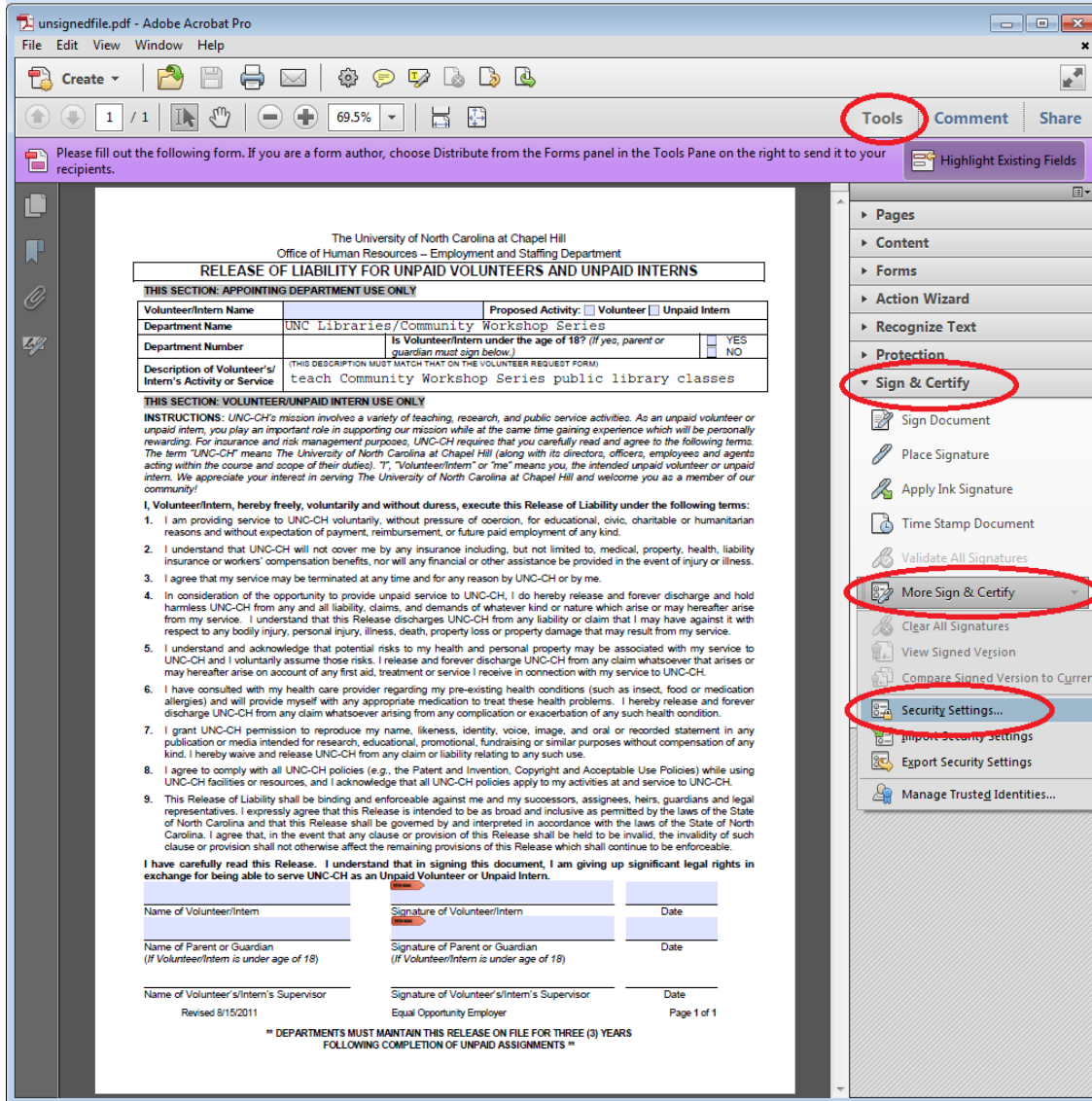


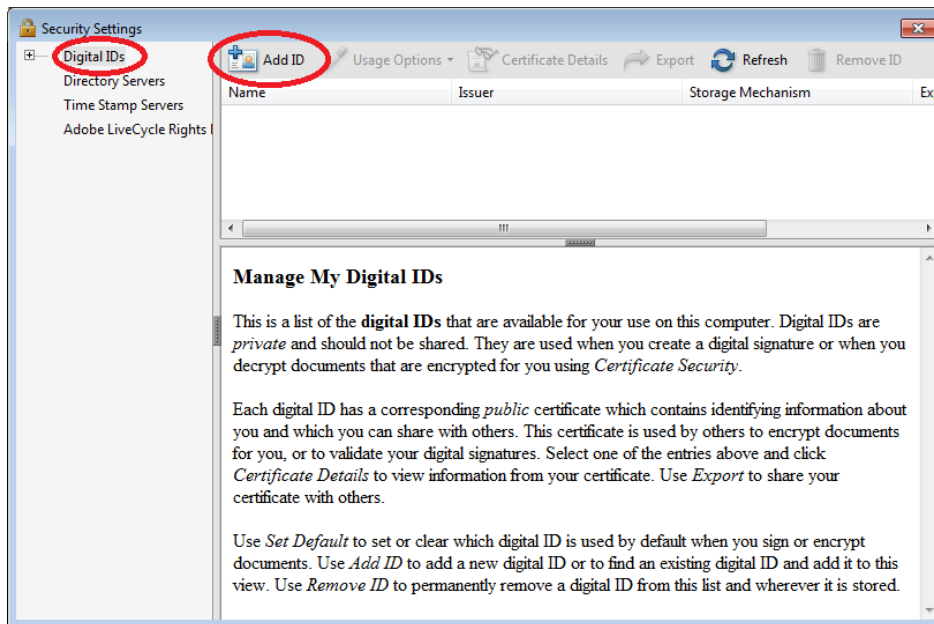
Adobe Digital Signatures in Adobe Acrobat X Pro

Setting up a digital signature with Adobe Acrobat X Pro:

1. Open the PDF file you wish to sign digitally.
2. Click on the Tools menu in the upper right corner.
3. Then click on "Sign & Certify" → "More Sign & Certify" → "Security Settings..."

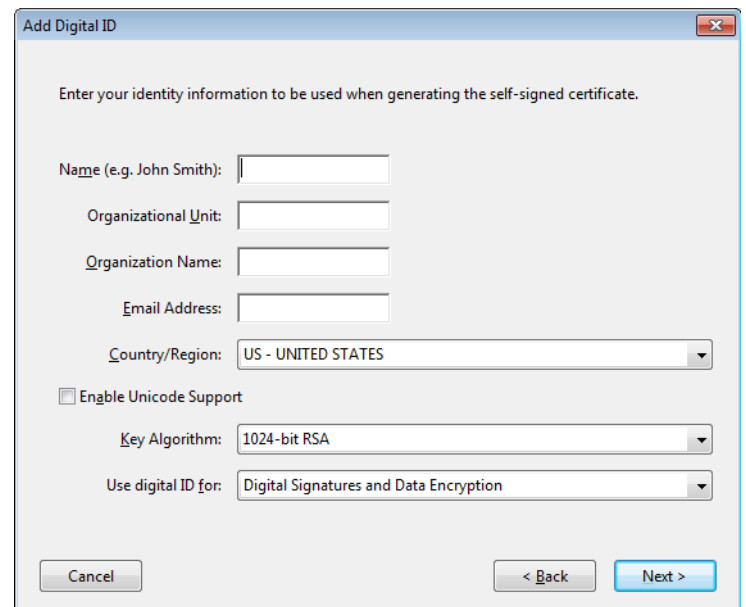


4. On the left side bar, click “Digital IDs”, then the “Add ID” button at the top of the screen.



5. Choose “A new digital ID I want to create now” and then “Next”.
6. Select “Windows Certificate Store” and then “Next”.

7. Fill in the requested information, and fill out the bottom two options as shown below, then click “Next”.
 - a. For **Key Algorithm**, choose “1024-bit RSA”.
 - b. For **Use digital ID for**, choose “Digital Signatures and Data Encryption”.

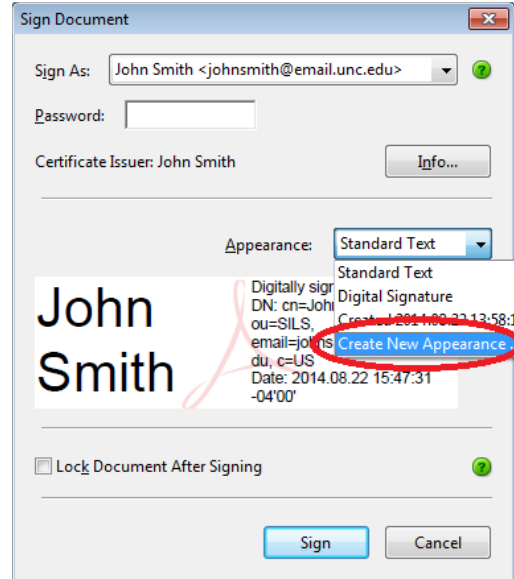


8. Adobe selects a default file location; you can change this, but make a note of where you save your digital ID file.
9. Enter and confirm your password.
10. Select “Finish” and close the Security Settings window.
11. Return to your unsigned document.

Customizing digital signature:

You can customize what information is shown, as well as how your name is displayed in your signature.

1. Click on a signature field. A “Sign Document” window will appear.
2. In the dropdown “Appearance” menu, select “Create New Appearance...”
3. Create a new title for your appearance, and then alter the settings to achieve your desired appearance.

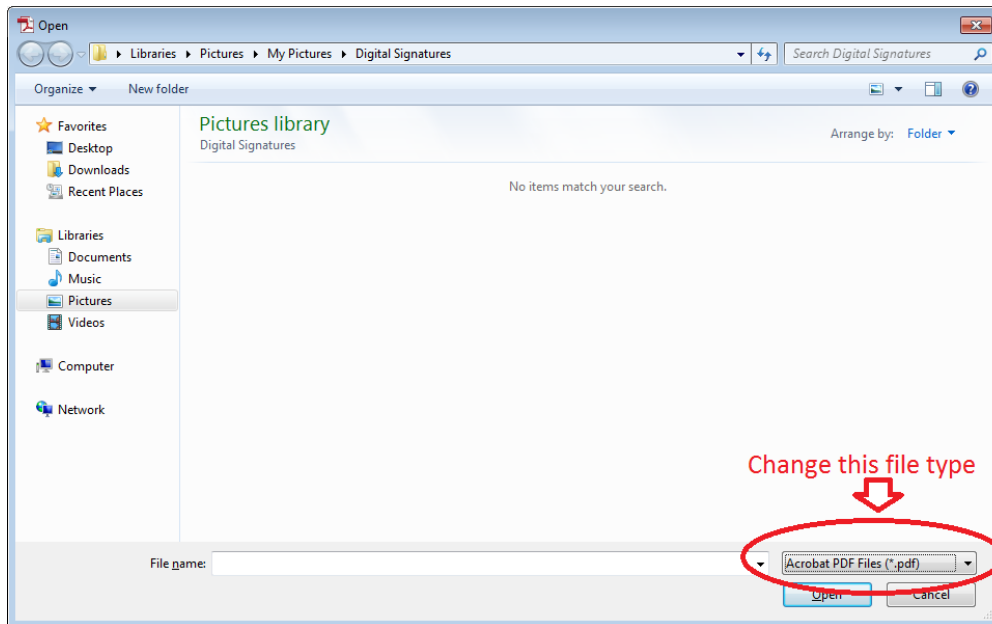


To include a handwritten signature, you must have previously scanned an image of your signature and saved it to your computer.

- 1) In the “Sign Document” window, under “Configure Graphic,” select “Imported graphic,” then the “File...” button.
- 2) Click the “Browse...” button, and then select the location of your scanned signature.
- 3) Your handwritten signature will now replace your standard typed name.



NOTE: Adobe automatically restricts your file search to PDF documents only. **If your signature file is not in .pdf format**, select the dropdown menu at the bottom of the browse window and choose the format of your signature (.png, .jpg, etc).



4) Select OK to use your new signature appearance.

Signing your document:

- If your document already has a signature field (highlighted in blue):
 1. Click on the signature field.
 2. When the “Sign Document” signature pops up, select your digital ID from the “Sign As” dropdown menu and enter your password.
 3. Choose the signature appearance you would like in the dropdown menu and hit sign.
 4. **IMPORTANT: In order for your digital signature to take effect, you MUST save the file.** You can save the file under the original file name and replace the unsigned version, or choose a new file name to have both signed and unsigned versions of the document.
 5. Your document is now signed!

unsignedfile.pdf - Adobe Acrobat Pro

File Edit View Window Help

1 / 1 69.3%

Tools Comment Share

Signed and all signatures are valid. Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

Signature Panel Highlight Existing Fields

The University of North Carolina at Chapel Hill
Office of Human Resources – Employment and Staffing Department

RELEASE OF LIABILITY FOR UNPAID VOLUNTEERS AND UNPAID INTERNS

THIS SECTION: APPOINTING DEPARTMENT USE ONLY

Volunteer/Intern Name	Proposed Activity: <input type="checkbox"/> Volunteer <input type="checkbox"/> Unpaid Intern
Department Name	UNC Libraries/Community Workshop Series
Department Number	Is Volunteer/Intern under the age of 18? (If yes, parent or guardian must sign below.) <input type="checkbox"/> YES <input type="checkbox"/> NO
Description of Volunteer's/ Intern's Activity or Service	(THIS DESCRIPTION MUST MATCH THAT ON THE VOLUNTEER REQUEST FORM) teach Community Workshop Series public library classes

THIS SECTION: VOLUNTEER/UNPAID INTERN USE ONLY

INSTRUCTIONS: UNC-CH's mission involves a variety of teaching, research, and public service activities. As an unpaid volunteer or unpaid intern, you play an important role in supporting our mission while at the same time gaining experience which will be personally rewarding. For insurance and risk management purposes, UNC-CH requires that you carefully read and agree to the following terms. The term "UNC-CH" means The University of North Carolina at Chapel Hill (along with its directors, officers, employees and agents acting within the course and scope of their duties). "I", "Volunteer/Intern" or "me" means you, the intended unpaid volunteer or unpaid intern. We appreciate your interest in serving The University of North Carolina at Chapel Hill and welcome you as a member of our community!

I, Volunteer/Intern, hereby freely, voluntarily and without duress, execute this Release of Liability under the following terms:

1. I am providing service to UNC-CH voluntarily, without pressure or coercion, for educational, civic, charitable or humanitarian reasons and without expectation of payment, reimbursement, or future paid employment of any kind.
2. I understand that UNC-CH will not cover me by any insurance including, but not limited to, medical, property, health, liability insurance or workers' compensation benefits, nor will any financial or other assistance be provided in the event of injury or illness.
3. I agree that my service may be terminated at any time and for any reason by UNC-CH or by me.
4. In consideration of the opportunity to provide unpaid service to UNC-CH, I do hereby release and forever discharge and hold harmless UNC-CH from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my service. I understand that this Release discharges UNC-CH from any liability or claim that I may have against it with respect to any bodily injury, personal injury, illness, death, property loss or property damage that may result from my service.
5. I understand and acknowledge that potential risks to my health and personal property may be associated with my service to UNC-CH and I voluntarily assume those risks. I release and forever discharge UNC-CH from any claim whatsoever that arises or may hereafter arise on account of any first aid, treatment or service I receive in connection with my service to UNC-CH.
6. I have consulted with my health care provider regarding my pre-existing health conditions (such as insect, food or medication allergies) and will provide myself with any appropriate medication to treat these health problems. I hereby release and forever discharge UNC-CH from any claim whatsoever arising from any complication or exacerbation of any such health condition.
7. I grant UNC-CH permission to reproduce my name, likeness, identity, voice, image, and oral or recorded statement in any publication or media intended for research, educational, promotional, fundraising or similar purposes without compensation of any kind. I hereby waive and release UNC-CH from any claim or liability relating to any such use.
8. I agree to comply with all UNC-CH policies (e.g., the Patent and Invention, Copyright and Acceptable Use Policies) while using UNC-CH facilities or resources, and I acknowledge that all UNC-CH policies apply to my activities at and service to UNC-CH.
9. This Release of Liability shall be binding and enforceable against me and my successors, assignees, heirs, guardians and legal representatives. I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina and that this Release shall be governed by and interpreted in accordance with the laws of the State of North Carolina. I agree that, in the event that any clause or provision of this Release shall be held to be invalid, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

I have carefully read this Release. I understand that in signing this document, I am giving up significant legal rights in exchange for being able to serve UNC-CH as an Unpaid Volunteer or Unpaid Intern.

Name of Volunteer/Intern	Signature of Volunteer/Intern	Date
Name of Parent or Guardian (If Volunteer/Intern is under age of 18)	Signature of Parent or Guardian (If Volunteer/Intern is under age of 18)	Date
Name of Volunteer's/Intern's Supervisor	Signature of Volunteer's/Intern's Supervisor	Date

Revised 8/15/2011

Equal Opportunity Employer

Page 1 of 1

**** DEPARTMENTS MUST MAINTAIN THIS RELEASE ON FILE FOR THREE (3) YEARS FOLLOWING COMPLETION OF UNPAID ASSIGNMENTS ****

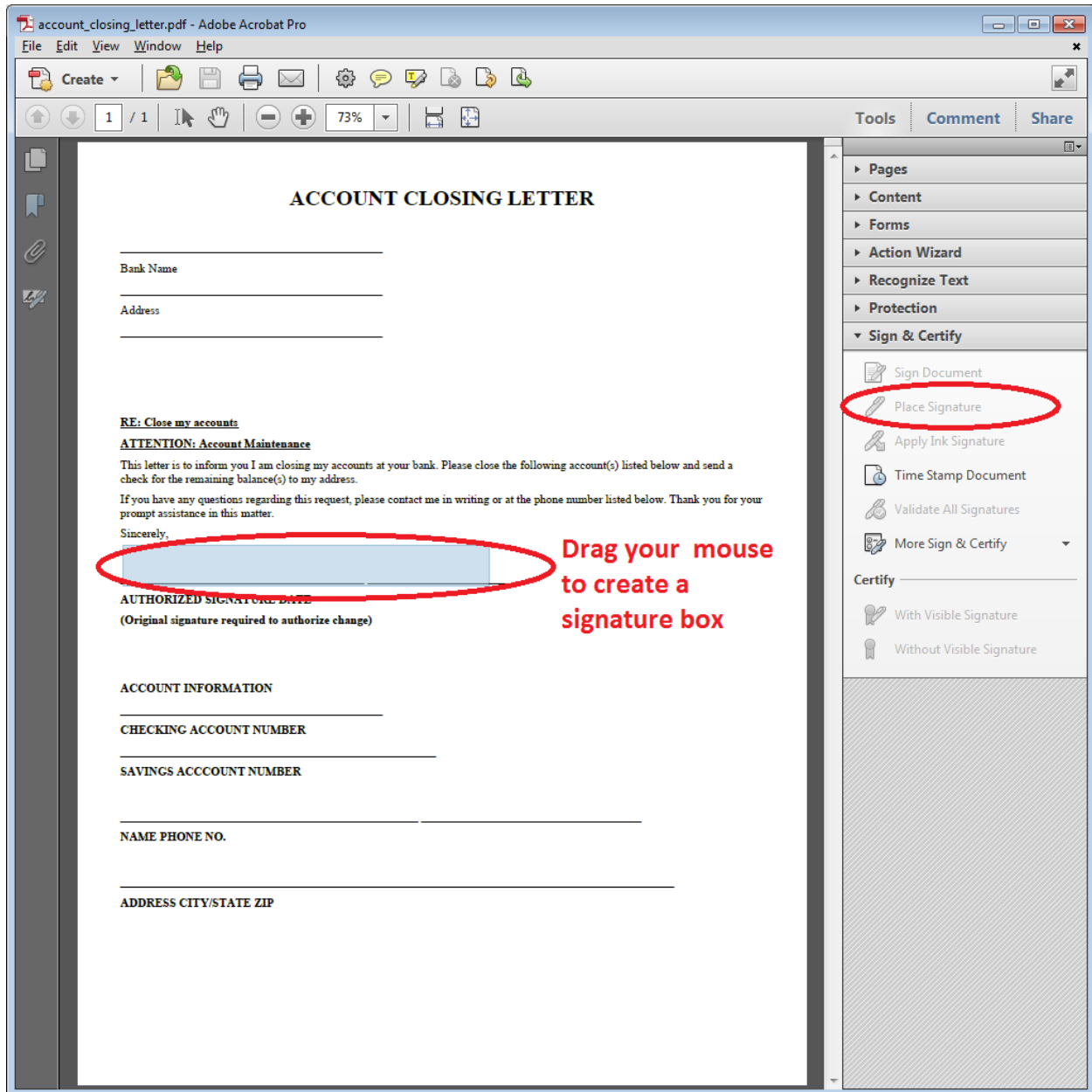
Pages
Content
Forms
Action Wizard
Recognize Text
Protection
Sign & Certify

Sign Document
Place Signature
Apply Ink Signature
Time Stamp Document
Validate All Signatures
More Sign & Certify

Certify

With Visible Signature
Without Visible Signature

- **If your document does NOT have a signature field:**
 1. Click on the Tools menu in the upper right corner.
 2. Then click on “Sign & Certify” → “Place Signature”.
 3. Click “OK” on the dialogue box that pops up, then drag your mouse to draw a signature box where you would like your signature to appear on the page.

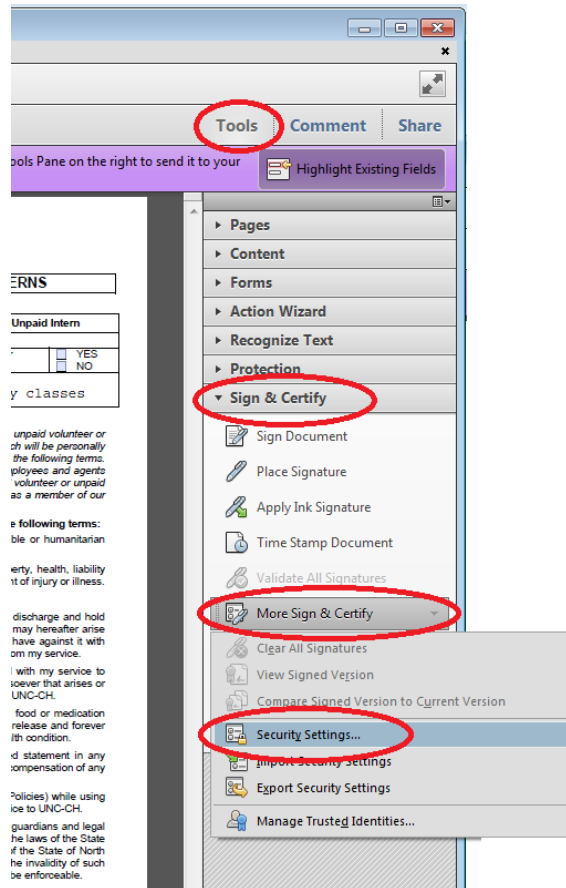


4. Choose the signature appearance you would like from the “Appearance” drop down menu, then click “Sign”.
5. Your document is now signed!

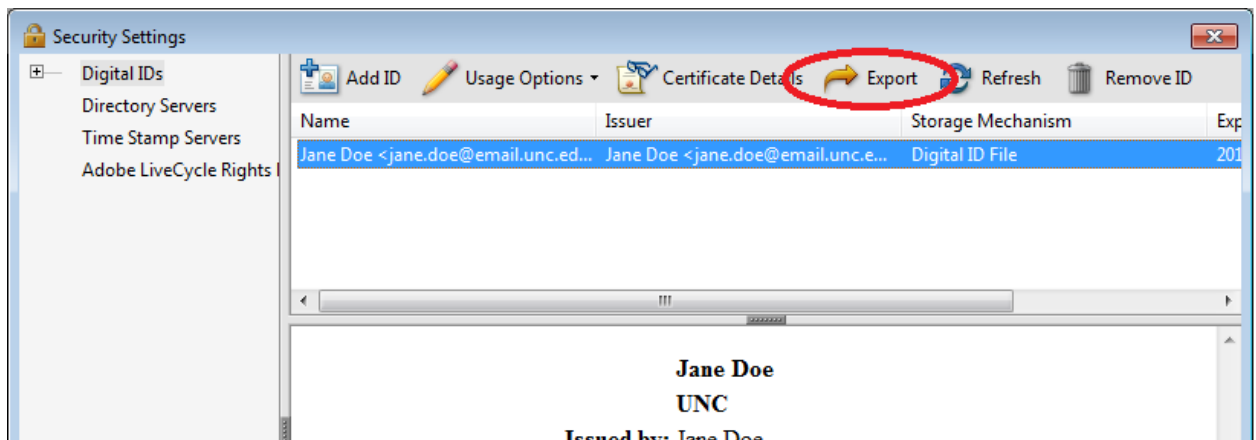
Sending your digital ID:

When a recipient opens your digitally signed document, they need your digital ID file to verify your signature.

1. Open “Tools” → “Sign & Certify” → “More Sign & Certify” → “Security Settings...”



2. Click on your digital ID in the list that appears, then click the “Export” button at the top of the screen.

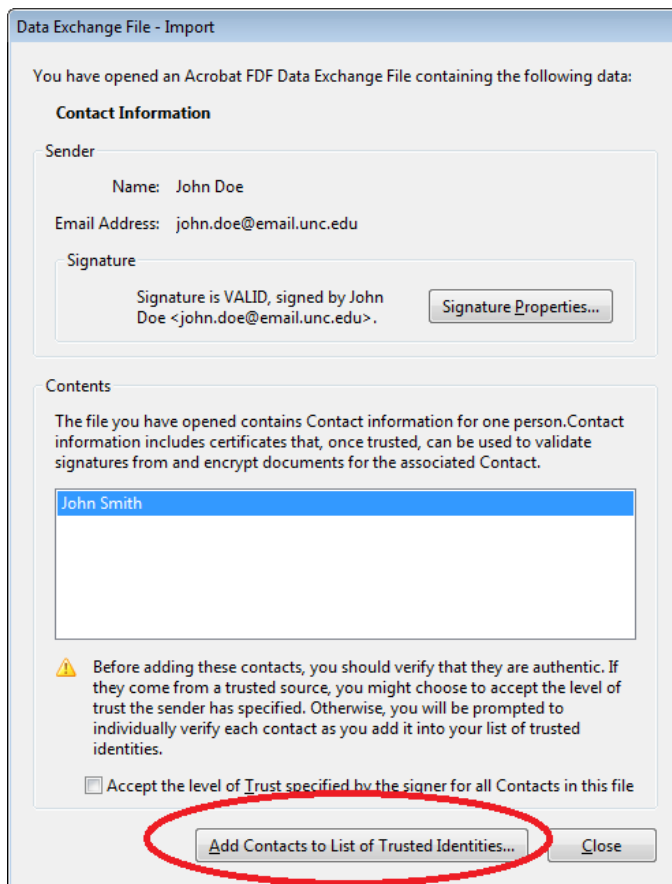


3. Select your preferred method of sharing your ID (through email or saving the data to a file).
4. Enter the recipient's email address, or choose a location in which to save.

Importing a digital ID

You can import digital IDs from others to verify their signatures and send encrypted documents. They must first send you their digital ID through email or a file (see above).

1. Open the digital ID file in Adobe Acrobat X.
2. Select the name of the digital ID you would like to import, then "Add Contacts to List of Trusted Identities..."



3. Check the box next to "Use this certificate as a trusted root".
4. Select the options with which you trust this contact.

NOTE: If you are sending and receiving certified documents (documents encrypted with certificates), **check the "Certified documents" box!**

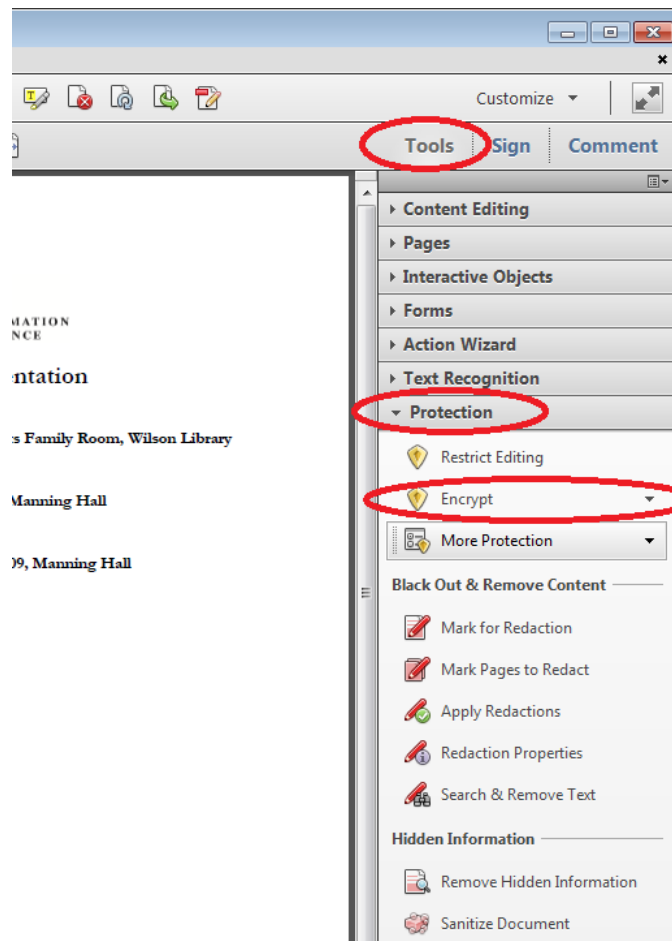
5. Select "OK" and then "OK" on the report that pops up.

Encrypting a document with a certificate:

Certificates allow you to verify digital signatures AND set permissions for the recipients of your PDF. For example, you can restrict who can edit text, print, or sign the document.

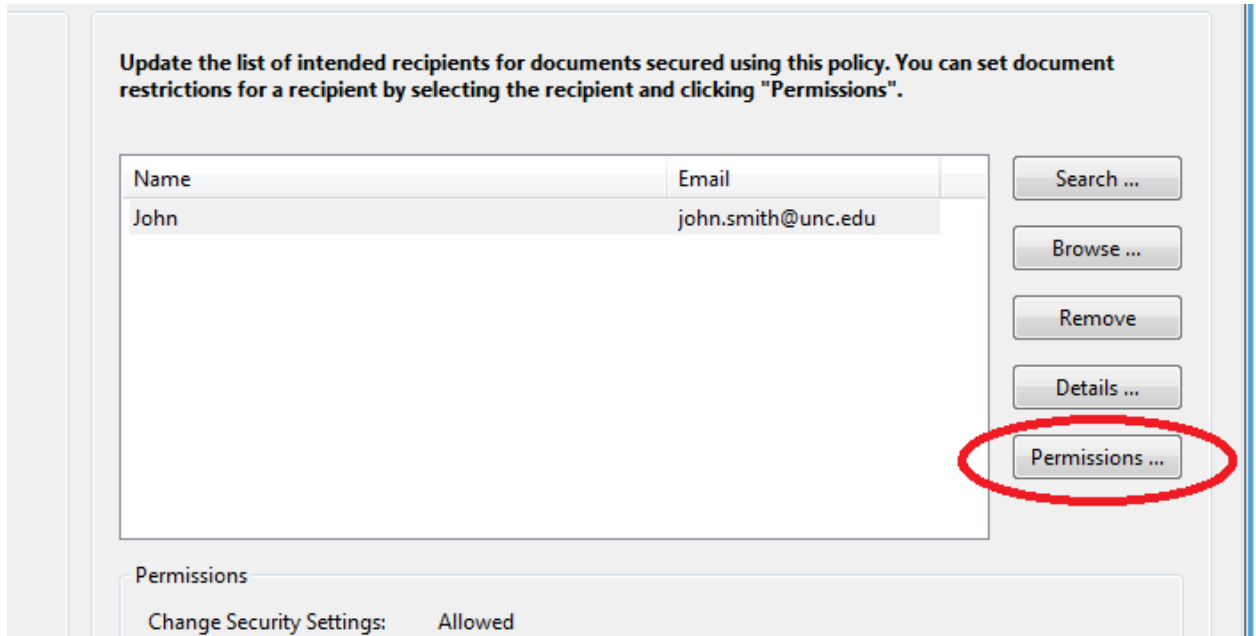
IMPORTANT: Before encrypting your PDF, you must have the digital IDs of every intended recipient! See “Importing a digital ID” for help.

1. Open the PDF you wish to secure.
2. Go to “Tools” → “Protection” → “Encrypt” → “Encrypt with Certificate”.



3. Select the digital IDs that you want to have access from the list and click on “OK”.

4. To edit the permissions of each user, select the user and click on "Permissions..."



5. Alter the permissions as you wish, then select "OK".
6. Review your settings and select "Finish". Your document is now encrypted!