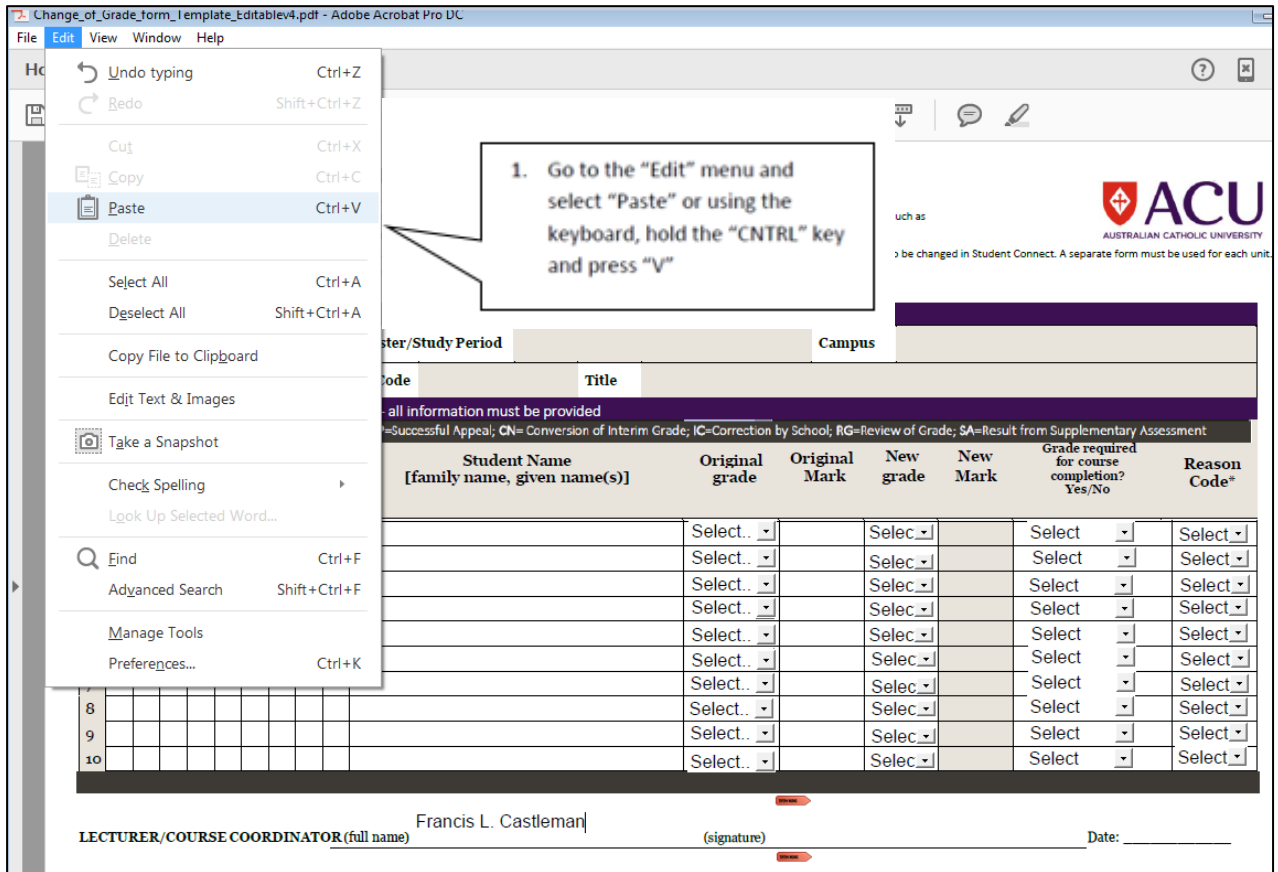


Adding signatures to a PDF



Adding signatures to a PDF

Paste signature into your PDF



Change_of_Grade_form_Template_editablev4.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

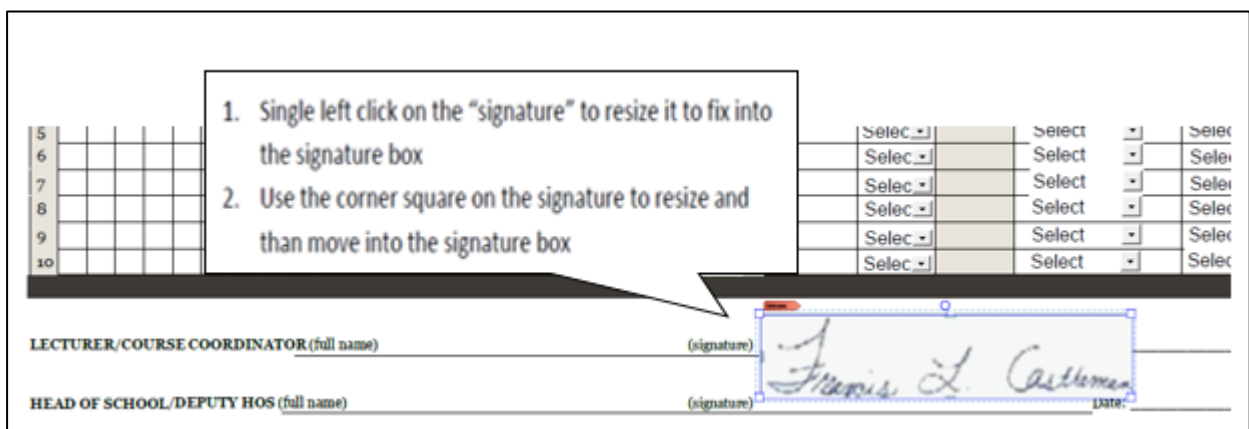
Undo typing Ctrl+Z
Redo Shift+Ctrl+Z
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete
Select All Ctrl+A
Deselect All Shift+Ctrl+A
Copy File to Clipboard
Edit Text & Images
Take a Snapshot
Check Spelling
Look Up Selected Word...
Find Ctrl+F
Advanced Search Shift+Ctrl+F
Manage Tools
Preferences... Ctrl+K

1. Go to the "Edit" menu and select "Paste" or using the keyboard, hold the "CNTRL" key and press "V"

uch as
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> be changed in Student Connect. A separate form must be used for each unit

Student Name [family name, given name(s)]	Original grade	Original Mark	New grade	New Mark	Grade required for course completion? Yes/No	Reason Code*
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select
	Select..		Selec..		Select	Select

LECTURER/COURSE COORDINATOR (full name) Francis L. Castleman (signature) Date: _____



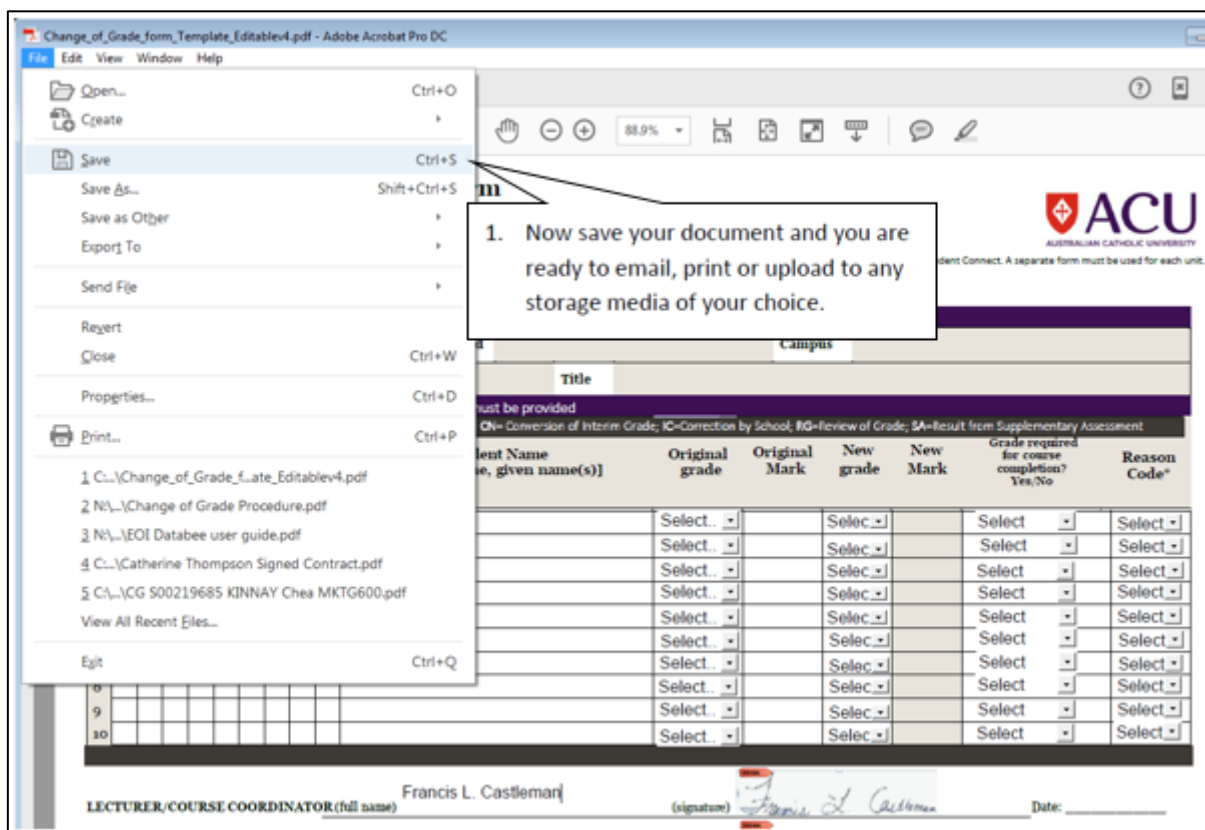
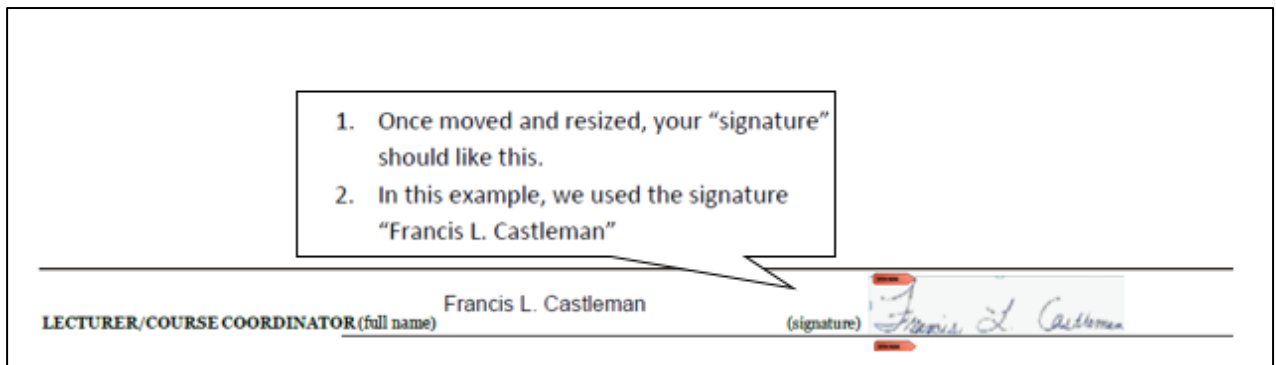
1. Single left click on the "signature" to resize it to fix into the signature box
2. Use the corner square on the signature to resize and then move into the signature box

	Select..		Select	Select
	Select..		Select	Select
	Select..		Select	Select
	Select..		Select	Select
	Select..		Select	Select
	Select..		Select	Select
	Select..		Select	Select

LECTURER/COURSE COORDINATOR (full name) (signature) Francis L. Castleman Date: _____

HEAD OF SCHOOL/DEPUTY HOS (full name) (signature) Date: _____

Adding signatures to a PDF



Alternate method - Adding a stamp

An alternate way to sign the form is to add a stamp. Follow the link to Adobe [instructions on adding stamps](#).