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Signing with Adobe Acrobat

Note: These steps may vary based on which version of Adobe Acrobat you have and which device and operating system you're using. 1. Click into the **Signature** field.

Signature

- 2. If you have already created a signature in Adobe Acrobat, go to step 4.
- 3. If you haven't yet created a signature in Adobe Acrobat:
 - a. In the Add Digital ID window, select A new digital ID I want to create now and then click on Next.



b. Select New PKCS#12 digital ID file and then click on Next.

Add Digital ID	-	×
Where would you like to store your self-signed digital ID?		
New PKCS#12 digital ID file		
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PUCS+12 files have a pfx or .p12 file extension.		
○ Windows Certificate Store		
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.		
Cancel	< Back	Next >



c. Enter your Name and Email Address and then click on Next.

Add Digital ID				×
Enter your identity inform	ation to be used when generating the self-sig	ned certificate.		
Na <u>m</u> e (e.g. John Smith):				
Organizational <u>U</u> nit:]	
Organization Name:]	
<u>E</u> mail Address:				
<u>C</u> ountry/Region:	US - UNITED STATES	~	•	
Key Algorithm:	1024-bit RSA	~	•	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~	•	
Cancel			< Back	Next >

d. Enter and confirm your desired password and then click on Finish.

igital ID		
Enter a file location and password for your new digital ID file. You will ne you use the digital ID to sign or decrypt documents. You should make a so that you can copy this file for backup or other purposes. You can later file using the Security Settinos dialog.	ed the password when note of the file location change options for this	
File Name:		
Jsers\\AppData\Roaming\Adobe\Acrobat\11.0\Security\asdf.pfx	Browse	
Not Rated		
Confirm Password		

- 4. In the Sign Document window:
 - a. Enter your **Password**.
 - b. Click on Sign.

c. Follow the prompts to save the file.

Sign Document	×
Sign As:	~ ?
Password:	
Certificate Issuer:	Info
Appearance: Standard Text Digitally signed by DN: on- , o, ou, email- c- Date: 2020.03.06 16:52:22	
OSTOP O	Review
Sign	Cancel



Potential Issue When Signing in Adobe Acrobat

Issue: I tried to create a new signature, but the Next button (outlined below) is missing.

l Digital ID	>
I want to sign this document using:	
○ My existing digital ID from:	
A file	
A roaming digital ID accessed via a server	
○ A device connected to this computer	
A new digital ID I want to create now	
Cancel	< Back Next >

Fix: Try reducing your screen magnification to 100% or changing your screen's resolution. To do this in Windows 10, for example:

- 1. Open **Start** (the Windows icon in the bottom left of the screen), select **Settings > System > Display**.
- 2. Under Scale and layout, check the setting under Change the size of text, apps, and other items. Try setting it to 100% (or smaller). If that doesn't solve your problem, under Resolution, try selecting a different value.
- 3. When prompted to keep the changes or revert back to your previous settings, select **Keep Changes**. You can revert them back later if need be.

Note: After changing these settings, you may need to close Acrobat entirely and re-open it for the changes to take effect.

Signing with Adobe Reader

Configure a Digital ID for signing

Note: These steps may vary based on which version of Adobe Reader you have and which device and operating system you're using.

1. Click into the **Signature** field.

Signature

- 2. If you have already created a signature in Adobe Reader, go to step 4.
- 3. If you <u>haven't yet created</u> a signature in Adobe Reader:
 - a. In the Configure a Digital ID for signing window, select Create a new digital ID and then click on Continue.

A Digital ID is required to	Selec	t the typ	e of Digital ID:
Signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0		Use a Signature Creation Device Configure a smart card or token connected to your computer
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0	L.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
assurance.	0	9	Create a new Digital ID Create your self-signed Digital ID



b. Select **Save to File** and then click on **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
0	Back Continue

c. Enter your Name and Email Address and then click on Continue.

Create a self-signed D	igital 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 Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	Enter Name Enter Organizational Unit Enter Organization Name Enter Email US - UNITED STATES 2048-bit RSA Digital Signatures	
0		Back	Continue

d. Enter and confirm your desired password and then click on Save.

Save the self-signed L	ligital 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.	Your Digital ID will be saved at the following location : C:\Users\AppData\Roaming\Adobe\Acrobat\LDBrowse
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
(?)	Back Save



4. Choose the digital ID you want to use for signing and then click on **Continue**. Note: Most people have only one digital ID, but if you do have multiple digital IDs, select which one you want to use.



- 5. In the signature window:
 - a. Enter your **Password**.
 - b. Click on Sign.
 - c. Follow the prompts to save the file.



Signing with Other (Non-Adobe) PDF Programs

Since non-Adobe PDF products can vary greatly, please consult your specific program's help manual for instructions on how to sign a PDF electronically. Please note that your program may not support electronic signatures. If this is the case, it is recommended to use Adobe Reader, which is a free product.