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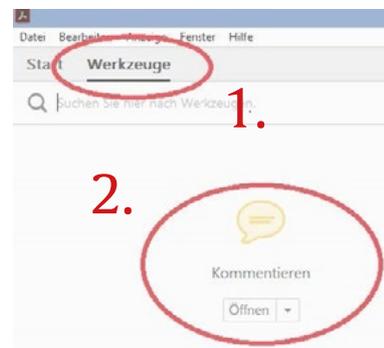
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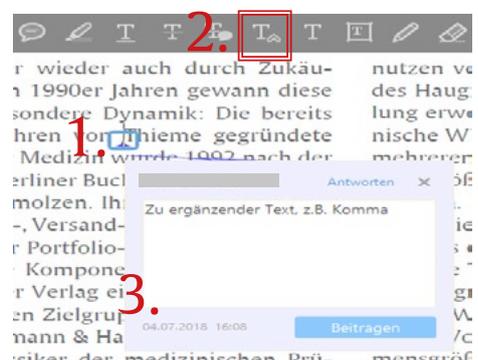
Acrobat Pro:

1. Tools
2. Comment



### Function: Inserting text at the cursor location

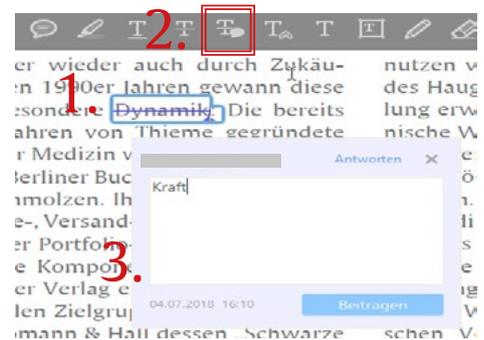
1. Move cursor to the desired location
2. Click on button „Insert text at cursor“
3. Enter the desired text in the pop-up note box



# Instructions for Author Corrections

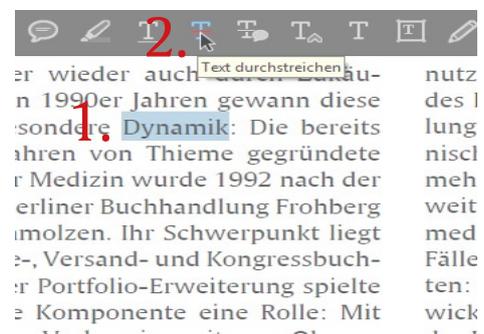
## Function: **Replacing** text

1. Highlight text to be replaced
2. Click on button „Add note to replace text“
3. Enter new text in the pop-up note box



## Function: **Crossing out (Deleting)** text

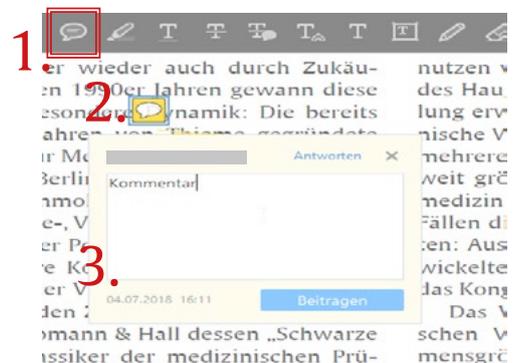
1. Highlight text to be deleted
2. Click on button „Strikethrough text“



## Function: **Adding a sticky note / comment**

1. Click on button „Add sticky note“
2. Click on where you want to place the note in the text
3. Enter comments in the pop-up note box

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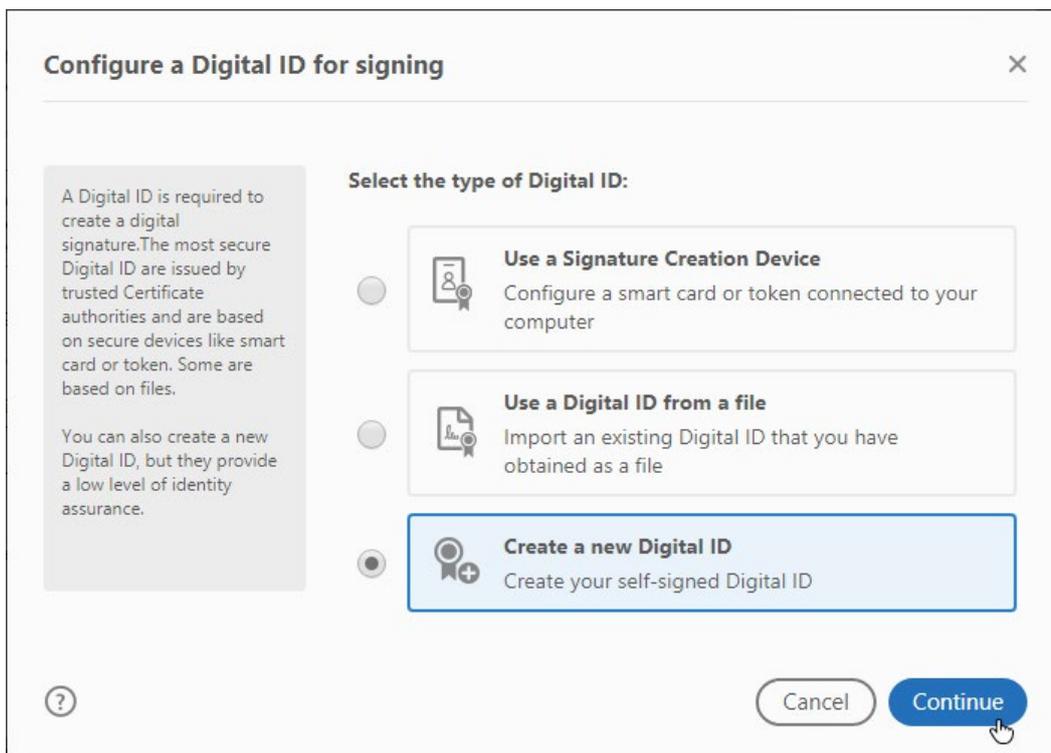
## How to Set Up a Digital Signature in Adobe Reader or Adobe Acrobat

**Please note:** depending on the version of the Adobe program, the depiction of the dialog boxes and the wording can vary. The following screenshots were taken from Adobe Acrobat Reader DC.

To begin the digital ID setup process simply click in the appropriate signature field. Select “Configure Digital ID”.



In the following dialog box, please select “Create a new Digital ID” and click Continue.



Specify where you are going to store the digital ID – select “Save to File” and click Continue.

### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?](#) [Back](#) [Continue](#)

Type in your personal information (name, organization unit, organization name and email address, country) in all fields and click Continue.

### Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Hans Mustermann"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Hans.Mustermann@thieme.de"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures and Data Encryption"/>

[?](#) [Back](#) [Continue](#)

Enter a file location for your new Digital ID file – either use the default location or enter a different location if you prefer. Then create and enter a password for the ID into both password fields and click Save.

### Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\\_Username\_\AppData\Roaming\Adobe\Acrob

**Apply a password to protect the Digital ID:**

.....

**Confirm the password:**

.....|