

Creating and Using Adobe Digital Signatures

The following guide shows how to set up a simple certificate that acts as a digital signature. There are a few ways to do this, and these instructions are a general guide to a recommended method.

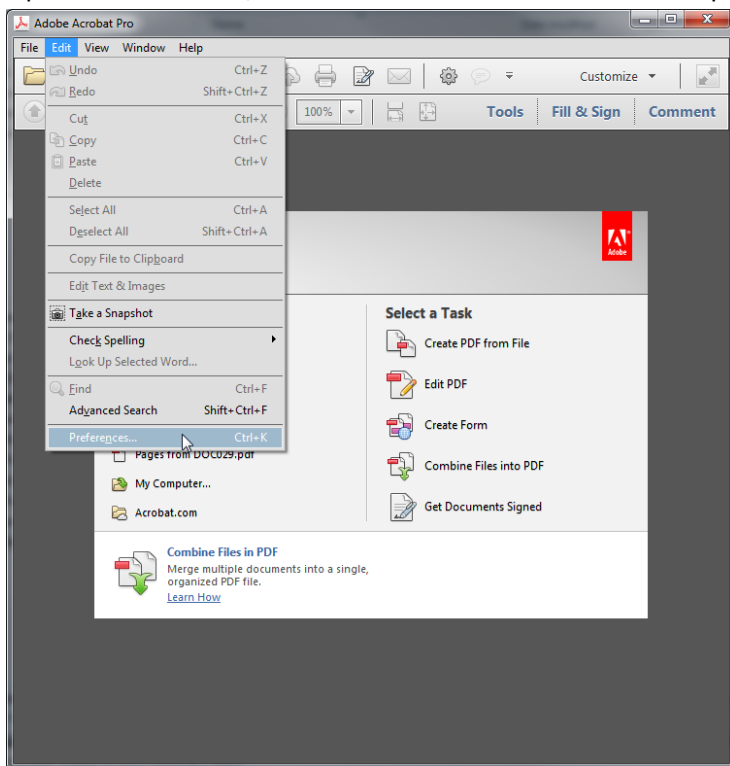
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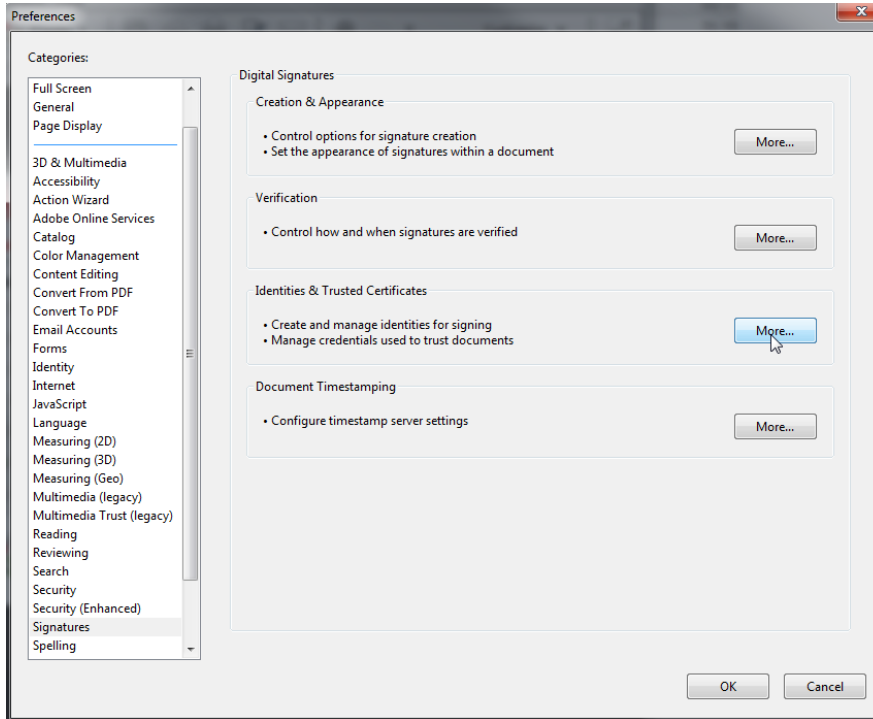
Creating a Signature:

Acrobat XI:

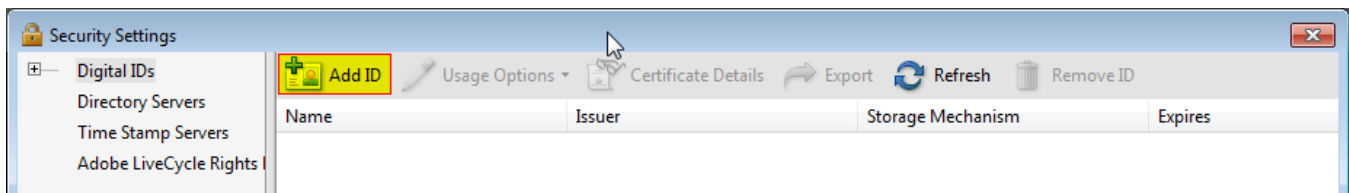
- 1) Open Adobe Acrobat Pro XI
- 2) Open the **Edit** menu, and then select the **Preferences...** dropdown.



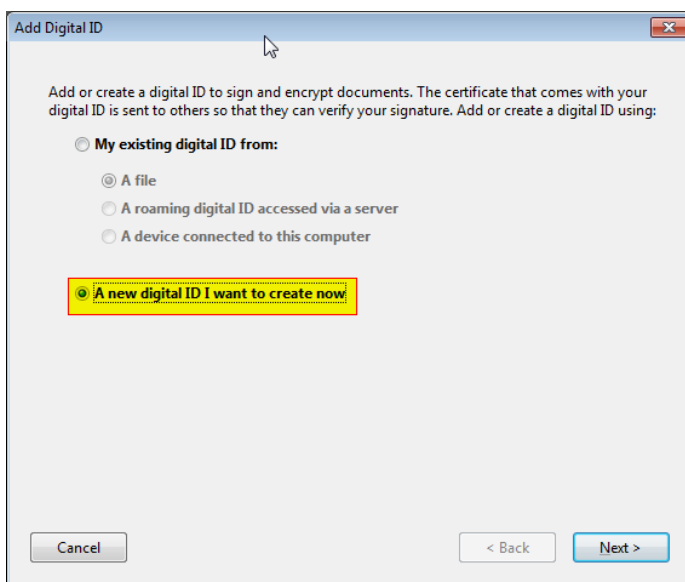
- 3) In there, select the **Signatures** topic, and select **More...** in **Identities & Trusted Certificates**.



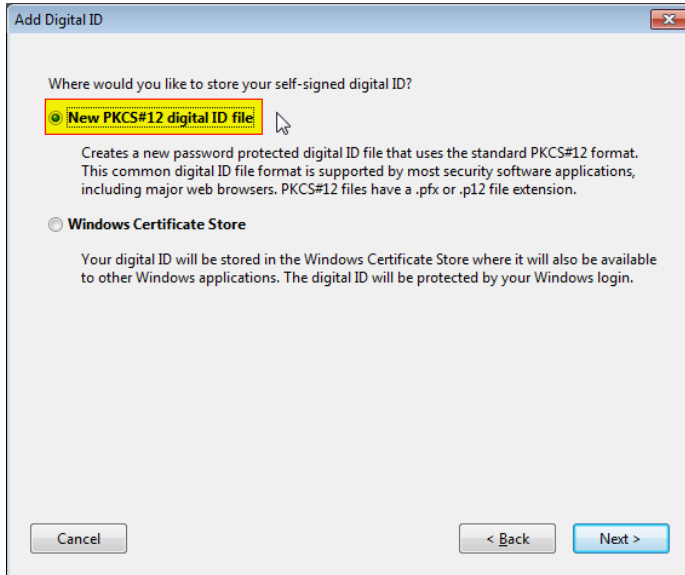
4) On the opened window select **Add ID**.



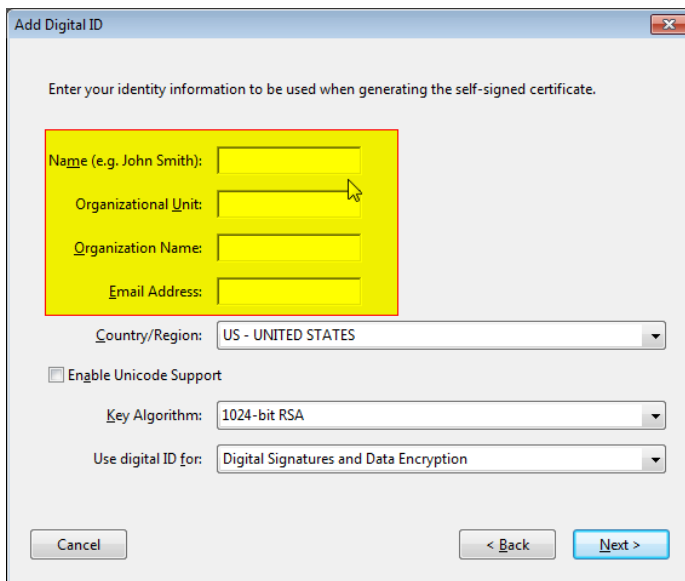
5) Select **A new digital ID I want to create now**.



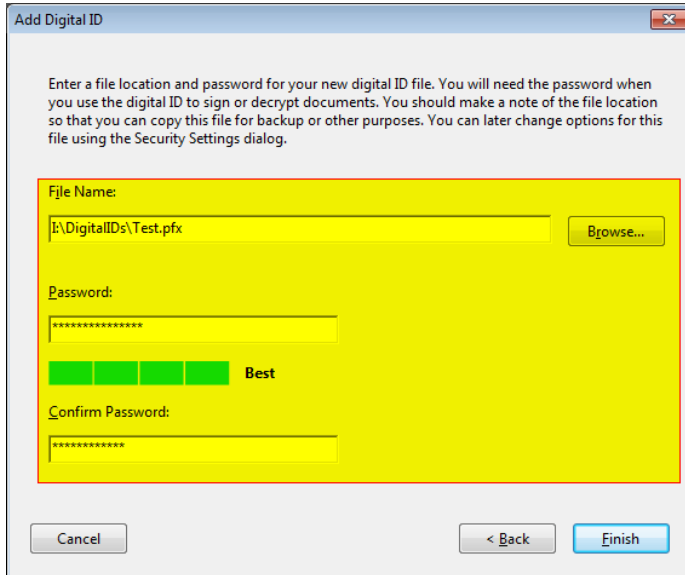
6) For a certificate type, select the **New PKCS#12 digital ID file**.



7) Complete the highlighted information below.



8) Select the location for the ID file to be saved. It is recommended to use the user directory (the I: drive), and place it in a folder within there. Create a password for the ID file. This password has no connection to any AD or NetID account, and will not change over time. Forgetting your password will result in having to make a new ID File.



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.

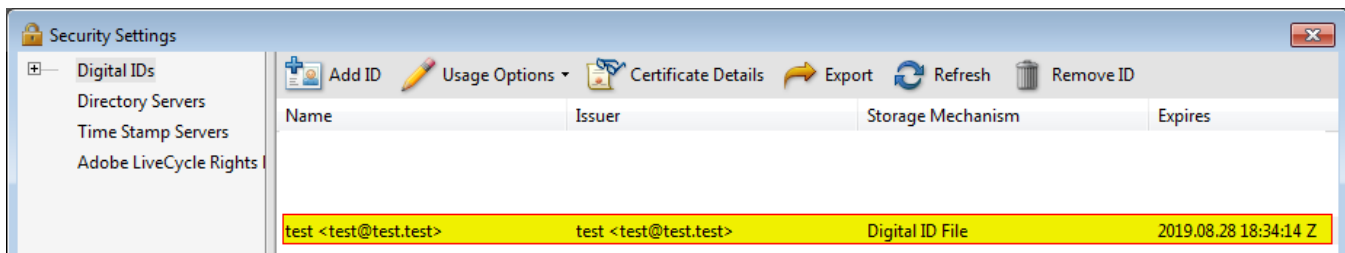
File Name:
I:\DigitalIDs\Test.pfx

Password:

Best

Confirm Password:

9) The New ID will show up in the list.



Security Settings

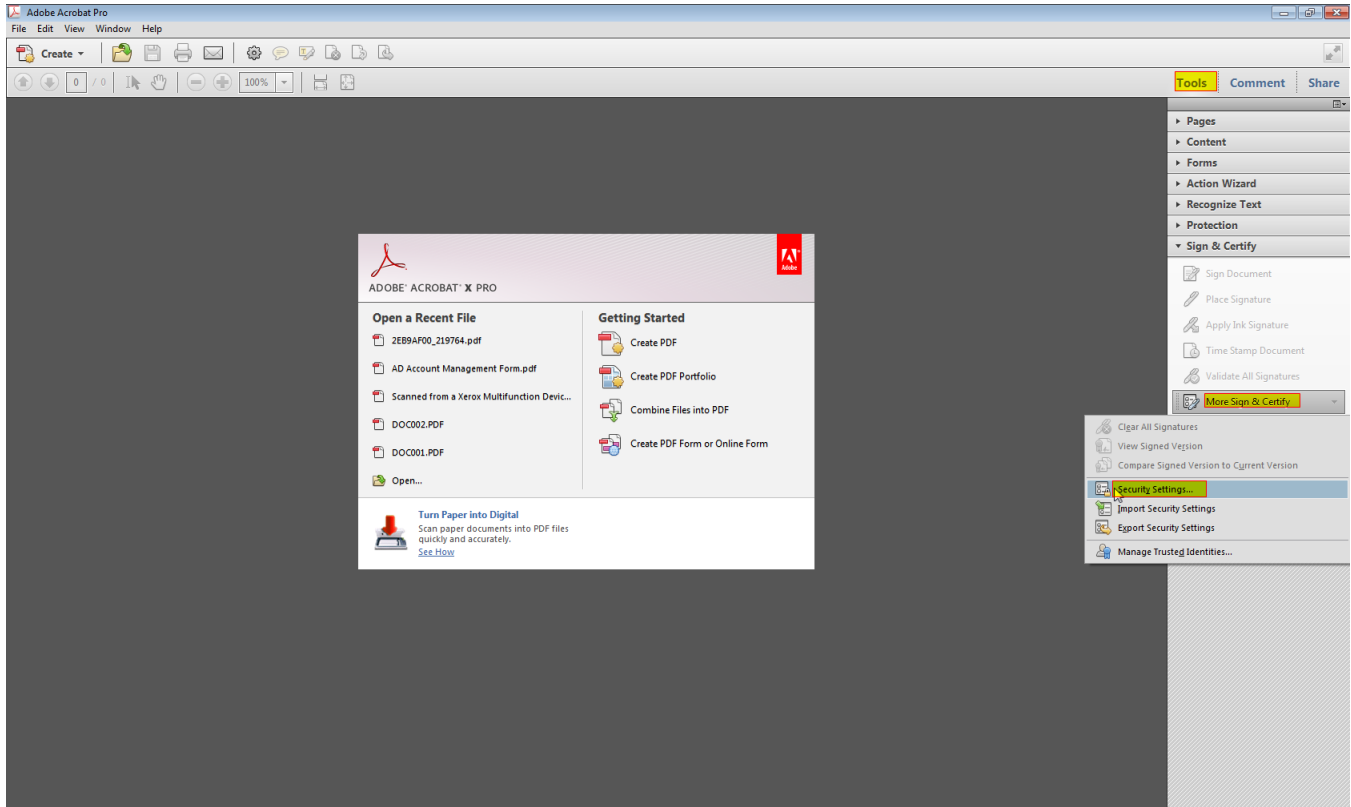
Digital IDs
Directory Servers
Time Stamp Servers
Adobe LiveCycle Rights

Add ID Usage Options Certificate Details Export Refresh Remove ID

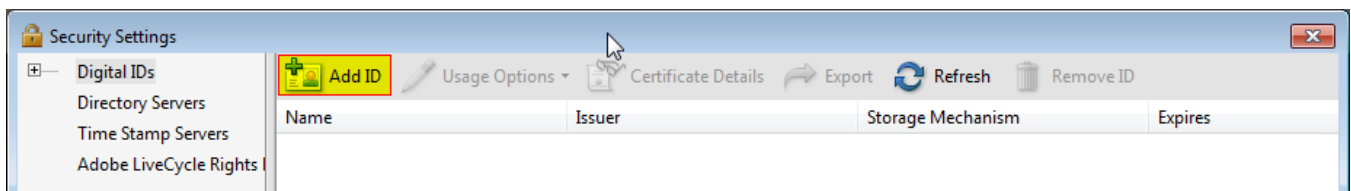
Name	Issuer	Storage Mechanism	Expires
test <test@test.test>	test <test@test.test>	Digital ID File	2019.08.28 18:34:14 Z

Acrobat X:

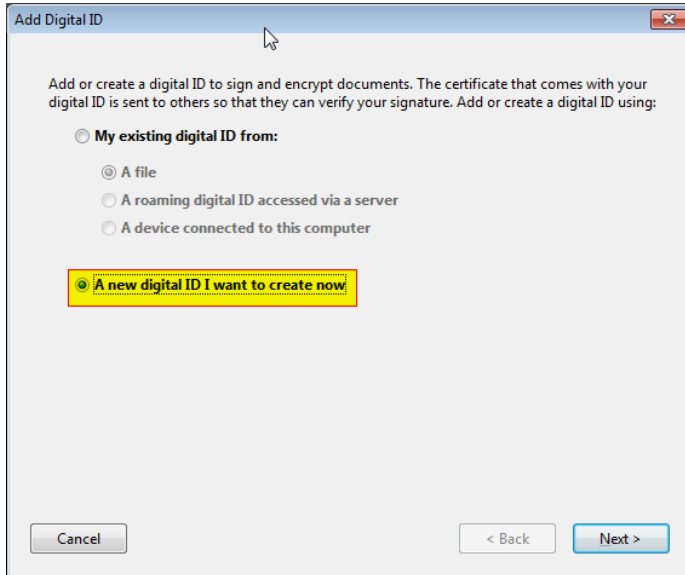
- 1) Open Adobe Acrobat Pro X
- 2) Open the **Tools** menu, and then select the **Sign & Certify** dropdown. In there, select the **More Sign & Certify**, and select **Security Settings....**



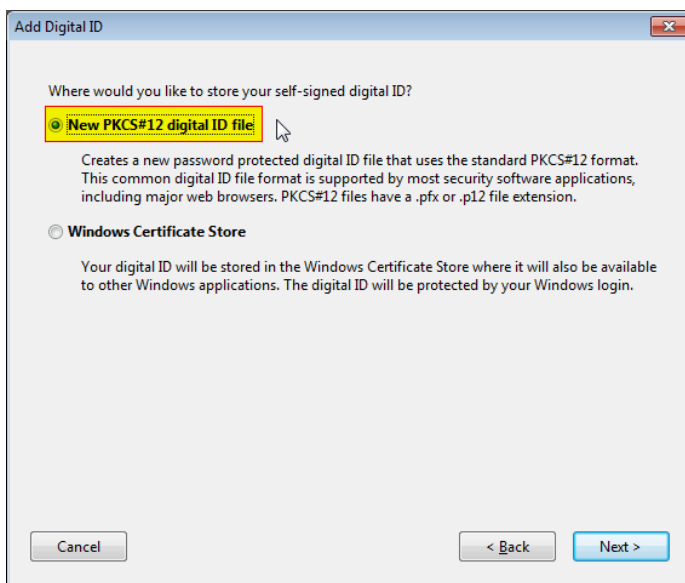
- 3) On the opened window select **Add ID**.



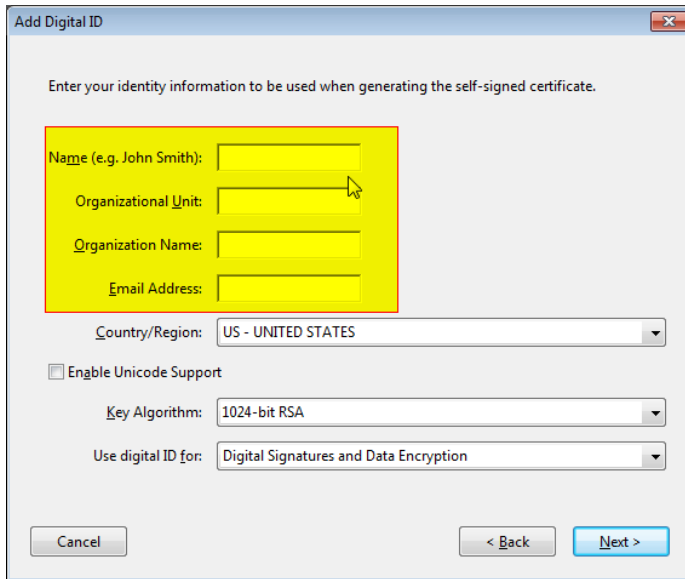
- 4) Select **A new digital ID I want to create now**.



5) For a certificate type, select the **New PKCS#12 digital ID file**.



6) Complete the highlighted information below.



Add Digital ID

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

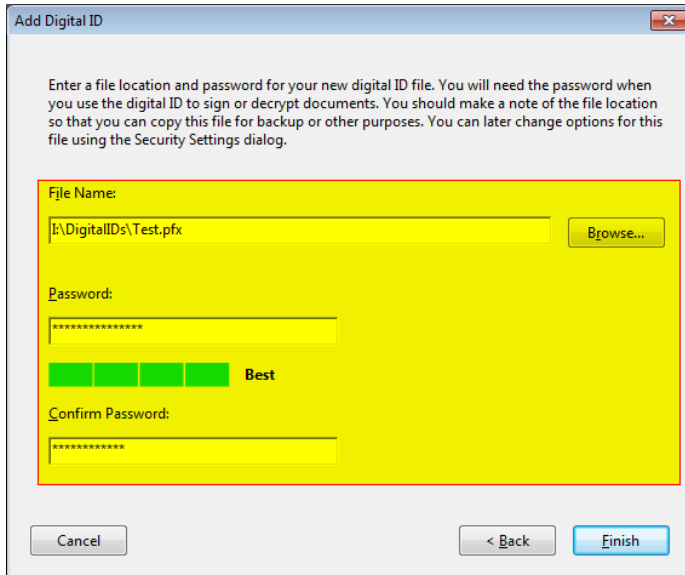
Enable Unicode Support

Key Algorithm:

Use digital ID for:

Cancel < Back Next >

7) Select the location for the ID file to be saved. It is recommended to use the user directory (the I: drive), and place it in a folder within there. Create a password for the ID file. This password has no connection to any AD or NetID account, and will not change over time. Forgetting your password will result in having to make a new ID File.



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: Browse...

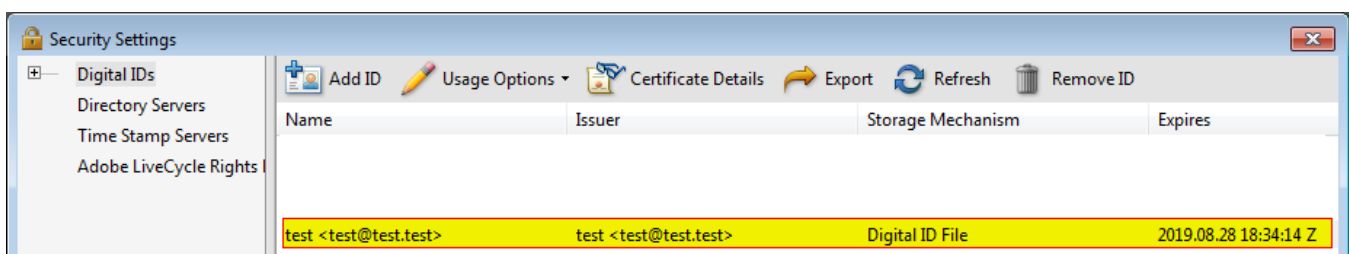
Password:

Best

Confirm Password:

Cancel < Back Finish

8) The New ID will show up in the list.



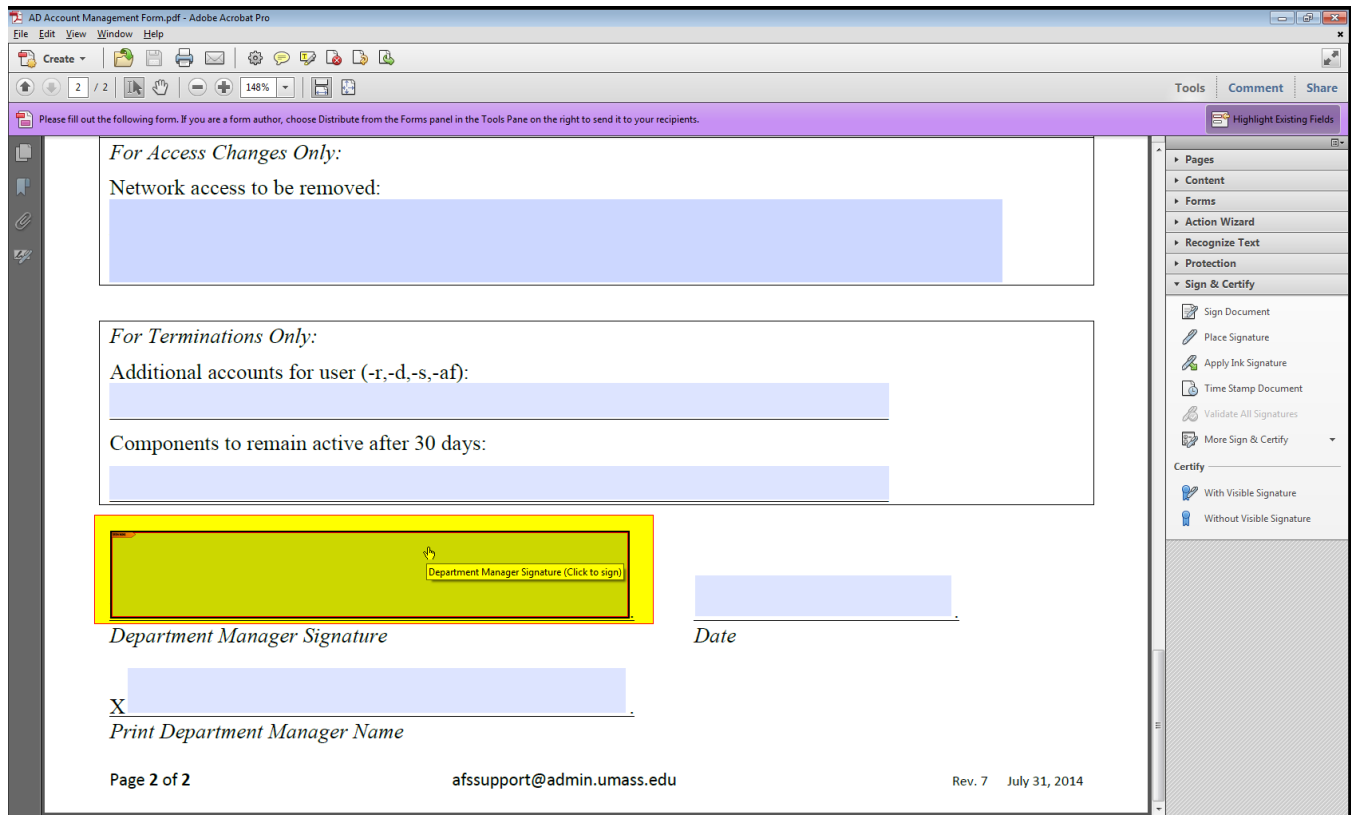
Security Settings

Digital IDs Add ID Usage Options Certificate Details Export Refresh Remove ID

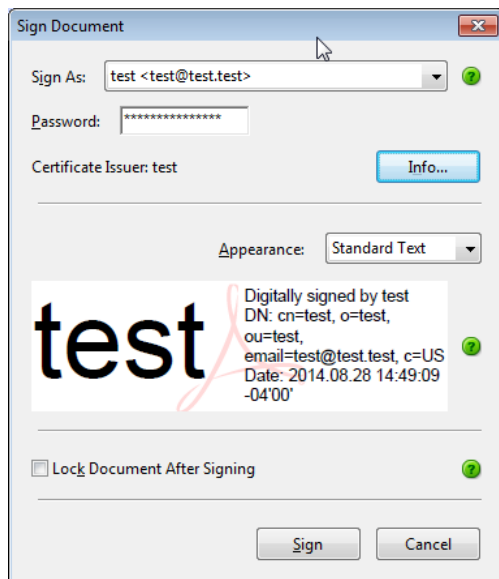
Name	Issuer	Storage Mechanism	Expires
test <test@test.test>	test <test@test.test>	Digital ID File	2019.08.28 18:34:14 Z

Placing a Signature on a Created Signature Block

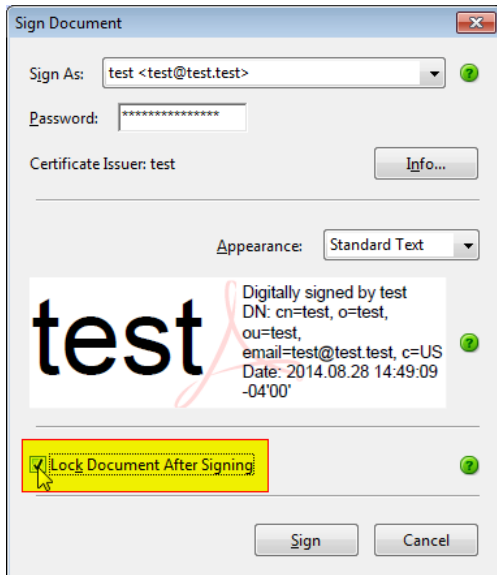
- 1) Double-click the desired signature block.



- 2) On the popup window, select the Signature ID you wish to sign as, and type in the password for the ID file (set in the creation of the file).



- 3) NOTE: If you are the last one to sign the document, it is recommended that you select the **Lock Document after Signing** to prevent any unauthorized edits.



- 4) The placed signature will appear as the following example:

