

# Digitally Signing a PDF Document (via Nitro Reader)

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## Introduction

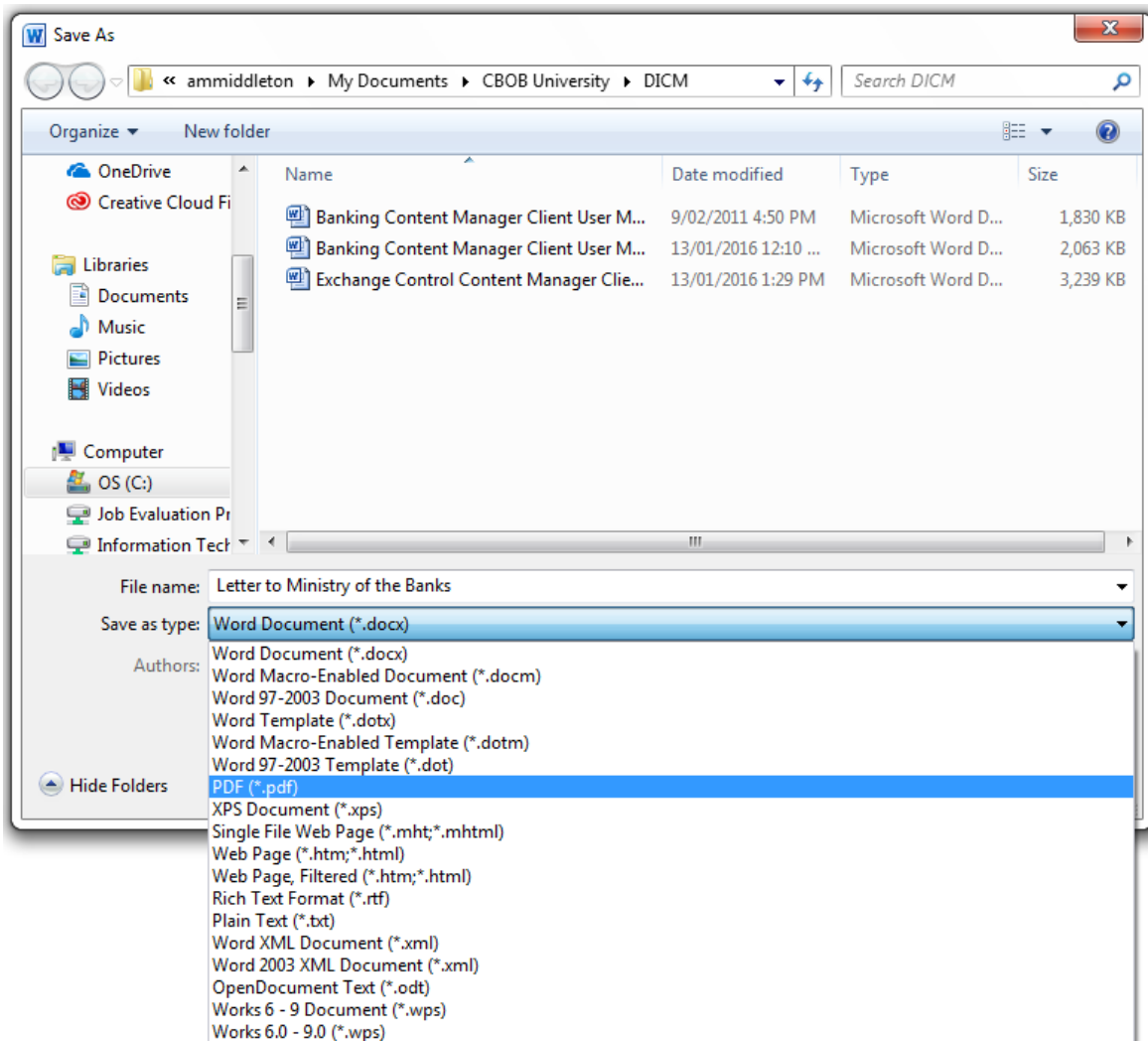
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Nitro Reader has been selected as the official PDF reader. One of the application's many features is its ability to affix a digital version of a signature to a PDF document, then locking the same to prevent any further alterations. This how-to document, along with the [companion video](#), outlines how one would accomplish this task.

## I. Create the PDF Document (Microsoft Word)

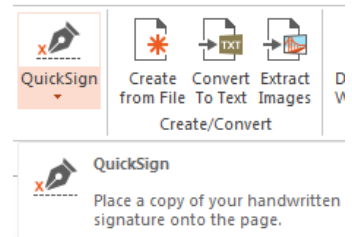
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1. Type and format and save the document in Word.
  - Be sure to leave space for a signature.
2. Using the Save As command (File → Save As) save the file in PDF format.
  - a. From the Save as Type field select PDF (\*.pdf)
  - b. Give the file a name
  - c. Click the Save button

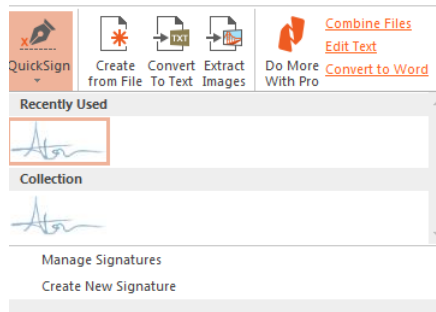


## II. Signing the Letter (Nitro Reader)

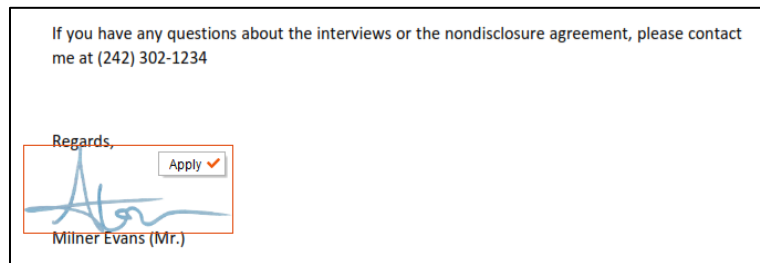
1. Open the PDF created in Section I using Nitro Reader.
2. Using the **QuickSign** tool, sign the document.



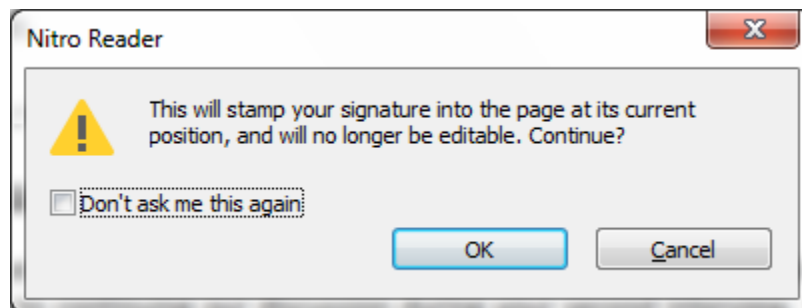
- a. Select the signature you wish to use. *(If you have yet to capture your signature(s) please refer to Section III)*



- b. Move the signature to the position you wish to place it and click the mouse.



- c. Click the **Apply** ✓ button to lock the document.
  - i. You may receive a warning, if you are happy with the position of the signature click the **OK** button.



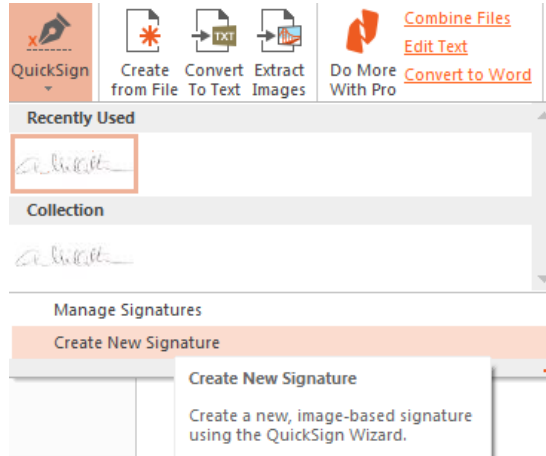
- d. Save the PDF.

3. Now that the document is digitally signed you may email it to the recipient and send the digital copy to Content Manager, via your administrative staff.

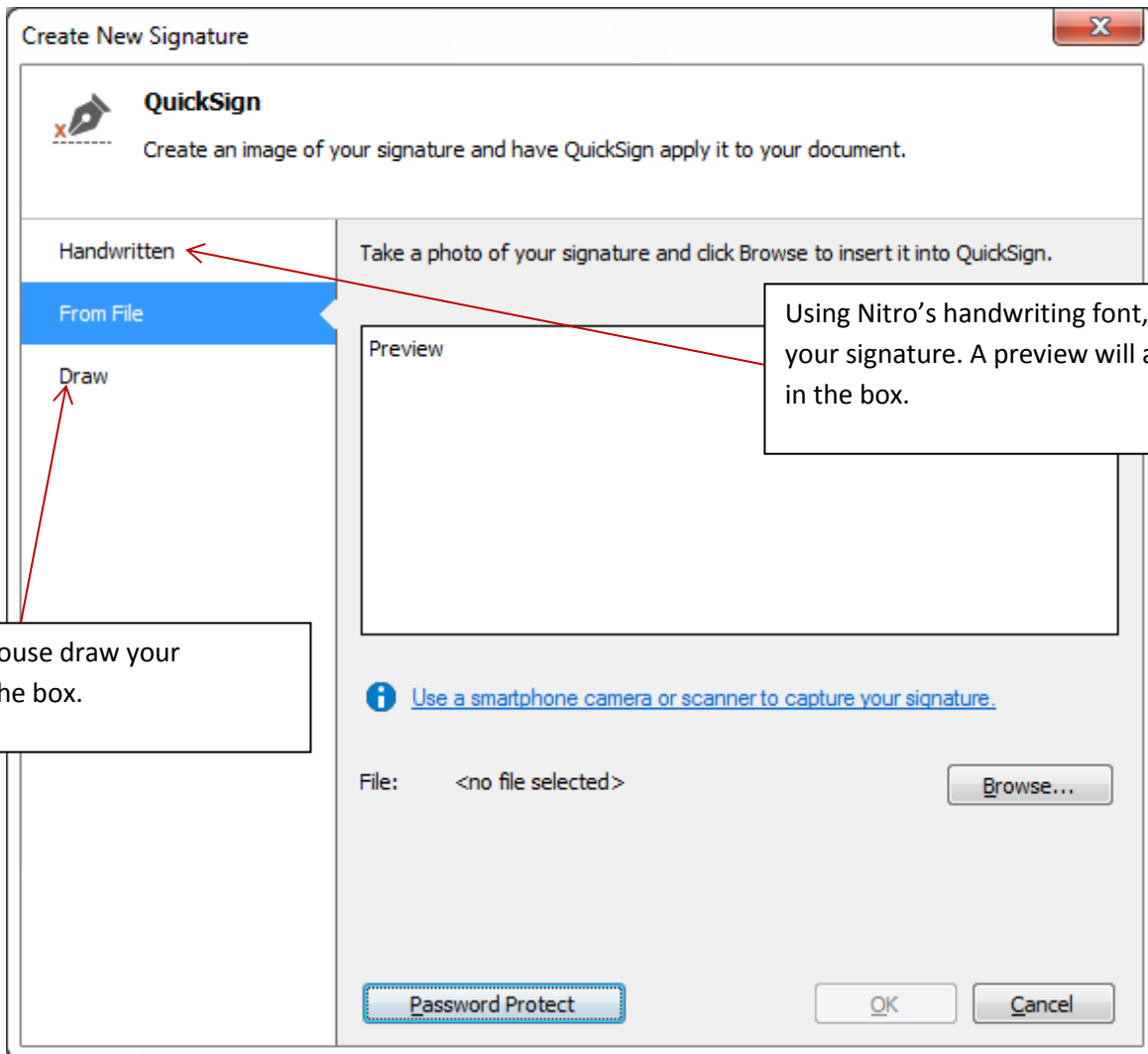
### III. Capturing your signature(s)

*See companion video.*

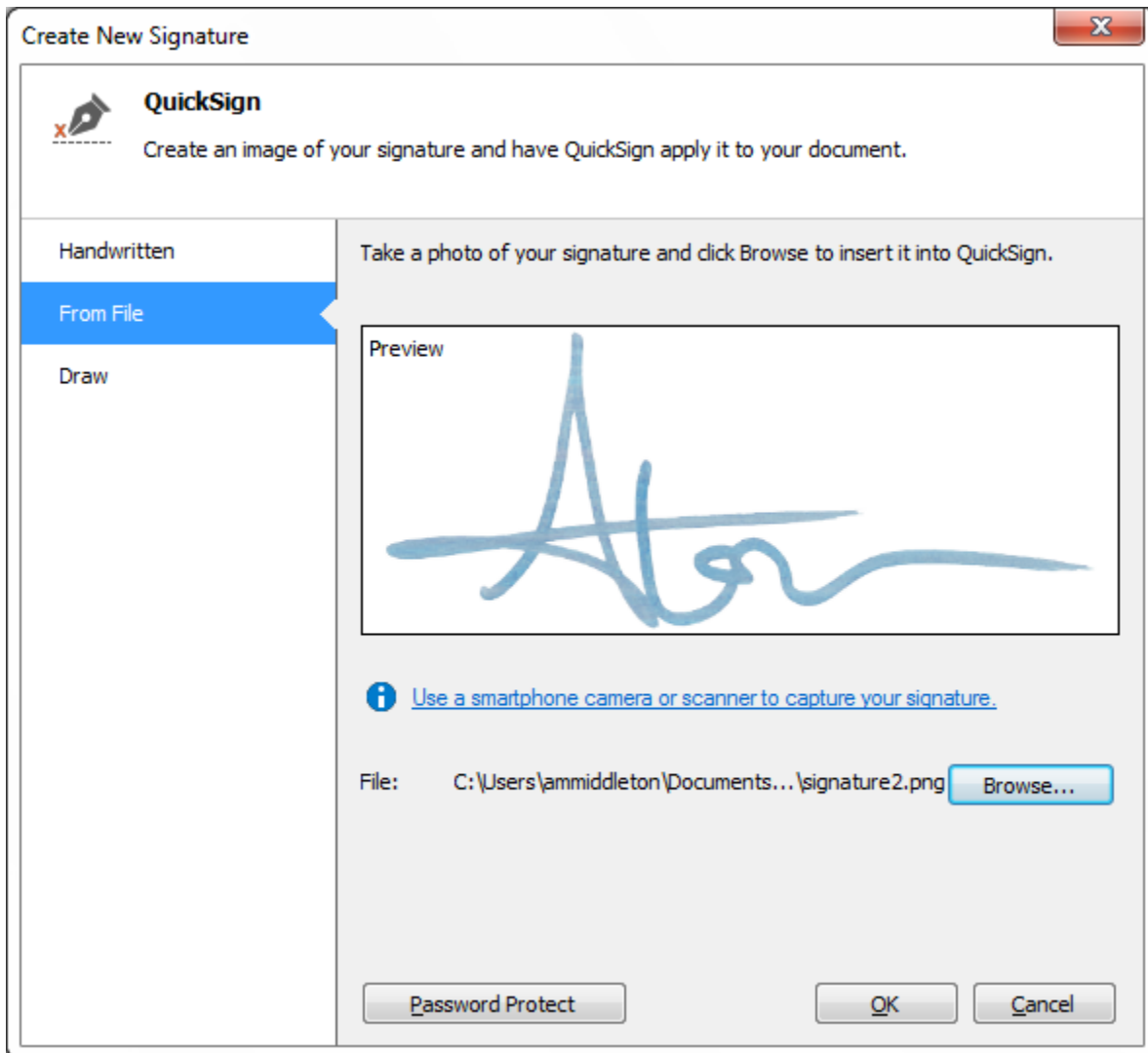
1. Open a PDF document in Nitro Reader.
2. From the **QuickSign** tool choose **Create New Signature**



3. Select your preferred method of capturing your signature.



4. For the purpose of this document **From File** was selected.
  - a. Scan the signature
    - i. Using a working pen, sign a clean white sheet of paper
    - ii. From any of the Bank's multifunctional copiers scan and email a copy of the signature to yourself.  
The settings I used were: File type: JPEG, full colour
    - iii. From Outlook, save the scanned attachment in secured location (Once the signature has been created in Nitro, you are free to delete both file and email message.)
  - b. Click the **Browse** button to add the scanned signature to Nitro.



5. Click the **OK** button.

RJM-Why optional? If not audited, maybe strongly urge the use of a password incase of a breach?

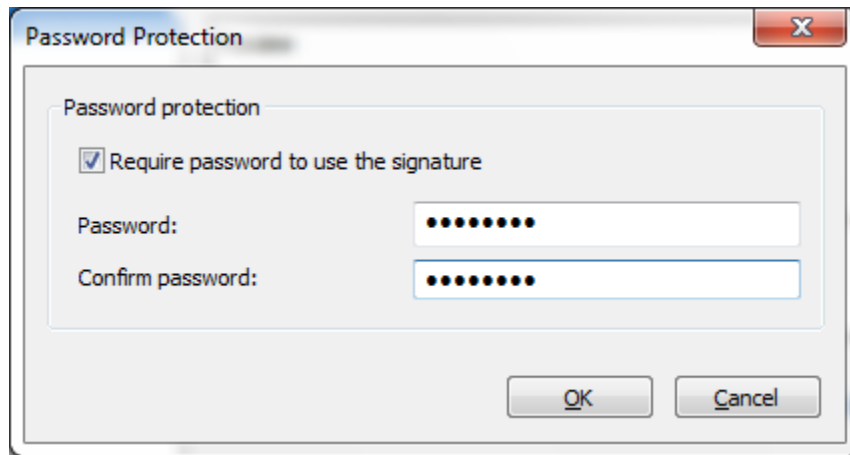
### **Optional: Password Protection**

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You may wish add a password to your signature. If so, before clicking the **OK** button...

1. Click the **Password Protect** button
2. Select **Require password to use the signature**

3. Enter and confirm the password (*please be sure to enter a password you are able to remember as I.T. will be unable to reset it.*)
4. Click the **OK** button



RJM-Is there a known or understood reason for having more than one signature? If so you may want to end with a #5. Repeat steps, etc. Maybe name each signature to the need, etc. Is there help or an email address for questions, etc.? If so add that in.