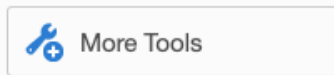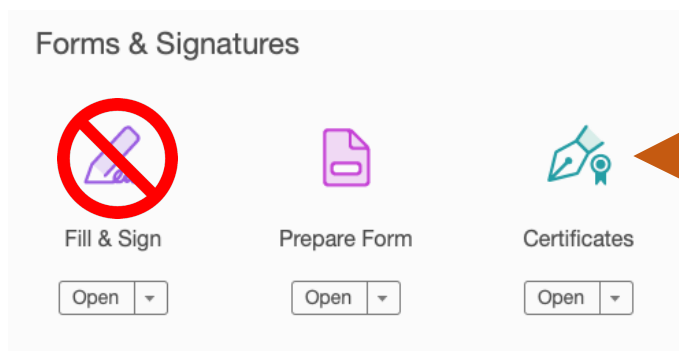# RIT | College of Art and Design

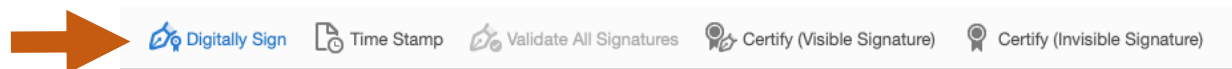## How to Add a Digital Signature to a PDF (Mac or Windows PC)

1. Open your Plan of Work PDF in **Adobe Acrobat**
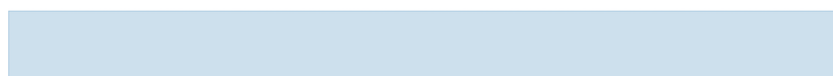
2. From the Adobe Acrobat Tool Bar, select **More Tools**

    More Tools

3. From the Forms & Signatures tools, click on **Certificates**.
    Do not use Fill & Sign.

    Forms & Signatures

    Fill & Sign   Prepare Form   Certificates
    Open ▾   Open ▾   Open ▾

4. The Certificate tools appear at the top of your PDF. Select **Digitally Sign**.

    Digitally Sign   Time Stamp   Validate All Signatures   Certify (Visible Signature)   Certify (Invisible Signature)

5. Click and drag to create a signature box over the **Faculty Member's Signature Line**.

    Faculty Member's Signature

6. From the popup dialog box, select your **Digital ID signature**
    (see example below). If you do not have an Adobe Signature ID please
    review the following: https://inside.cad.rit.edu/wp-content/uploads/2019/04/How-to-Create-a-Digital-ID-for-Adobe-Acrobat.pdf

    Choose the Digital ID that you want to use for signing: Refresh

    Chris Jackson (Digital ID file)   View Details
    Issued by: Chris Jackson

7.   Enter your **password** and click **Sign**.

| ·········· | | Back | Sign |

8.   Save your PDF document.

Chris Jackson

Digitally signed by Chris Jackson
Date: 2020.11.09 14:45:19 -05'00'

Faculty Member's Signature