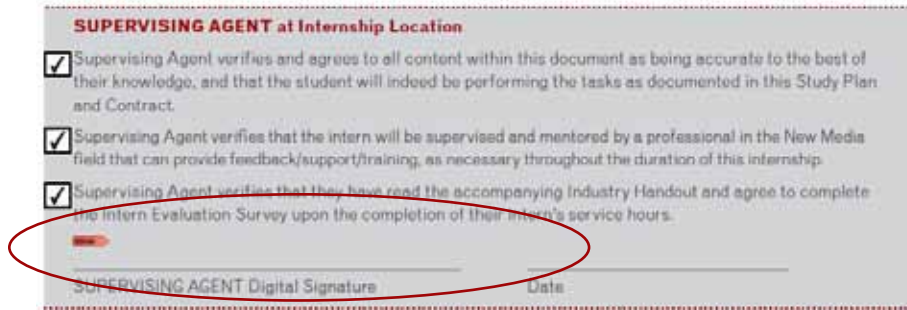


SETTING UP DIGITAL SIGNATURES IN ADOBE ACROBAT

Step 1: Click Your Signature Line (pop-up should appear).

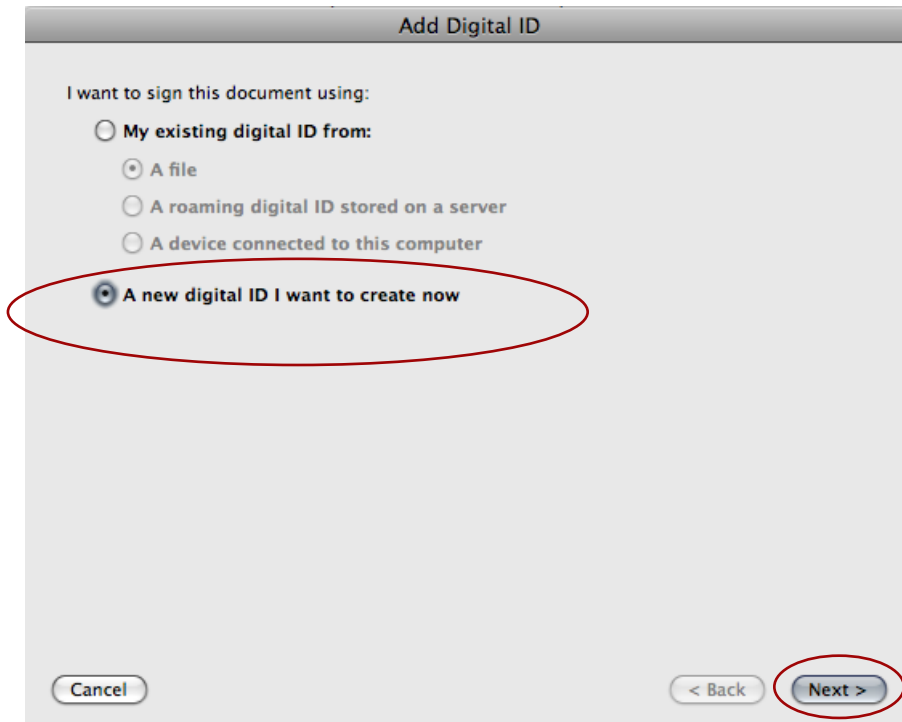


SUPERVISING AGENT at Internship Location

- Supervising Agent verifies and agrees to all content within this document as being accurate to the best of their knowledge, and that the student will indeed be performing the tasks as documented in this Study Plan and Contract.
- Supervising Agent verifies that the intern will be supervised and mentored by a professional in the New Media field that can provide feedback/support/training, as necessary throughout the duration of this internship.
- Supervising Agent verifies that they have read the accompanying Industry Handout and agree to complete the Intern Evaluation Survey upon the completion of their intern's service hours.

SUPERVISING AGENT Digital Signature Date: _____

Step 2: Bubble "A new digital ID I want to create now", Click Next.



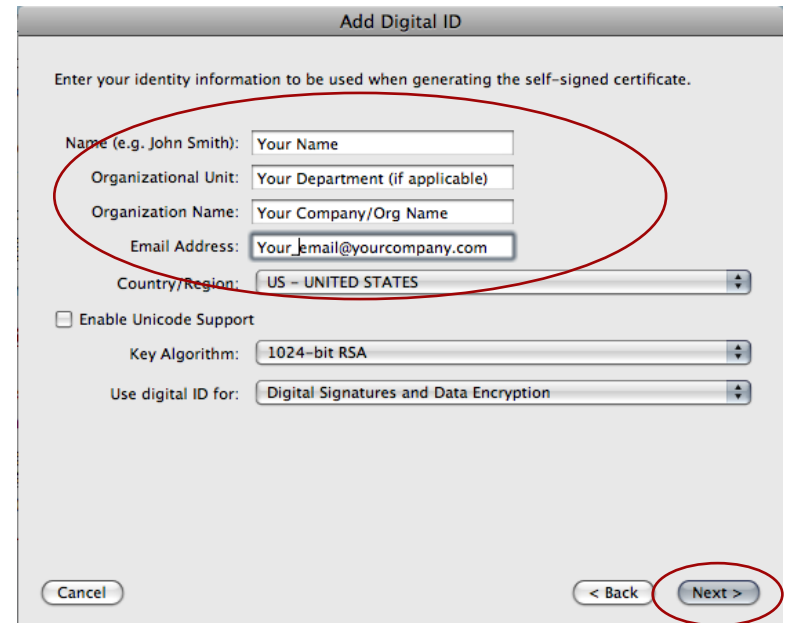
Add Digital ID

I want to sign this document using:

- My existing digital ID from:
 - A file
 - A roaming digital ID stored on a server
 - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

Step 3: Fill in Blanks with Your Information, Click Next.



Add Digital ID

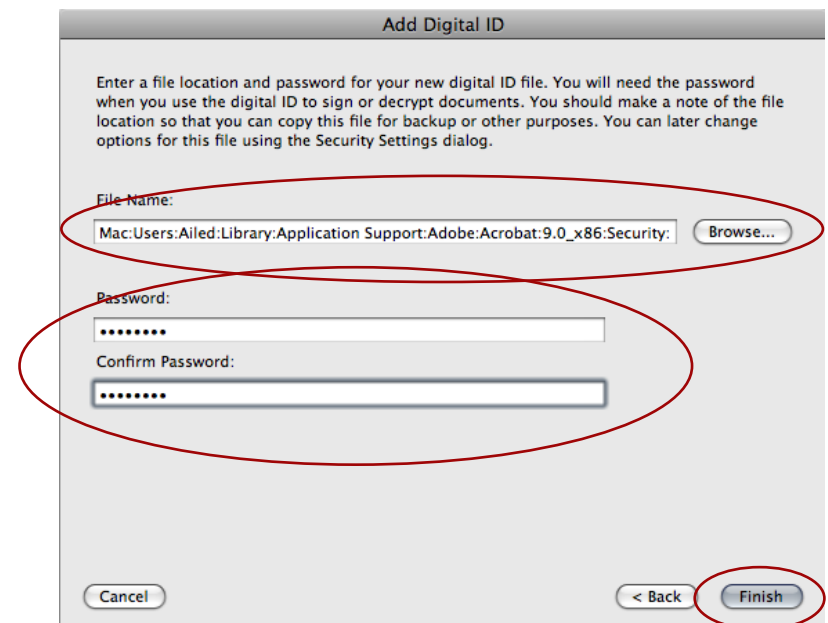
Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Your Name
Organizational Unit: Your Department (if applicable)
Organization Name: Your Company/Org Name
Email Address: Your_email@yourcompany.com
Country/Region: US - UNITED STATES

Enable Unicode Support
Key Algorithm: 1024-bit RSA
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Step 4: Select a File Name location or leave the Default Location, Type in and Confirm your Password, Click Finish.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: Mac:Users:Ailed:Library:Application Support:Adobe:Acrobat:9.0_x86:Security: Browse...

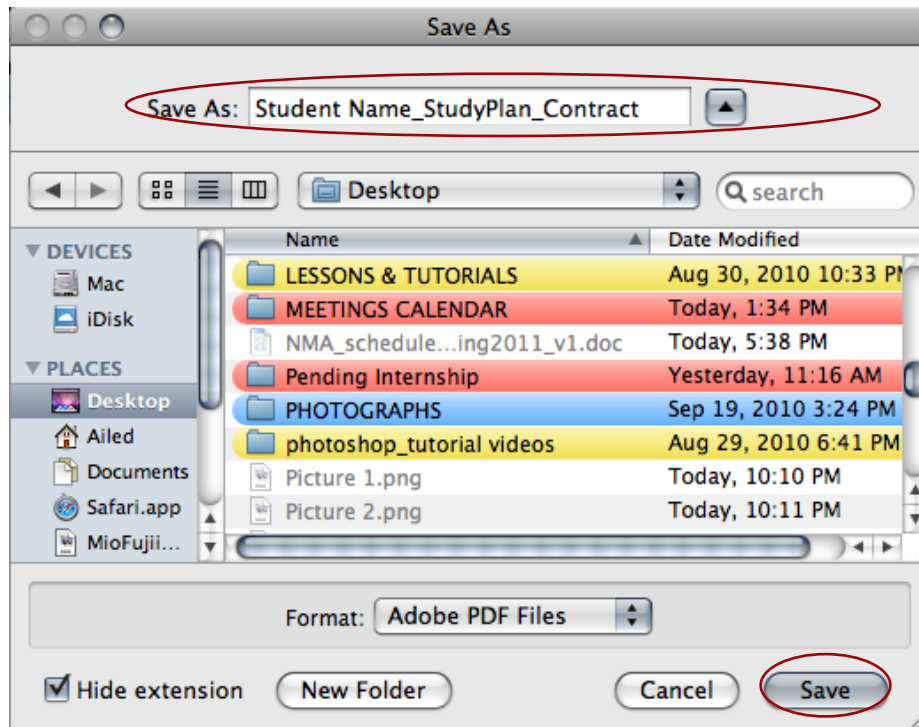
Password: *****
Confirm Password: *****

Cancel < Back Finish

Step 5: Type in Your Password, Click Sign.



Step 6: Resave the file over the current one or rename and resave, Click Save.



Step 7: You're Done! Your Digital Signature should look like this.

