

## Appendix 1

# Creating Accessible Forms with Word 2007 and Acrobat Professional v.9: Digital Signature

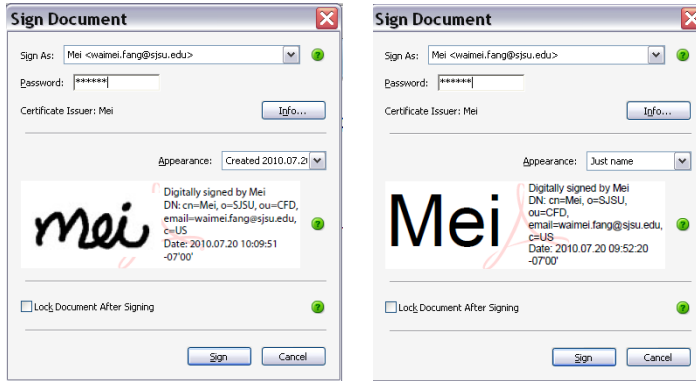
## Create a Button for a Digital Signature

1. Go to **Forms** menu and select **Add or Edit Fields**.
2. Right click at the spot where the signature should go and a list of field options appears.
3. Select **Digital Signature** option. Drag a rectangle using the dotted lines reference for the size of the signature.
4. Click **Show All Properties** to customize setting.
  - a. Enter the **tooltip** information such as, "Insert your digital signature here", etc.
  - b. Check the **Required** box if applicable.

## Creating Your Digital Signature

1. In normal form viewing mode click on the **Signature** field that you created. A **Sign Document** dialog box appears.
2. Click the down arrow of the top field of **Sign As** and select **New ID...** The **Add Digital ID** dialog box appears.
  - a. Select the radio button for **A new digital ID I want to create now**. Click **Next**.
  - b. Choose the first radio button of **New PKCS#12 digital ID file**. Click **Next**.
  - c. Fill out the information in the form. Use the default settings for security setting. Click **Next**.
  - d. Use the default **location** for storing your digital ID. Create and confirm your 6-digit **password** for accessing and editing your ID. Click **Finish**.
3. The **Sign Document** dialog box appears again.
4. Click on the **Sign As** field's down arrow and you will see your new ID. Select your new ID.
5. Enter your password.
6. In the **Appearance** field click the down arrow and select **Create New Appearance...**
  - a. Create a name for this new appearance in the **Title** field.
  - b. In the **Configure Graphic** section select **Imported graphic**. Click on the highlighted **File...** button. The Select Picture window appears.
  - c. Click the **Browse** button to locate your image file. In the Open window choose the appropriate file format in the **Files of type** filed first before locating your file. Click **Select** when file is located. The image appears in the **Sample** panel in the **Select Picture** window. Click **OK** when done.
7. Back in the **Configure Signature Appearance** window you can preview the image with your text information in the **Preview** panel. If you want to customize the text information, uncheck the inappropriate items in the **Configure Text** panel below. Again you can confirm the change in the **Preview** panel.
8. Use Auto for your Text Properties.
9. Click OK when done. Your signature is created.
10. Check **Lock Document After Signing** if applicable.

- a. Examples for the text appearance version and the image appearance version of your digital signature.



11. Click **Sign** when done. The **Save As** dialog box appears. Browse for a location to save this signed document.
12. Back in your form, the digital signature is inserted and the pink **Sign here** arrow disappears.
13. Optional on viewing or replacing your signed document:
  - a. Right click on the signature and select **View Signed Version**. This view simulates when another person is viewing your signed document and the person cannot right click and delete your signature.
  - b. If you want to replace or delete your signature with another one, close the **View Signed Version** window and right click on your signature and select **Clear Signature**. Repeat from step 1 again.