## APPENDIX C

## How to Add a Manual Signature Image to Your Digital Signature:

1. Use a new Sharpie pen and sign your name on a plain sheet of paper. Sign it so your name is <u>at least one inch high and four to five inches long</u> as shown below

Snidely M. Whiplash

2. Scan the sheet of paper to create a .pdf file and email to yourself.

a. Open the scanned document, click and drag a box around your signature.

b. Right click on the highlighted area and select 'Save Image As...' and save to your picture library (click the pull down window, change file type to Bitmap Image Files (\*.bmp)

c. You will need some trial and error to get a signature that is large enough and dark enough to be legible. Again, recommend using a new Sharpie with a good tip.

3. Open the DA Form 1687.pdf document you need to digitally sign.

a. click 'Sign'. A pop up that will appear as seen below, click 'OK' and advance to the next screen.



b. Then 'Sign with a Digital ID' will pop up: Choose the Digital ID that you want to use for signing. This should be your DoD EMAIL Certificate. Select 'Continue'.

Sign with a	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	SIMMONS.SAMUEL. (Windows Digital ID) Issued by: DOD EMAIL CA-42, Expires: 2020.11.13	View Details
	SIMMONS.SAMUEL (Windows Digital ID) Issued by: DOD ID CA-42, Expires: 2020.11.13	View Details
?	Configure New Digital ID Cano	cel Continue

c. Click 'Create' and a new dialog box opens.

Appearance	~	Create
	Digita	ally signed by
	Date: 07:49	2018.03.12 0:10 -04'00'
		View Certificate Detail
Review do <mark>c</mark> ument content that	may affect signing	Review

d. In the box below you will first need to name your Digital Signature. Place your name in the 'Preset name' box. Then proceed to the top of this box and select 'Image' and select the image of your signature that you created in the beginning of this appendix (remember to change the file extension to .bmp). Finish by selecting 'Save'.

Customize	the Signature Appearance	×
	Text Draw	Image None
		Digitally signed by <your common<br="">name here&gt; Date: 2018.03.12 07:51:21 -04'00'</your>
Include Text		Browse Clear Text Direction
🗷 Name	Distinguished Name	Auto 🚍 🚍
🗹 Date	Adobe Acrobat Version	Digits format
Location	🗹 Logo	
Reason	Cabels	0123456789
Preset name	Samuel T. Simmons SOP	Cancel Save

5. Your new signature with manual signature will add to your .pdf and list under the name you gave it.

6. If you want to use your newly created manually signed digital signature, click Appearance and choose your created image as shown below.

Sign As:	MARTIN.KENT.AL	AN.1144102	529 (DOD (	CA-30) 2 👻
Certificate	Issuer: DOD CA-30			Info
	Ар	pearance:	Created	2014.08.25 🔻
H	an	Digitally sig MARTIN.KET DN: c=US, o	ned by \T.ALAN.114 =U.S. Gover	14102629 nment,
79.00	0	cn=MARTIN 629 Date: 2014.0	I=PKI, ou=U: .KENT.ALAN 08.26 16:13:4	SA, .1144102 41 -05'00'
Lock Do	cument After Signi	ng	I=PKI, ou=U: .KENT.ALAN 08.26 16:13:4	SA, (4 .1144102 41 -05'00'
Lock Do Clicl may	cument After Signi k Review to see if do affect signing	ng	1=PKI, ou=U: KENT.ALAN 18.26 16:13:4	SA, .1144102 41-05'00' Review

7. All you have to do after you have made your selection of the type signature image you want to use is click 'Sign' and it will take you thru the normal steps to save the newly signed document.