


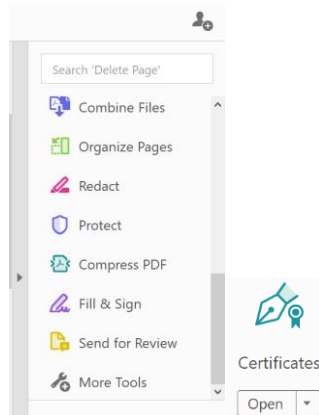
How to sign with Digital Signature using Adobe Reader DC

Tools required:

- Adobe Reader DC (Free to use tool from Adobe, the official PDF file reader)
- Signature photo (Sign on white paper and capture with Phone)
- Photo editing tools

1. Open any PDF file with Adobe Reader DC . By default, this should be setup in your laptop. Do let IT know if it is not.

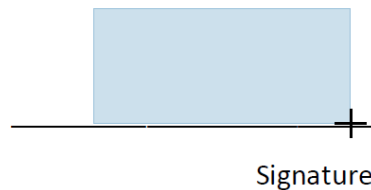
2. From right hand panel, browse to **“More Tools”** -> and select **“Certificates”**



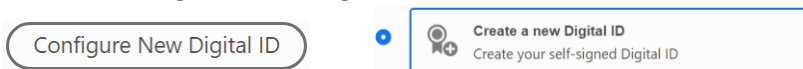
3. From the top of document, look for and click **“Digitally Sign”**



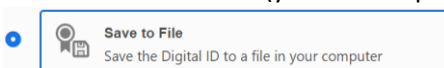
4. Click and drag a box on the area you want to sign



5. Choose **“Configure a new digital ID”** and follow with **“Create a new Digital ID”**



6. Choose **“Save to file”** (you can keep this file if you transfer to another laptop or reinstall)



7. Fill in information, **Name**, **Email** required, **“Key Algorithm”**, **“Use Digital ID”** follow as photo

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	MY - MALAYSIA
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

8. The first Row is where your digital ID file is saved. Browse to change if need. Setup a password that will be used every time you sign a document.

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

Confirm the password:

9. Choose your Digital ID and click continue

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

<input checked="" type="checkbox"/>		Michael Sia (Digital ID file) Issued by: Michael Sia, Expires: 2025.01.06	<input type="button" value="View Details"/>
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10. Choose “Create” to create a new appearance for signature (how signature look)

Appearance

11. Choose “Image” , use draw if have confidence to sign with mouse

12. Choose “browse”

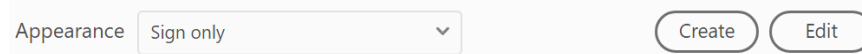
13. Select the signature photo (must be saved in pdf). Your signature will show in center preview box.

14. Pick the option as required, trial and error. It will preview in the center box.

Include Text	<input type="checkbox"/> Name	<input type="checkbox"/> Distinguished Name	Text Direction
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> Adobe Acrobat Version	<input type="checkbox"/> Location	Auto <input type="button" value="≡"/> <input type="button" value="≡"/>
<input type="checkbox"/> Logo	<input type="checkbox"/> Labels		Digits format
<input type="checkbox"/> Reason			<input type="text" value="0123456789"/>

15. Setup a preset name : , example "Sign only" "Sign with Chop" etc

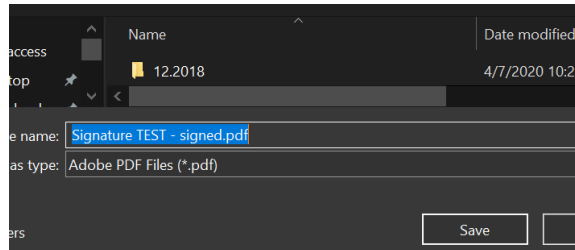
16. Choose the Preset name in "Appearance", it will preview in center box



17. Key in password set in **step 8** and click "Sign"



18. A prompt to save the files, suggest to add in "signed" for filename



19. Setup done. This is a one-time setup.

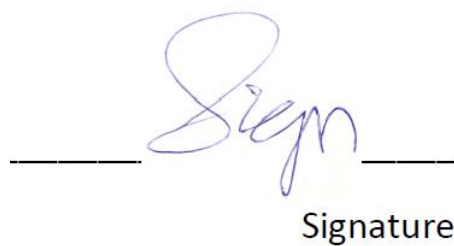
To digital sign the work flow is: **Step 1-4 → Step 9 → Step 16-18 → Done.**

Please refer next section for some simple guide on image editing using online tools. You can skip this if you know how to create a pdf with transparent background.

Why pdf? Because adobe reader only accept pdf

Why Transparent?

No transparency



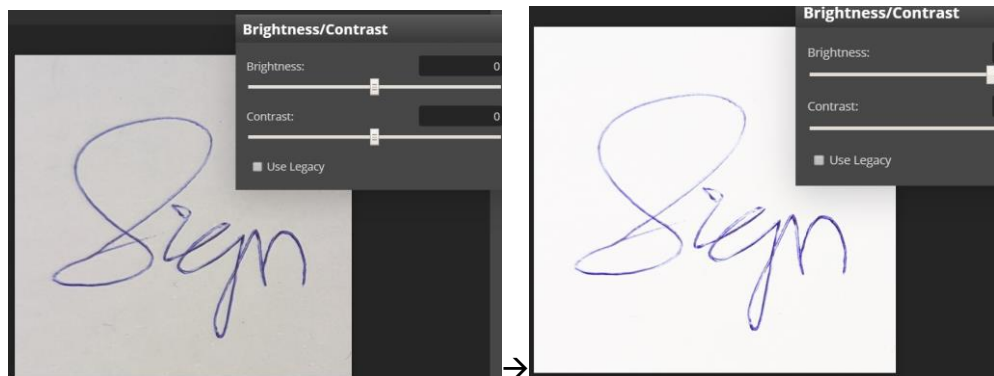
With transparency



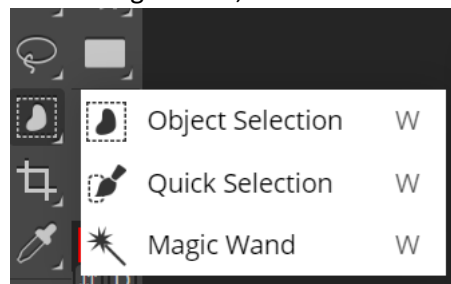
vs

How to create signature photo in PDF with transparency

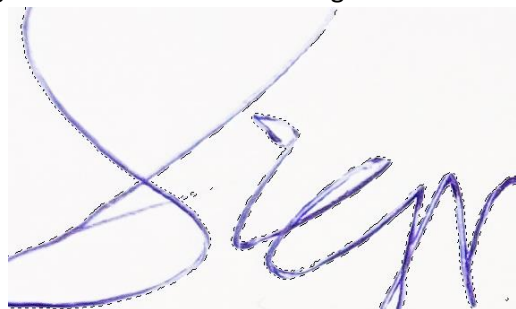
1. Sign on white paper, take photo with phone / scan into your computer. Make sure image is clear and bright enough.
2. Open www.photopea.com in browser
3. Open the image file goto **File** → **Open**
4. Open **Image** → **Adjustments** → **Brightness / Contrast...** and adjust your image. Try to get as close to white background as possible.



5. From the left hand side tools, select the Magic wand, as shown:



6. Click on the white space background and it will show background selected with dotted lines.



7. Press "Del" to delete the white background to show transparency



8. Continue to click and delete to clean up all the remaining smaller white space



9. When all clean up, go to File → Export As → PDF and the file will automatically download

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