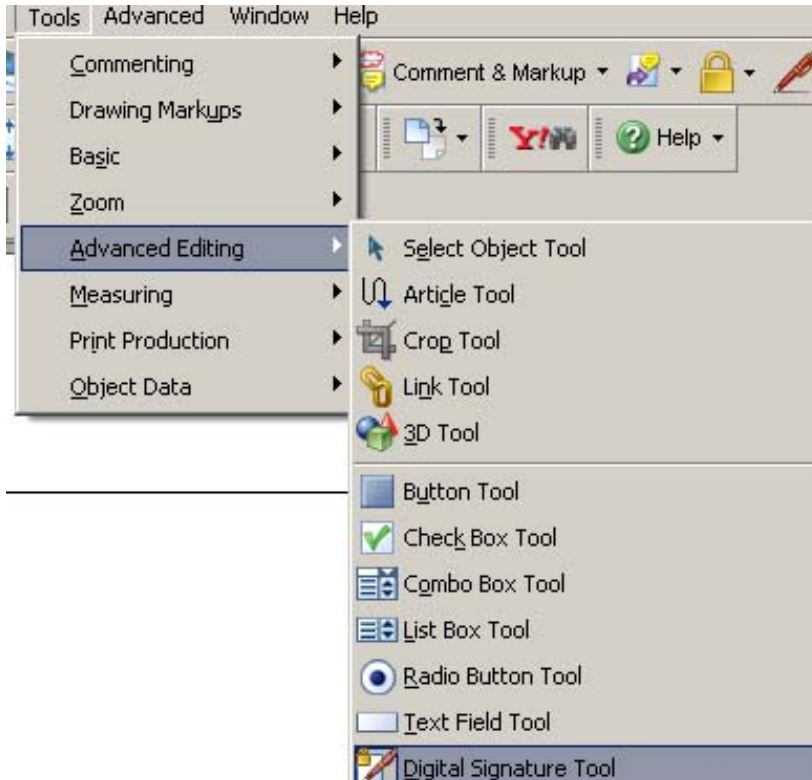


Creating Digital Signatures in Adobe Acrobat

Digital signatures are a way of making it easier to sign forms. This allows the reader to sign the form without using a pen and can be easily sent by e-mail. This “digital signature” is a way of uniquely identifying the signer when authorizing a document.

Creating A Digital Signature Field

Before the document can be signed, a digital signature field must be created. To create the field, click on Tools → Advanced Editing and select Digital Signature Tool.



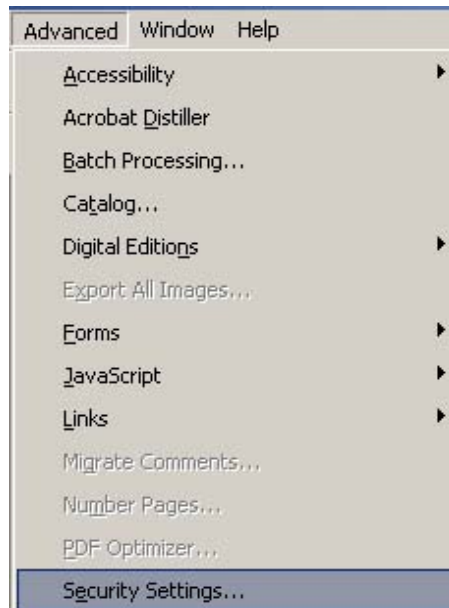
Find the signature blank on the document and draw a box over it. Click Close when the Properties box appears. The field should look like the following screenshot.



Creating a Digital ID

In order to sign in a digital signature field, a digital ID must be created. A digital ID contains your unique signature, as well as other information to identify yourself.

To create a digital ID, click on Advanced and select Security Settings.

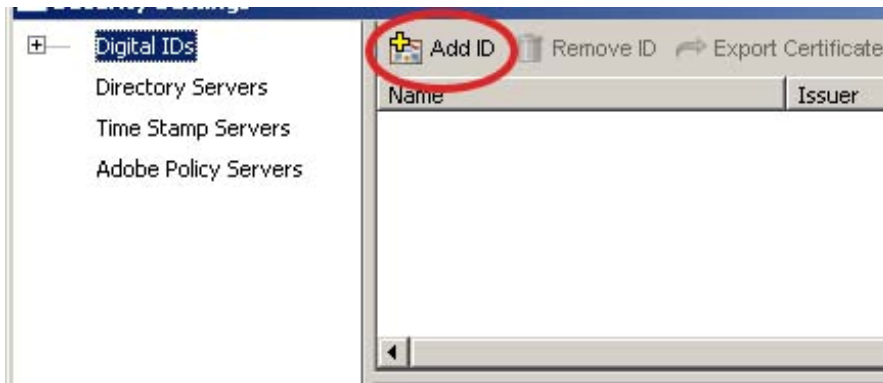


In the Security Settings dialog, go to the left side and select Digital IDs.



Click the Add ID button on the right side.

Creating Digital Signatures in Adobe Acrobat



In the following dialog, click the Create a Self-Signed Digital ID option button and click Next.



Click Next when the confirmation dialog appears. At the next screen, click on either the “New PKCS#12 Digital ID file” or “Windows Certificate Store” option.



Creating Digital Signatures in Adobe Acrobat

Enter the information, such as name, organization and E-mail address in the boxes.



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:

If the PKCS#12 Digital ID file option is chosen, you will be asked to create a password and where to store the file. Click the Browse button to save the file in another location. Then, type the password twice and 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 by going to the menu Advanced > Security Settings.

File Name:

Password:

Confirm Password:

The ID will now show up in the Digital ID list.

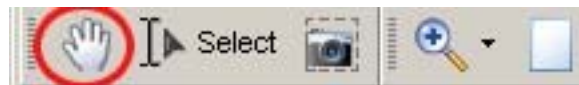
Creating Digital Signatures in Adobe Acrobat



The Windows option will store the information in the Windows Certificate Store, which will be accessed only when logged in with your username and password when logging into your machine. If this option was chosen, click Finish after entering your information.

Signing the Document

To sign a document, click on the Hand tool.



With the Hand Tool, click on the field that has the digital signature. It should have a small tag attached to the top of the field. Click anywhere in the field to sign.



Signature: _____
Unsigned signature field (click to sign)

Click on Continue Signing. If you have a password-protected digital ID, another dialog will ask you to enter your password.

Creating Digital Signatures in Adobe Acrobat

Apply Signature to Document

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Signature Details

Signing as John Doe.


Confirm Password:

Reason for Signing Document: (select or edit)

<none>

You can enter an optional reason for signing the document. Once finished, click Sign and Save and click OK when it has been confirmed.

The finished signature should appear in the document and should look like the following screenshot.

Signature:  Digitally signed by John Doe
DN: cn=John Doe, c=US,
email=johndoe@xxx.xxx
Date: 2006.06.12 10:58:55 -05'00'