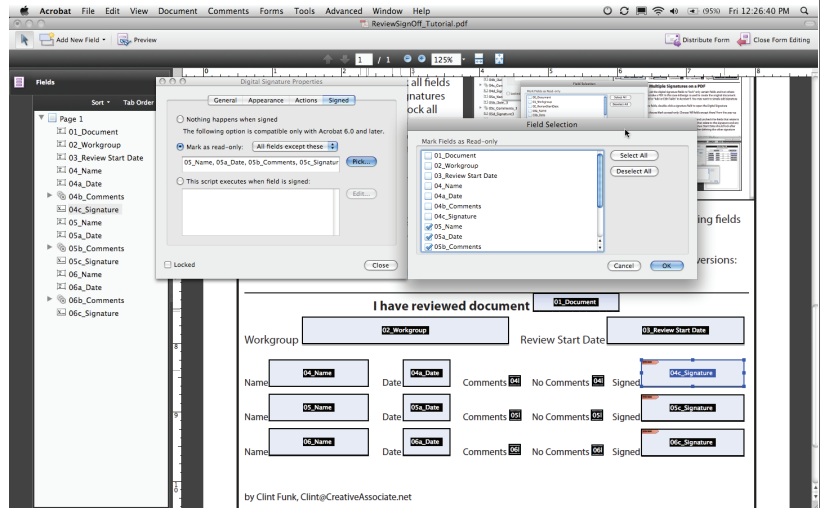


Review Sign Off

Multiple Signatures on a PDF

To add multiple signatures to a PDF, you will need to specify which fields Acrobat locks when a signature is applied.

1. Create a PDF from a document you wish to sign. In this example, InDesign was used to create this document.
2. Either start the Form Wizard or "Add or Edit Fields" in Acrobat 9. You may want to simply add signature fields.
3. After creating the signature fields, double-click a signature field to open the Digital Signature Properties dialog.
4. Select the Signed tab and choose Mark as read-only. Choose "All fields except these" from the pop-up menu, and click Pick.
5. In this example, the first signature field was chosen. For signature 1 lock all fields except those associated with signatures 2-4. In turn, Signature 2 should lock all fields except those for signatures 1, 3 & 4, and so on... In effect, you are locking the file from all changes except the act of signing it.
6. Save the file and Close Form Editing.



I have reviewed document XXX

Workgroup Quality Assurance Review Start Date 09/09/09

Name Clint Date 09/09/09 Comments No Comments Signed Clint Funk

Name _____ Date _____ Comments No Comments Signed _____

Name _____ Date _____ Comments No Comments Signed _____

by Clint Funk, Clint@CreativeAssociate.net

Note the schema for naming the fields, numbers and letters. This helps organize the tab order (sometimes necessary) and makes selecting fields to include or not for digital signatures faster.

This link explains the difference in digital signature security between Acrobat 9.1 and previous versions:

http://www.adobe.com/devnet/reader/articles/readercomp_digital_signatures.pdf

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Workgroup _____ Review Start Date _____

Name _____ Date _____ Comments No Comments Signed _____

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Name _____ Date _____ Comments No Comments Signed _____

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