

# Adobe PDF

## Table of Contents

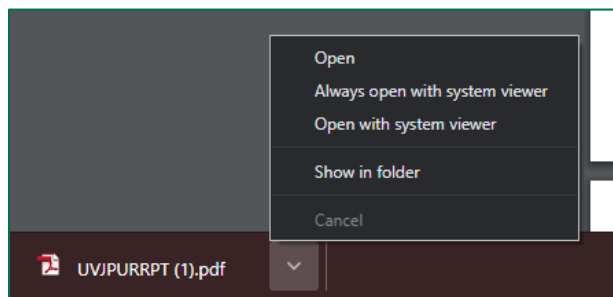
<b>Downloading a PDF for Signature .....</b>	<b>2</b>
<b>Unlocking a Secure Download .....</b>	<b>2</b>
<b>Electronically Signing a PDF .....</b>	<b>4</b>
Signing in a Prepopulated Signature Field .....	4
Signing a Blank Signature Line .....	6
<b>Creating a Digital Signature .....</b>	<b>8</b>
<b>Deleting Your Digital ID .....</b>	<b>10</b>
<b>Resources/Help.....</b>	<b>13</b>
Help/Footprints.....	13
Relevant UVM Departments.....	13
Suggestions? Updates?.....	13

**NOTE:** If you are using Microsoft Edge as your default web browser Edge will override Adobe and these instructions will not be applicable. Please reach out to your technical services department to ensure that Adobe is the default application for .PDF documents.

## Downloading a PDF for Signature

When you open a PDF in PeopleSoft, the file appears in your web browser and you need to download it to the appropriate file format for editing. This is the case with PurCard Reallocation Reports and Travel and Expense Reports that have a built in print option.

1. With the document open in your web browser, select the download button.
2. Choose a location and for the file that is memorable.
3. Navigate to the file location.
  - a. Some web browsers show downloads in a bar across the bottom of the screen. When you click on the arrow icon, you have the option to “Show in folder”.



4. Open the file in Adobe.
5. If the file does not open in Adobe, you will need to change your default application for .pdf extensions. Please contact your technical support team for assistance with this.

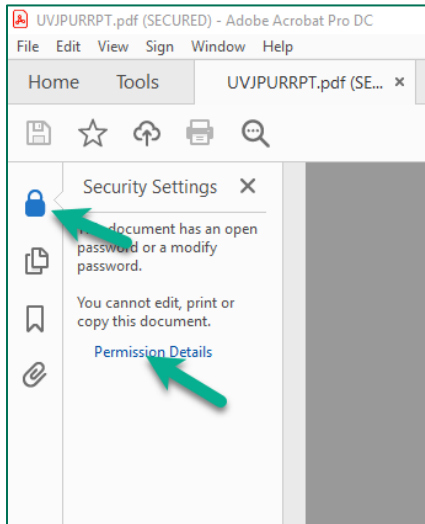
## Unlocking a Secure Download

1. If a yellow banner appear that states “Protected View”, you need to click the button on the right side of the banner **ENABLE ALL FEATURES**.

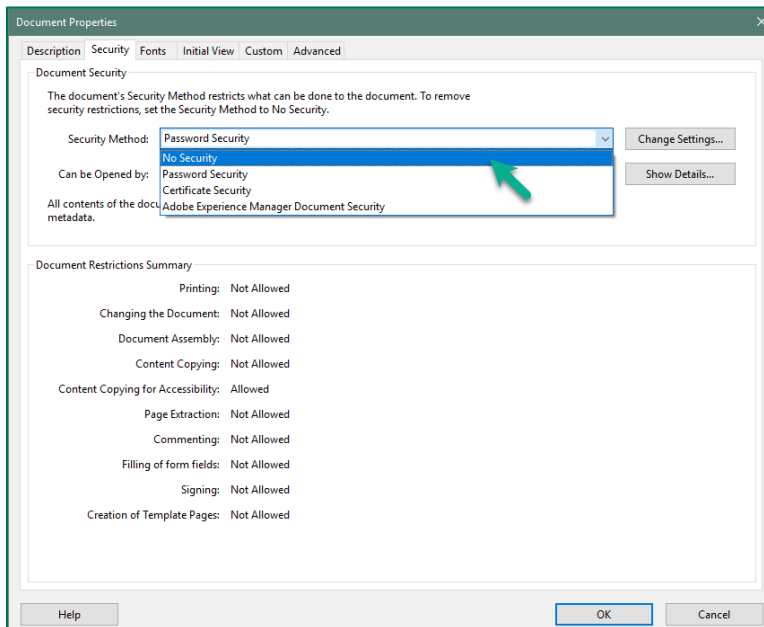


2. If the file is still secure, click on the **Lock** icon

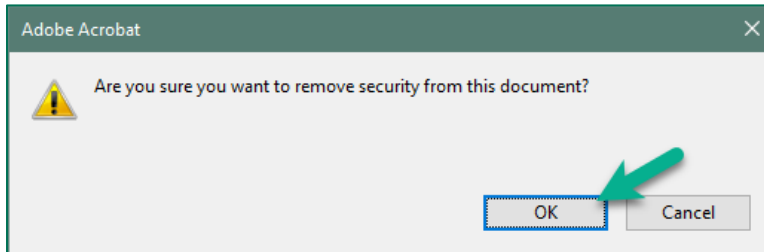
### 3. Select the hyperlink for **Permission Details**



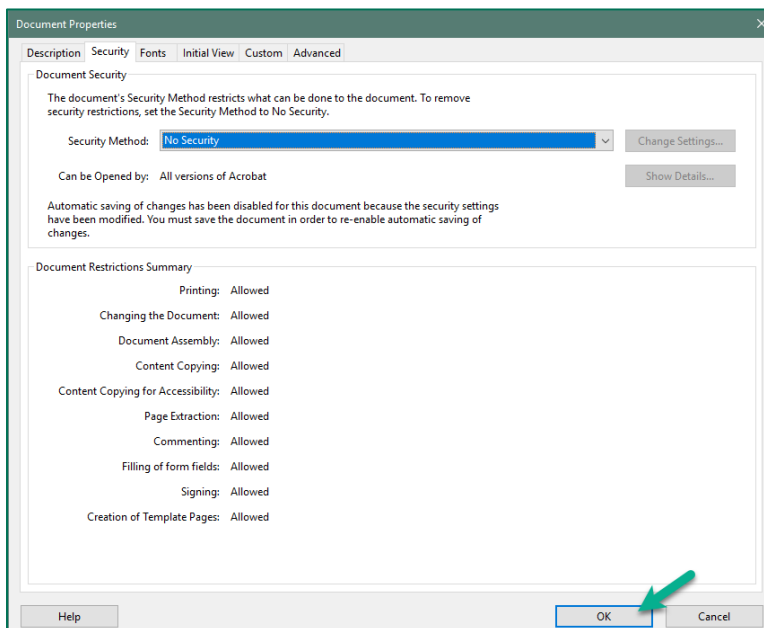
### 4. Change Security Method from Password Security to **No Security**.



- Click **OK** when you receive the popup for “Are you sure...”



- Click **OK** to close Security Permission window and save settings



## Electronically Signing a PDF

### Signing in a Prepopulated Signature Field

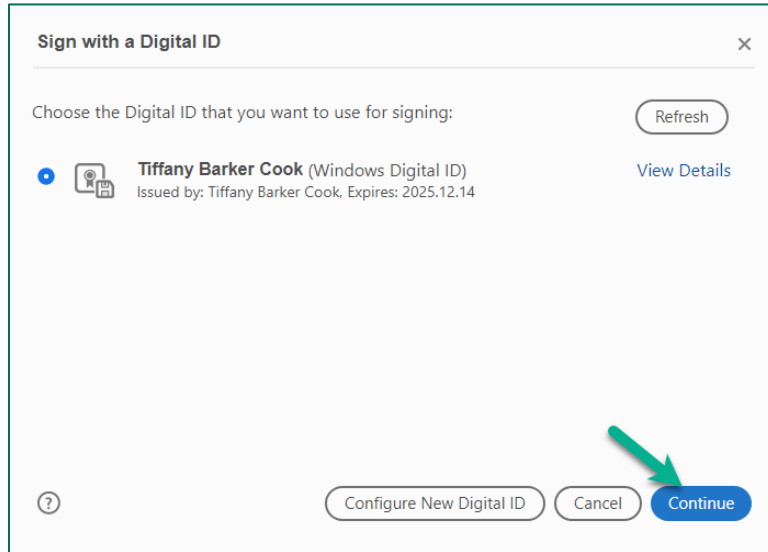
- Open Adobe PDF file and select the field to sign
  - If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for [Creating a Digital Signature](#).

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of payment for items requires them to become property of UVM.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

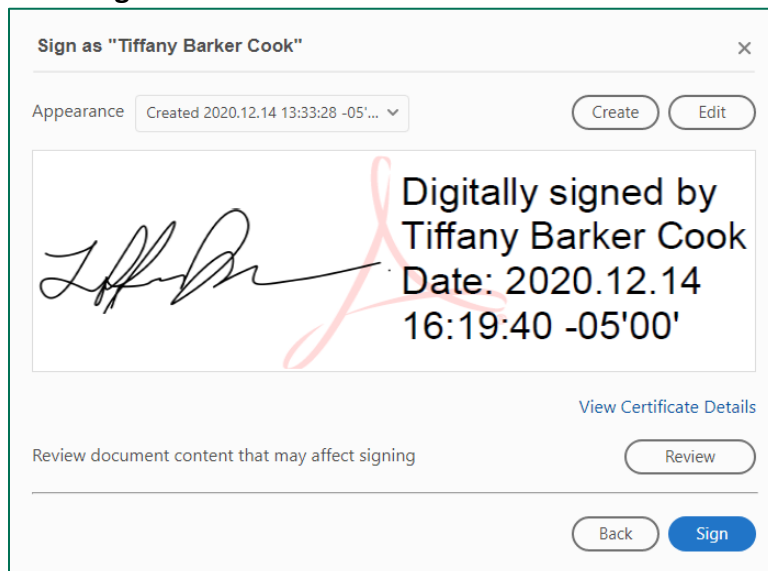
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Choose the signature you wish to use. Click **Continue**.



3. Verify that your signature appears correctly
  - a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for [Deleting your Digital ID](#).

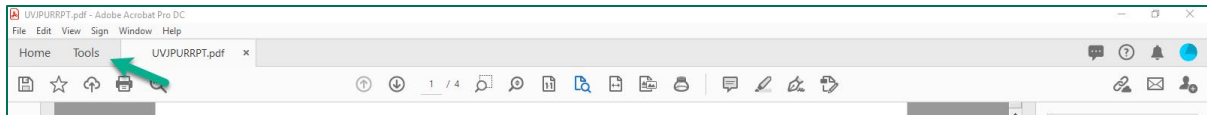
4. Select **Sign**



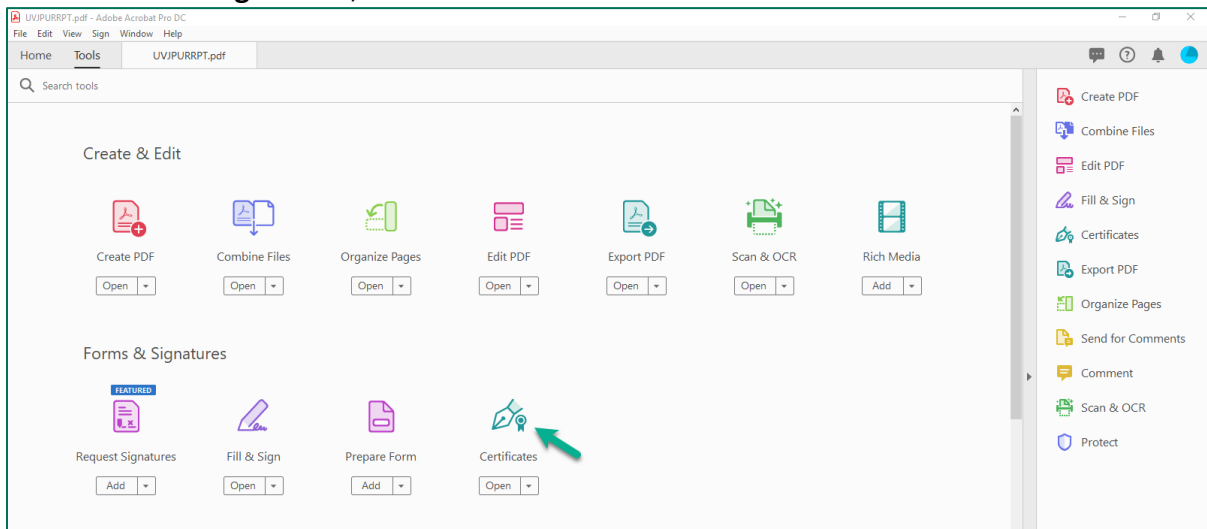
5. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.

## Signing a Blank Signature Line

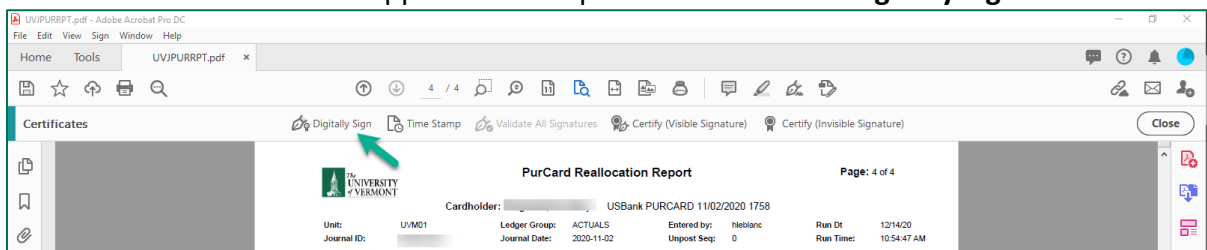
1. Open Adobe PDF file and select **Tools**.



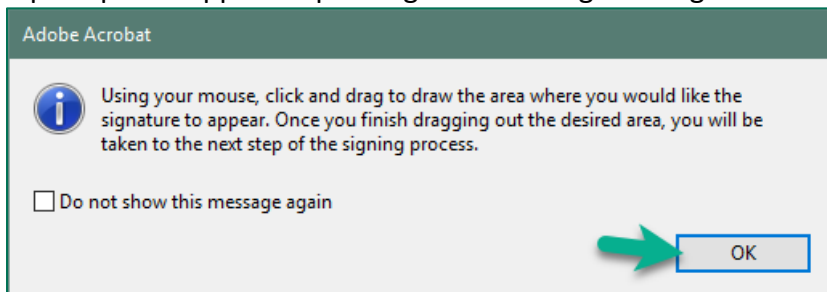
2. Under **Forms & Signatures**, select **Certificates**.



3. The **Certificates** toolbar will appear at the top of the PDF. Select **Digitally Sign**.



4. A prompt will appear explaining how to 'Drag New Signature Rectangle'. Select **OK**





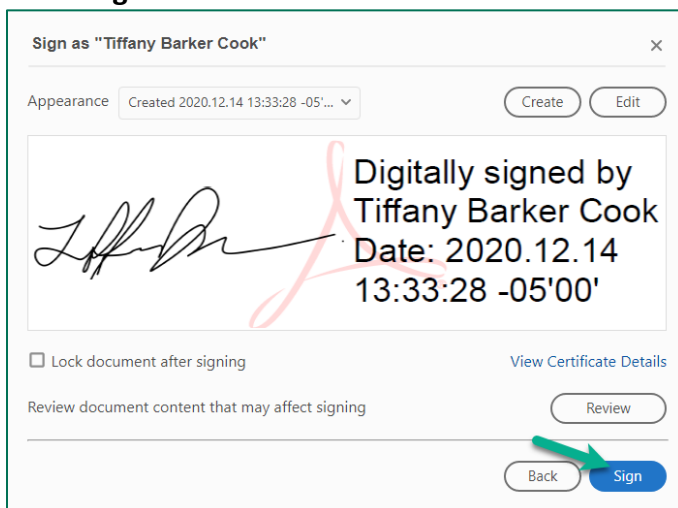
- a. Select the area above the appropriate signature line with you left mouse button. Hold the left mouse button and drag the signature rectangle to the end of the signature line then release the left mouse button.

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

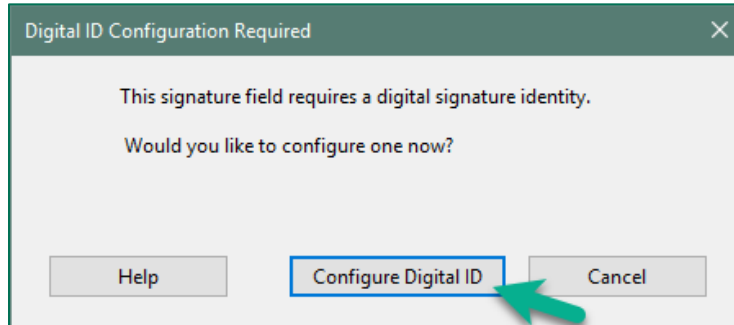
- i. When you release the left mouse button the signature option will appear automatically.
  - ii. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for [Creating a Digital Signature](#).
5. Verify that your signature appears correctly
  - a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for [Deleting your Digital ID](#).
6. Select **Sign**.



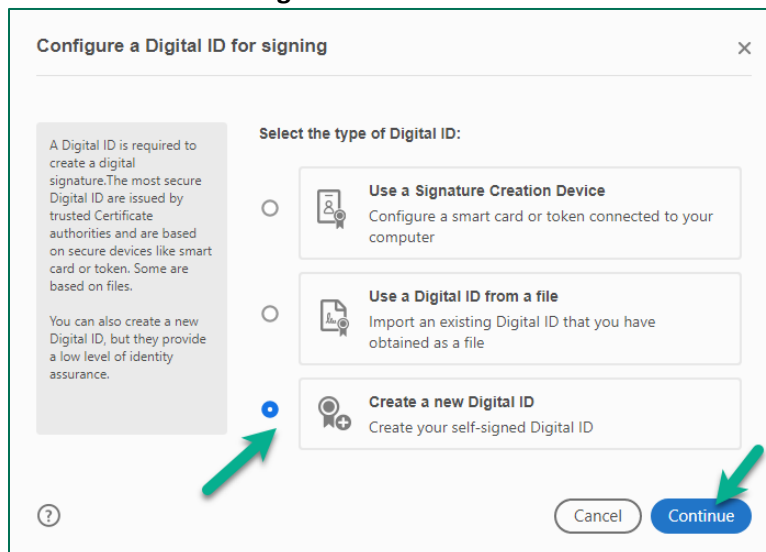
7. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.

## Creating a Digital Signature

1. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature
  - a. Select **Configure Digital ID**.

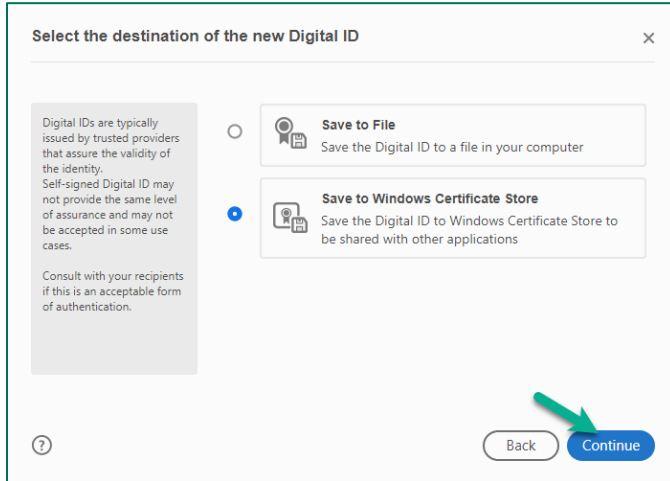


2. Select **Create a new Digital ID** then **Continue**.





3. Select your preferred Digital Signature format then select **Continue**.



Select the destination of the new Digital ID

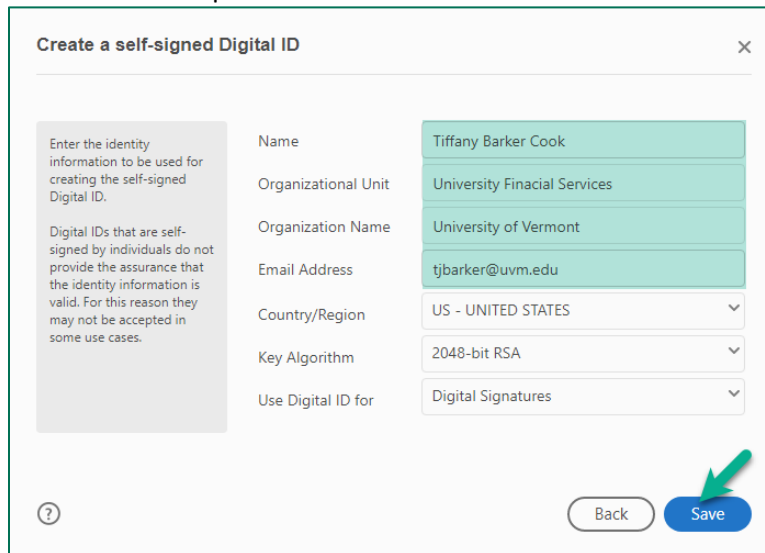
Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

Save to File  
Save the Digital ID to a file in your computer

Save to Windows Certificate Store  
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

4. Enter your identification information you would like included in your signature the click **Save**.
  - a. The minimum required information is Name and Email Address



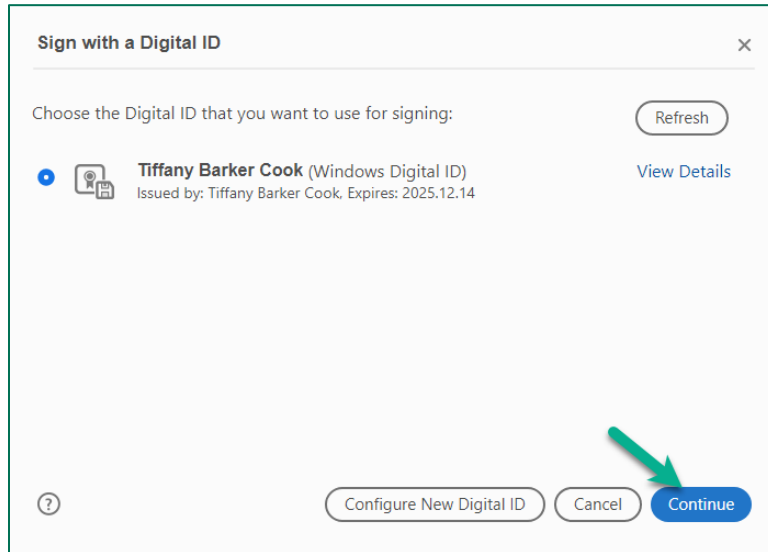
Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

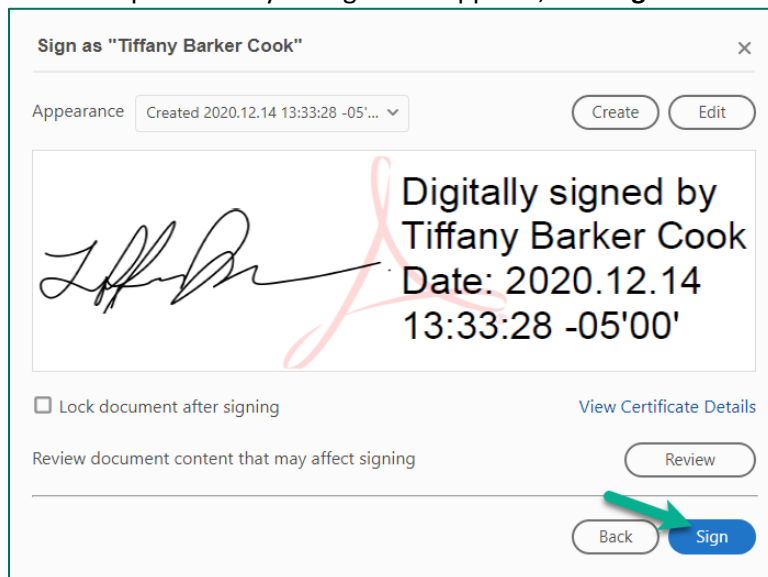
Name	Tiffany Barker Cook
Organizational Unit	University Financial Services
Organization Name	University of Vermont
Email Address	tjbarker@uvm.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

5. You will now be able to preview and use your signature. Click **Continue**.



6. When the preview of your signature appears, click **Sign**.

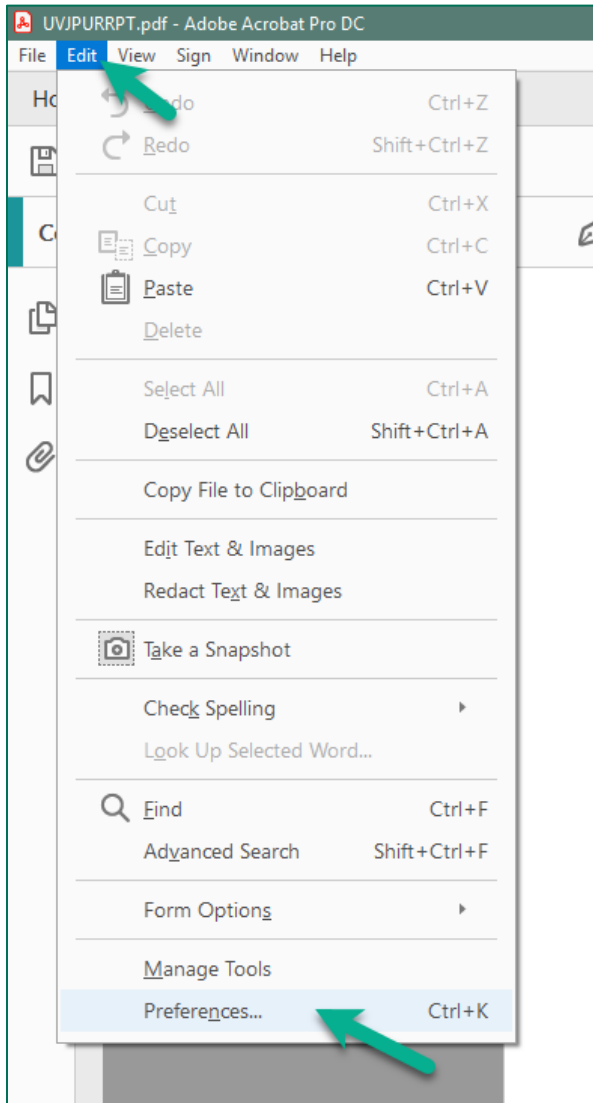


## Deleting Your Digital ID

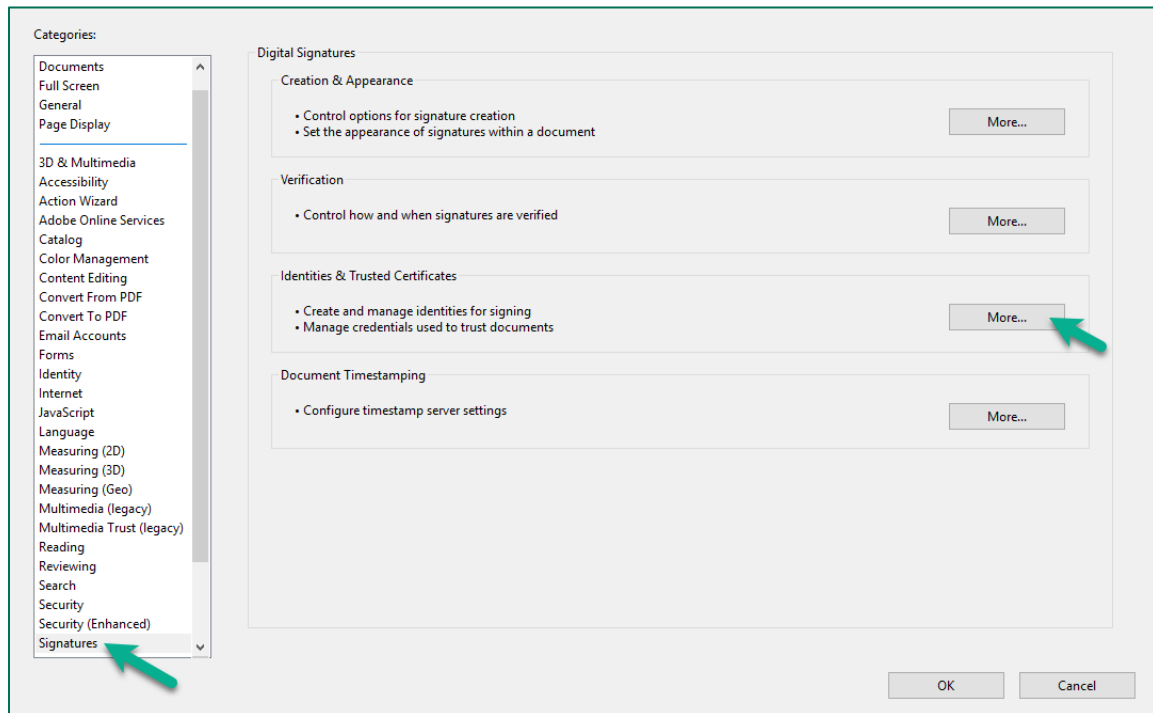
When you delete a digital ID in Acrobat, you delete the actual PKCS #12 file that contains both the private key and the certificate. Before you delete your digital ID, ensure that it is not in use by other programs or required by any documents for decrypting.

**NOTE:** You can delete only self-signed digital IDs that you created in Acrobat. A digital ID obtained from another provider cannot be deleted.

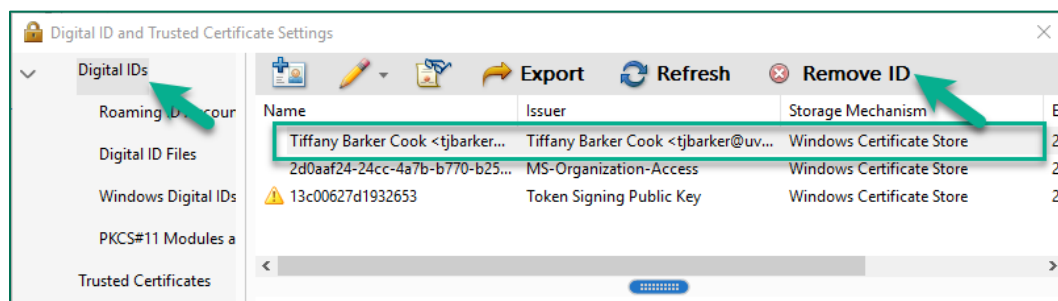
1. Within Adobe, select **Edit > Preferences**



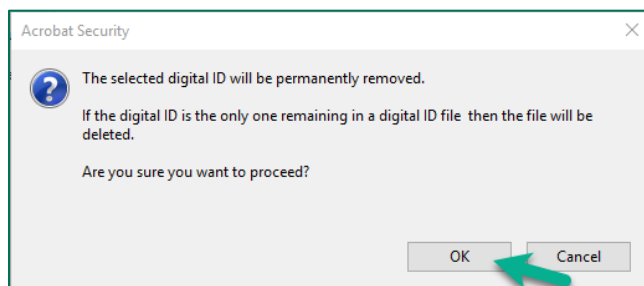
2. Under the Category **Signatures**
  - a. Click **More** in **Identities & Trusted Certificates**



3. Select **Digital IDs** on the left, and then choose the digital ID you want to remove.
  - a. Click **Remove ID**



4. Confirm your deletion by **OK**





## Resources/Help

### Help/Footprints

Log a [PeopleSoft Helpdesk Footprint](#) for assistance creating, inactivating, or working with Accounting Tags.

### Relevant UVM Departments

- [University Financial Services](#)

### Suggestions? Updates?

Send an email to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).