

Digital IDs (E-Signatures) in Adobe Acrobat

This document includes instructions for performing the following actions in Adobe Acrobat Pro DC, Version 2019.008.20071.

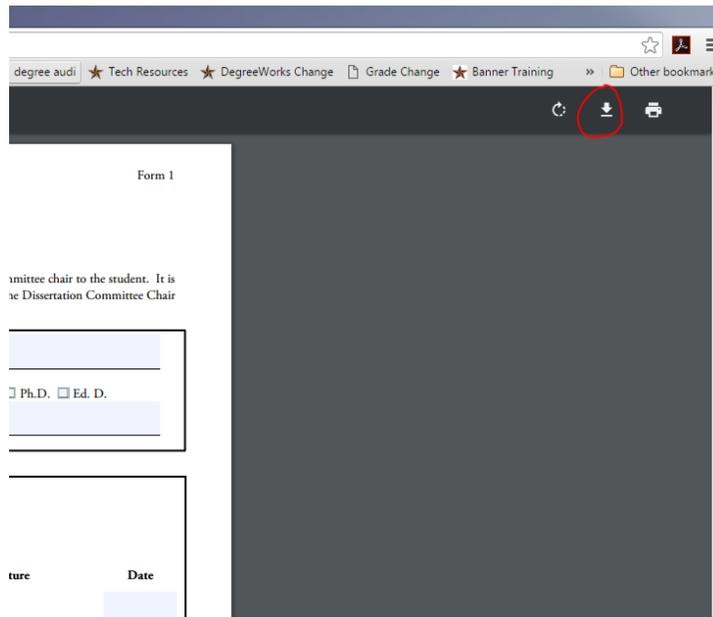
- [download a PDF](#)
 - [Chrome](#)
 - [Firefox](#)
 - [Internet Explorer](#)
- [create a digital ID](#)
- [delete a digital ID](#)

Download the PDF

1. To create a digital ID, the form must be downloaded to the signer's (hereafter referred to as "you") computer. The following instructions will guide you in downloading a form from the three main browser options, [Chrome](#), [Firefox](#), and [Internet Explorer](#).

a. Download using Google Chrome:

i. Click on the icon of the underlined down arrow in the top right-hand corner of the screen.

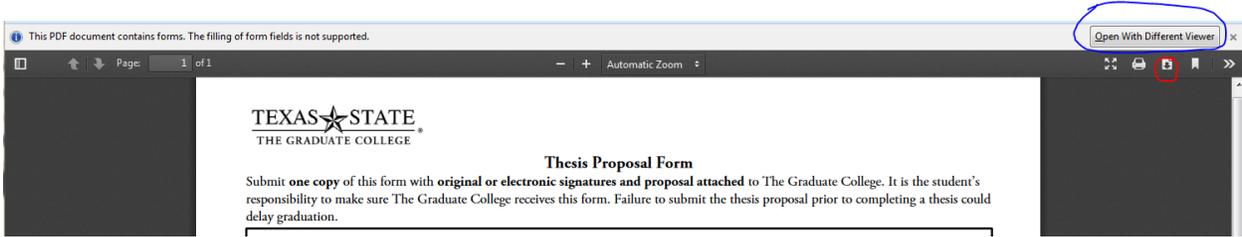


ii. Save the form to the folder of choice. **TIP:** The Graduate College recommends creating a specific "forms" folder and saving all forms in that location.

iii. Open the form by going to the folder; do not click on the form that shows in the bottom toolbar. The form will not be fully fillable, as it will open in Google Chrome.

b. Download using Firefox:

- i. Click on either the "Open with Different Viewer" button in the top right-hand corner or the icon of the page with a down arrow. Both will prompt a popup asking you to open or save the form.

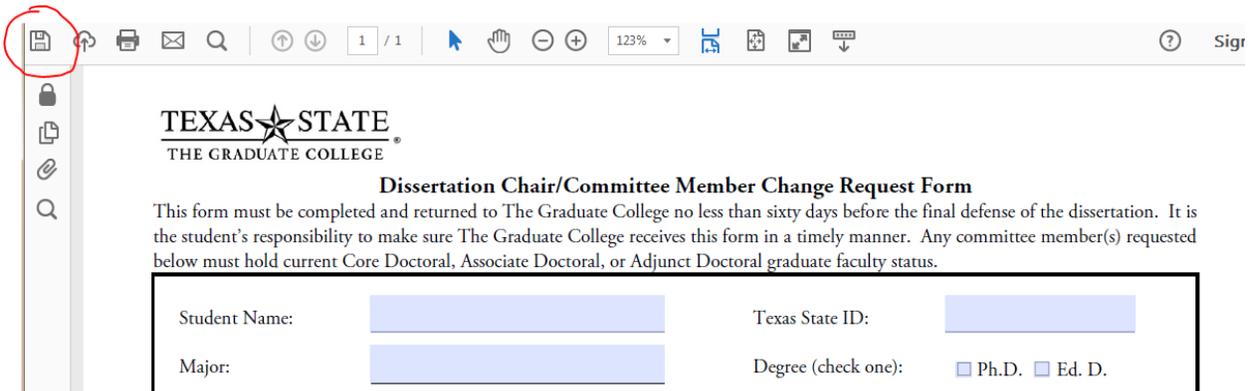


- ii. On the popup, click on "Open With Adobe Acrobat (default)". Do not choose "Save As", as this will automatically save the document to your "Downloads" folder instead of providing the option of choosing your designated "forms" folder.

- iii. Once the PDF opens, save it to a preferred folder ([see a.ii](#)).

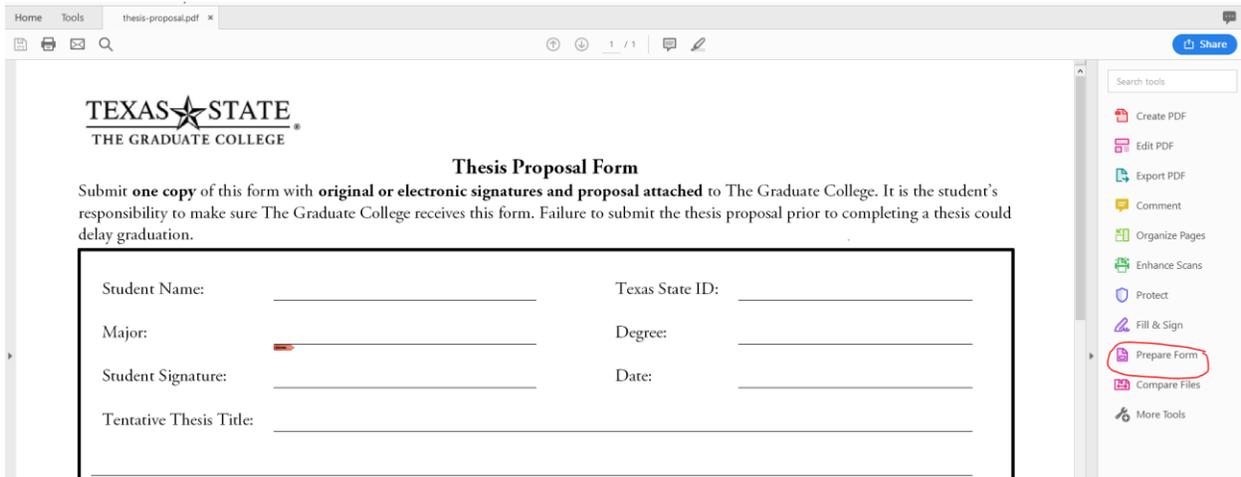
c. Download using Internet Explorer/IE:

- i. When the form is opened in IE, it will be fillable. Once it has been filled out, the document will need to be saved to the computer.
- ii. To save, click on the floppy disk icon in the top left-hand corner. Select your "forms" folder, and click "Save".

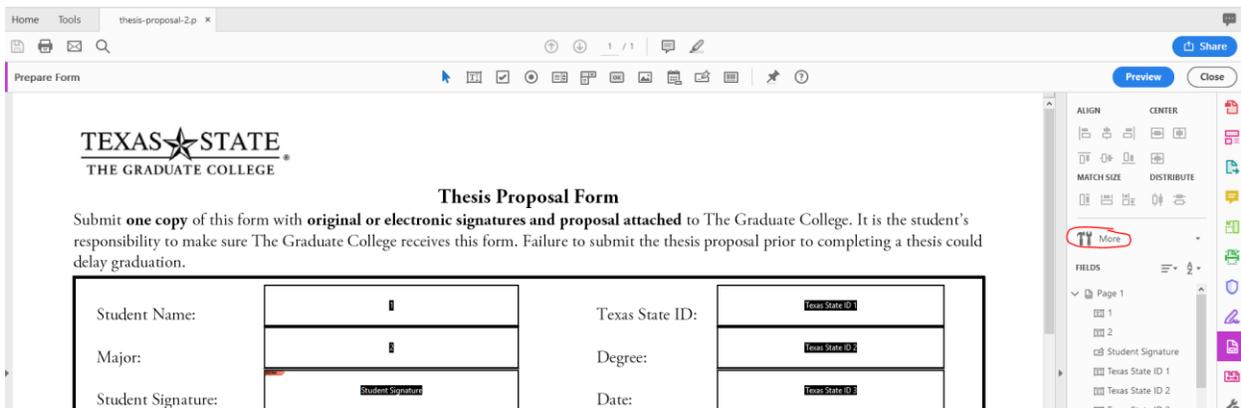


Create a Digital ID

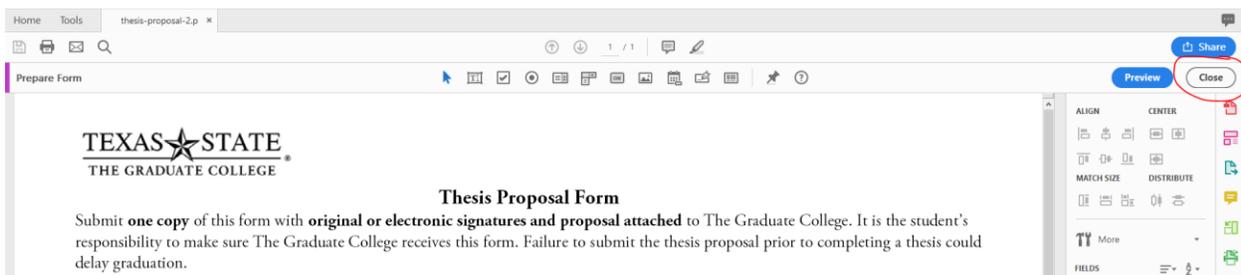
1. Open the PDF needing a signature.
2. Click the "Enable All Features" button in the yellow bar at the top of the screen.
3. Click on "Prepare Form" from the menu on the right-hand side of the screen.



4. Click "More" and select "Highlight Existing Fields". All fields requiring content will be displaying in light blue/purple.



5. Close out of the "Prepare Form" menu by clicking the "Close" button in the top right-hand corner.

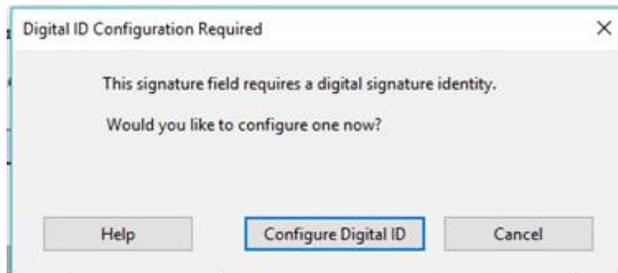


6. Fill out the information in the highlighted fields as requested.

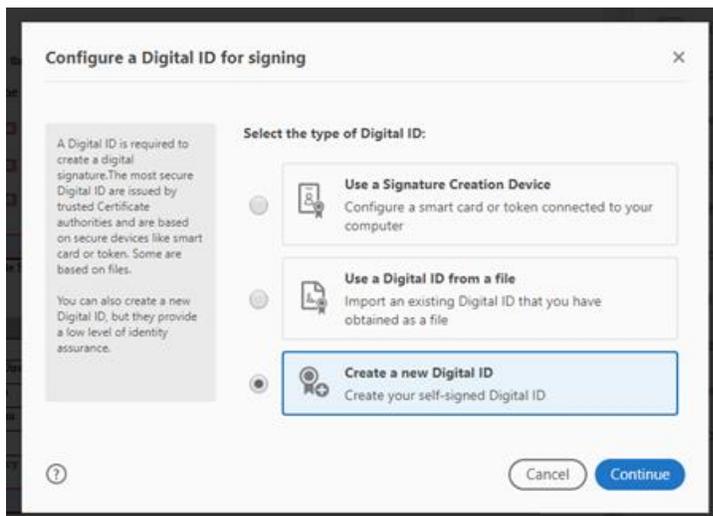
7. Click on the signature line in the document. It has an orange arrow.



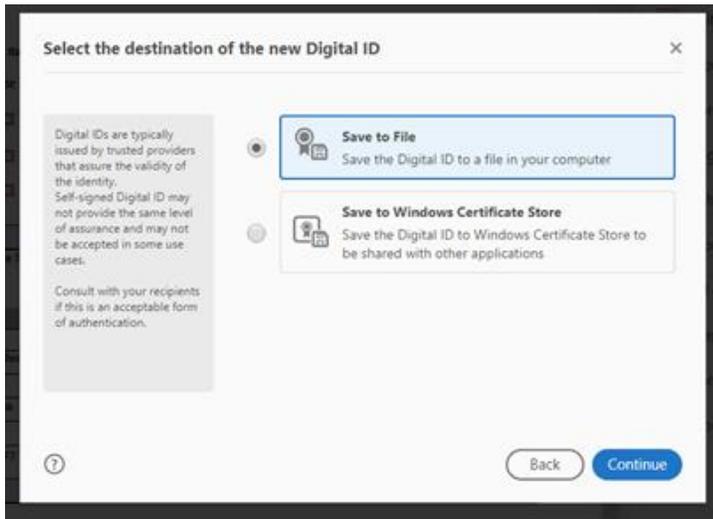
8. A popup box will appear with the option to create a digital signature identity. Click on "Configure Digital ID". Click Next.



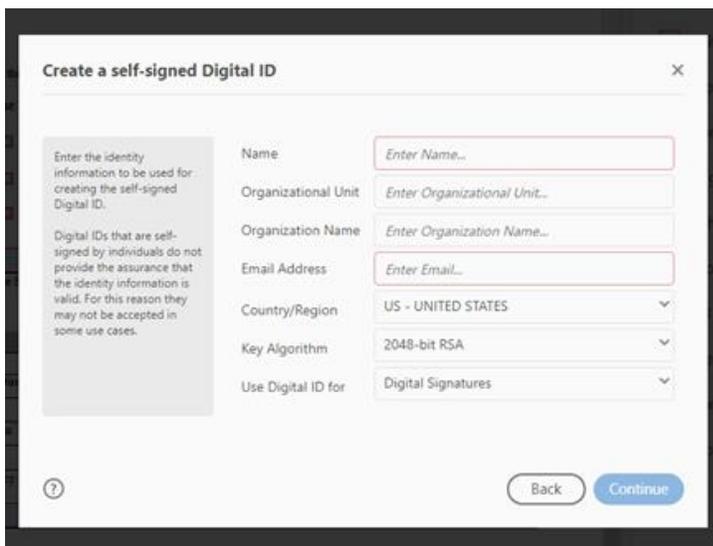
9. Select the bottom option, "Create a new Digital ID," from the menu. Click Continue.



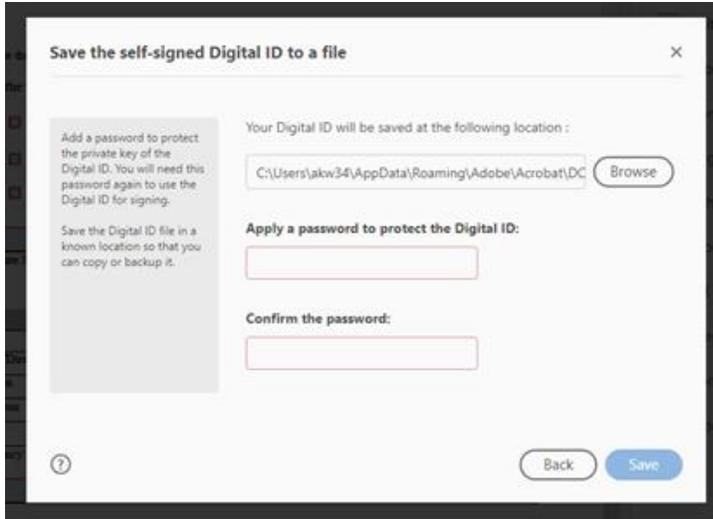
10. Next, you'll select where you want to save your new digital ID. Click the "Save to File" option. Click Continue.



11. You must enter your first and last name in the name field and your Texas State email address in the email field. (The organizational unit and organization name fields are optional.) Select the United States for the country and leave the last two options as shown below (they are the default options). Click Continue.

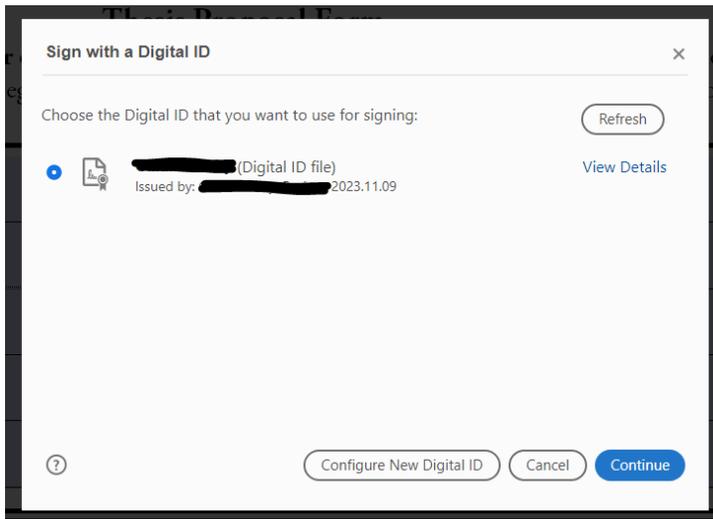


12. To store the digital ID in a specific folder (again, we recommend the “forms” folder so it’s all in one place), click “Browse” and select the folder. Next, apply a password for the digital ID and confirm the password. Click Save. **TIP:** Make sure to save the password in a safe and accessible location. Once a password is created, it cannot be changed without re-entering the old password.

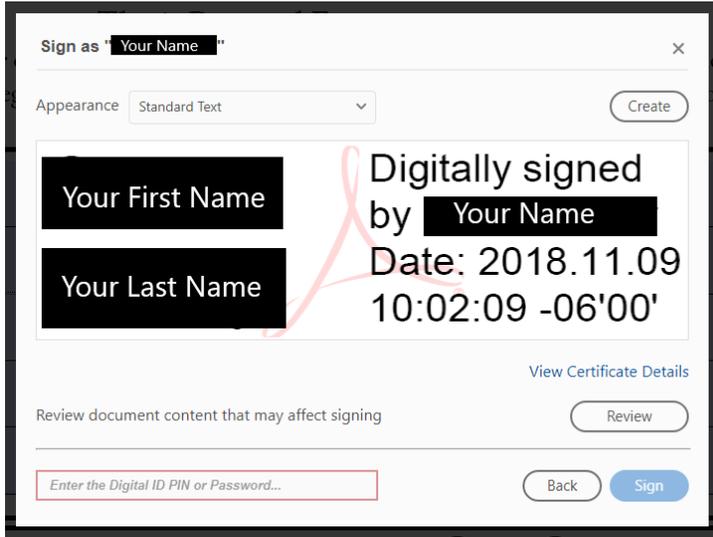


13. Congrats! Your digital ID has been created!

14. To sign the form, choose the digital ID that you want to use for signing. Click Continue.



15. The selected digital ID will appear. Enter your digital ID password in the red box in the bottom left-hand corner.

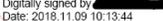


16. Once you click “Sign”, a popup will open to save the form. Select the appropriate folder for the form, and save it to your computer. **TIP:** Rename the form to “document name-signed, e.g. Thesis Proposal-signed.”

17. The form is now signed. You can now send it on the appropriate parties.

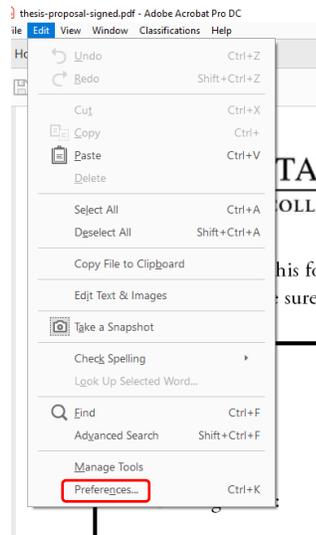
Thesis Proposal Form

Submit **one copy** of this form with **original or electronic signatures and proposal attached** to The Graduate College. It is the student’s responsibility to make sure The Graduate College receives this form. Failure to submit the thesis proposal prior to completing a thesis could delay graduation.

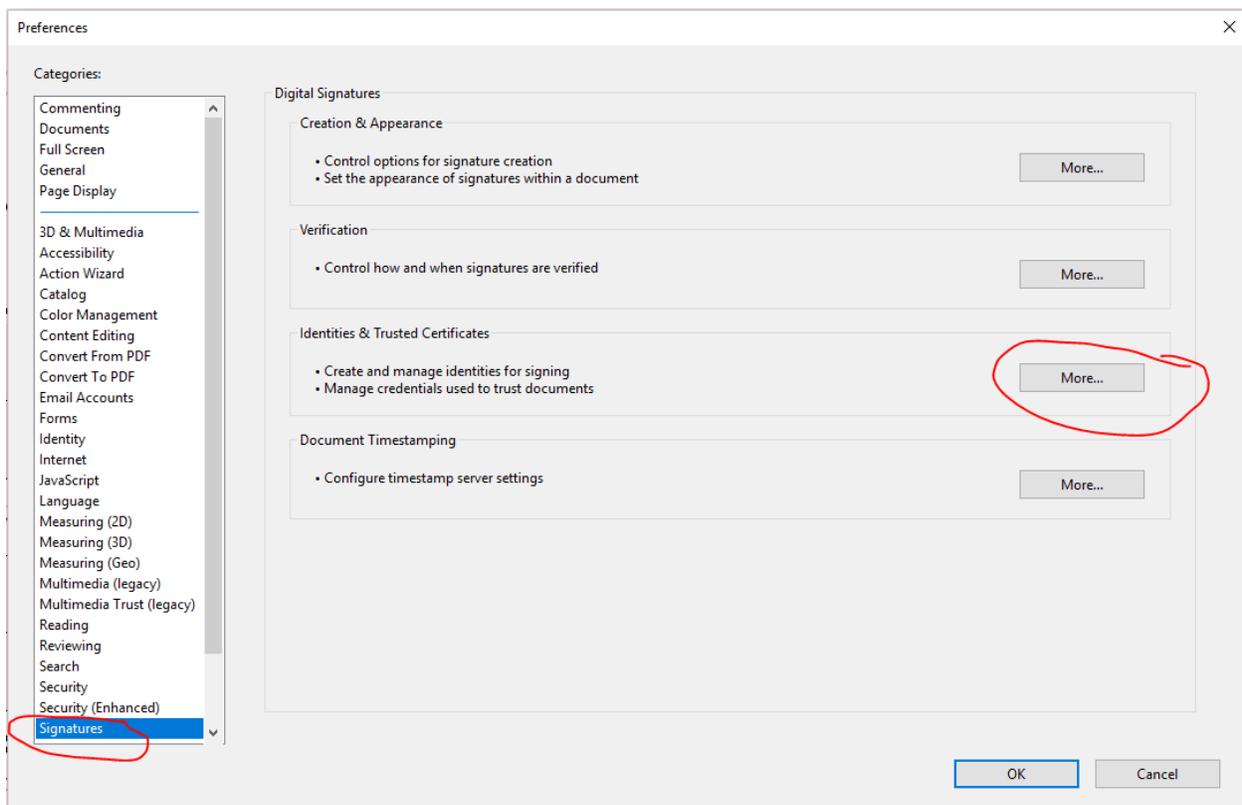
Student Name:	<input type="text"/>	Texas State ID:	<input type="text"/>
Major:	<input type="text"/>	Degree:	<input type="text"/>
Student Signature:	 Digitally signed by  Date: 2018.11.09 10:13:44 -06'00'	Date:	<input type="text"/>
Tentative Thesis Title:	<input type="text"/>		

Delete a Digital ID

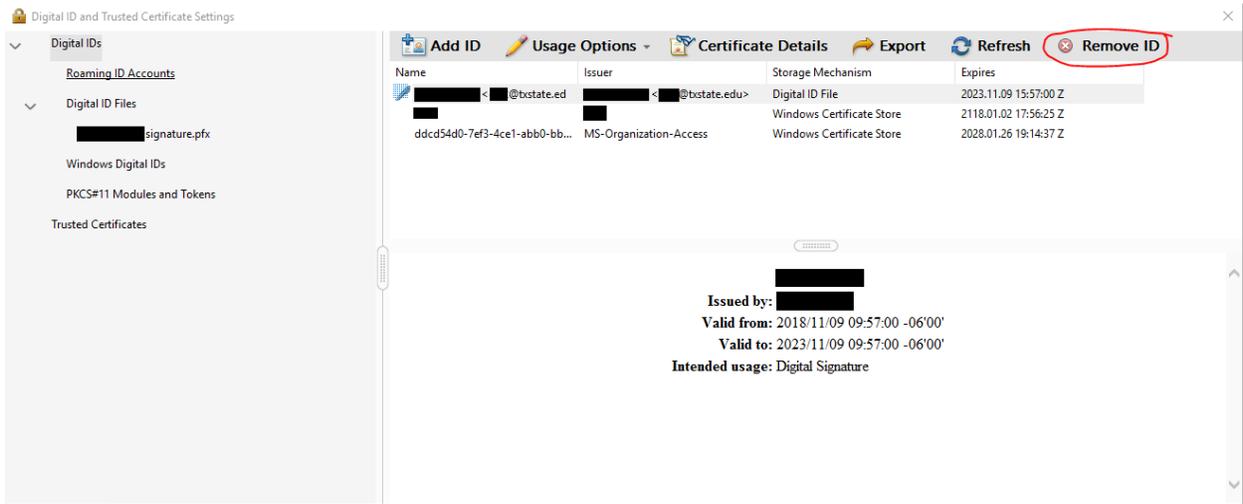
1. Open a pdf that is a fillable form.
2. Click on the Edit menu on the top toolbar, and select "Preferences" from the dropdown.



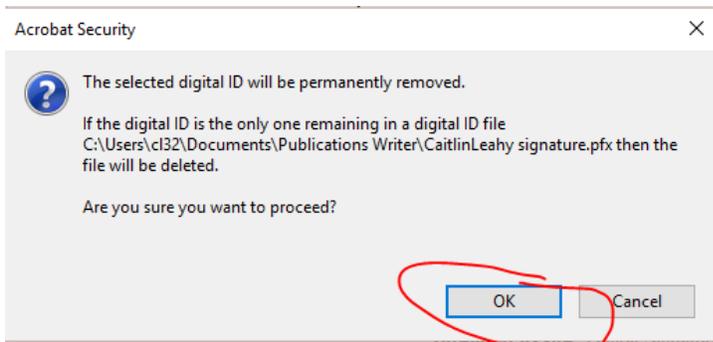
3. Once the Preferences menu is open, select signatures from the categories on the left. Then, click on the "More" button to the right of Identities & Trusted Certificates. Click OK.



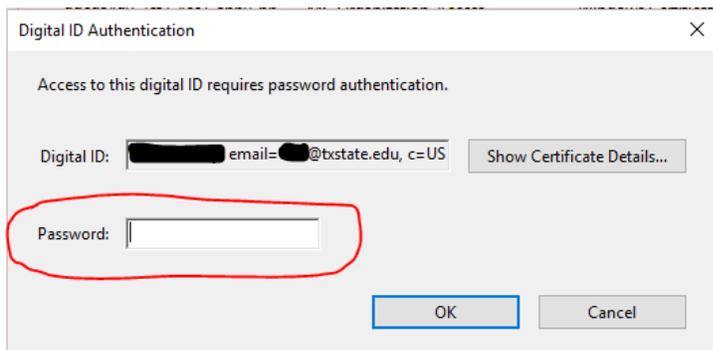
4. A popup box will open. Select the digital ID that you want to delete and click "Remove ID".



5. A popup window opens to confirm your choice. Click "Ok."



6. Enter the password for the digital ID to confirm deletion. Click "Ok".



7. This digital ID has been deleted.