

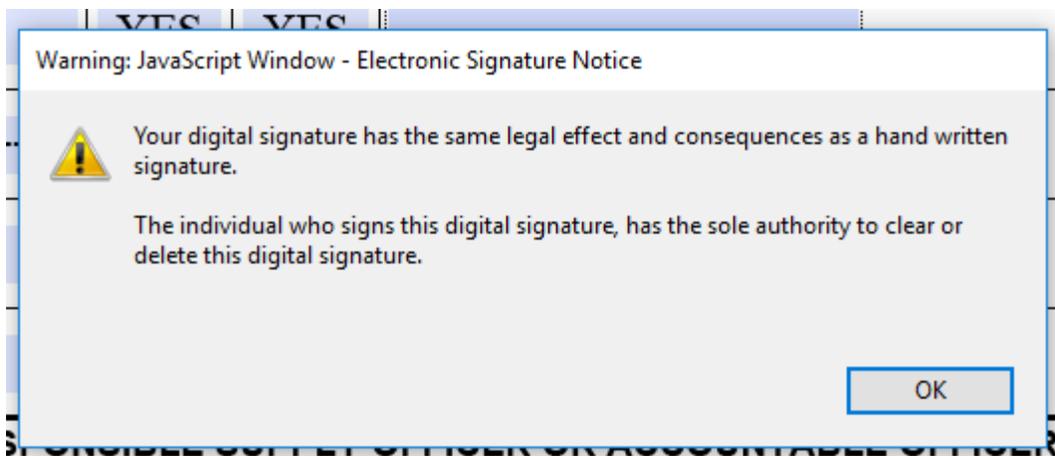
APPENDIX C

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

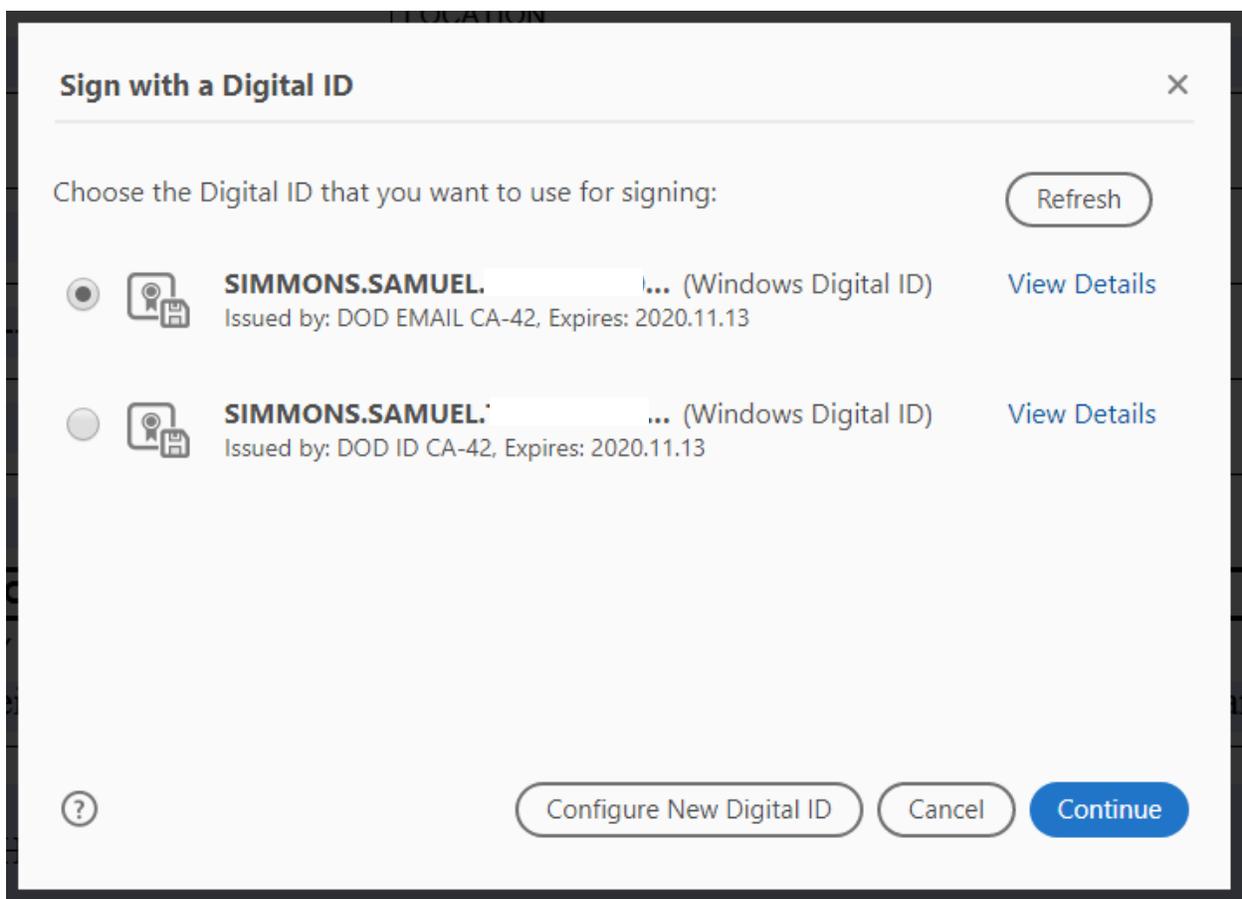
1. Use a new Sharpie pen and sign your name on a plain sheet of paper. Sign it so your name is at least one inch high and four to five inches long as shown below

Snidely M. Whiplash

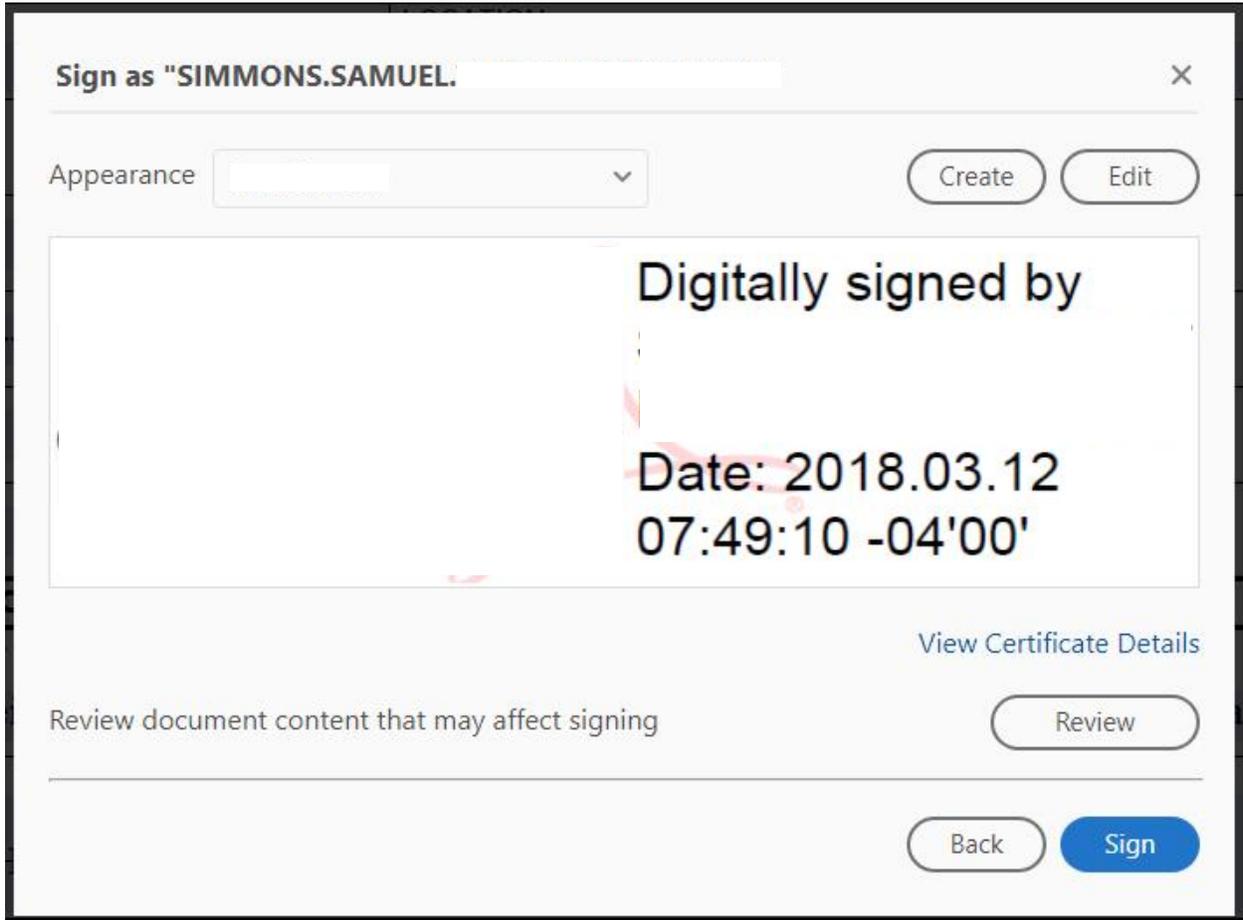
2. Scan the sheet of paper to create a .pdf file and email to yourself.
 - a. Open the scanned document, click and drag a box around your signature.
 - b. Right click on the highlighted area and select 'Save Image As...' and save to your picture library (click the pull down window, change file type to 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.



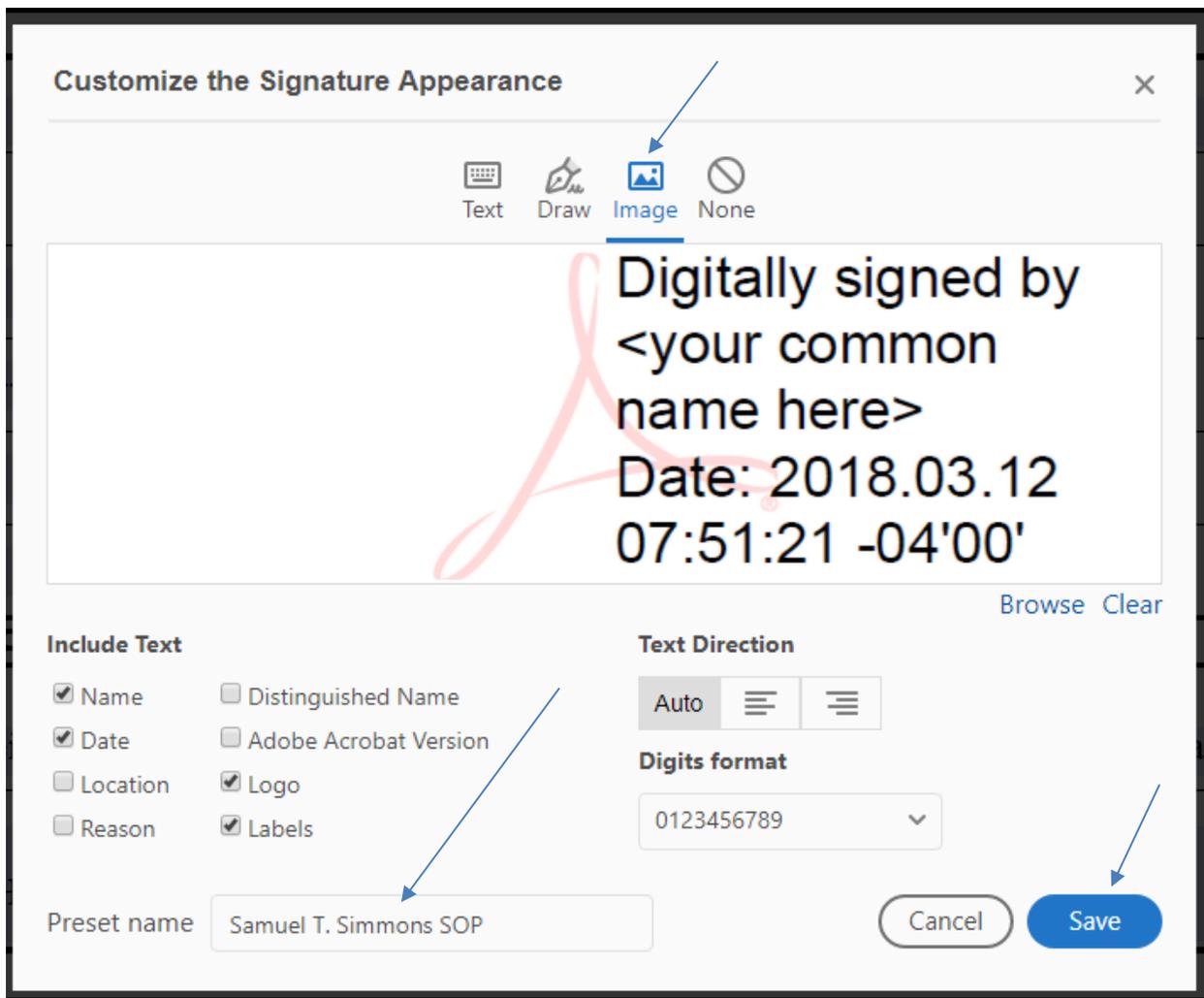
b. Then 'Sign with a Digital ID' will pop up: Choose the Digital ID that you want to use for signing. This should be your DoD EMAIL Certificate. Select 'Continue'.



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

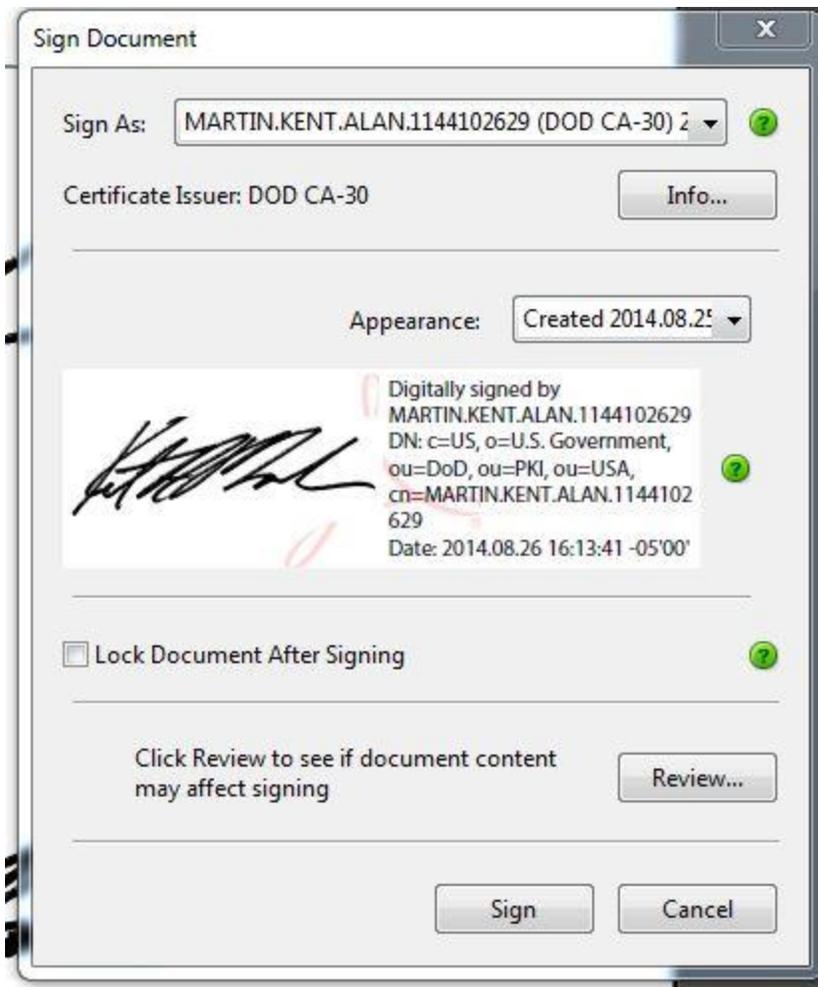


d. In the box below you will first need to name your Digital Signature. Place your name in the 'Preset name' box. Then proceed to the top of this box and select 'Image' and select the image of your signature that you created in the beginning of this appendix (remember to change the file extension to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



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.



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.