

How to Create a Digital Signature in Adobe Reader

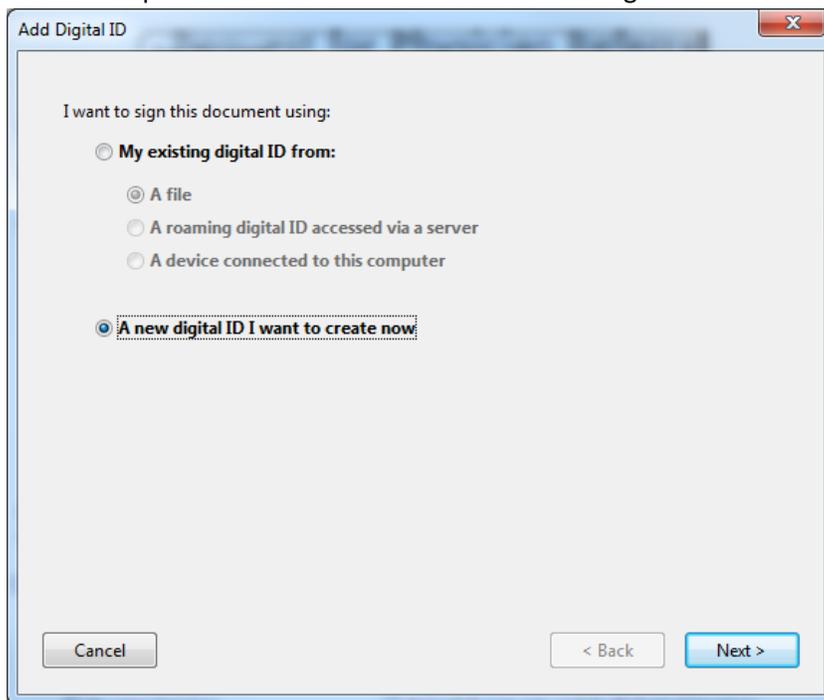
How to Create a Digital Signature in Adobe Reader

To create a digital signature that can be applied to PDF forms, please follow the instructions below:

1. Open a PDF Form that requires a signature. This is denoted on a PDF form by a **red** tag that looks



2. Click on the signature field.
3. You will be presented with a window labeled Add Digital ID.



4. Select "A new digital ID I want to create now" and click "Next >".

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5. Select “New PKCS#12 digital ID file” and click “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. PKCS#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 >

6. Fill out the information in the provided fields with your information and click “Next >”.

Add Digital ID

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

Name (e.g. John Smith): First Name Last Name

Organizational Unit: Student

Organization Name: University of Mary Washington

Email Address: flastname@mail.umw.edu

Country/Region: US - UNITED STATES

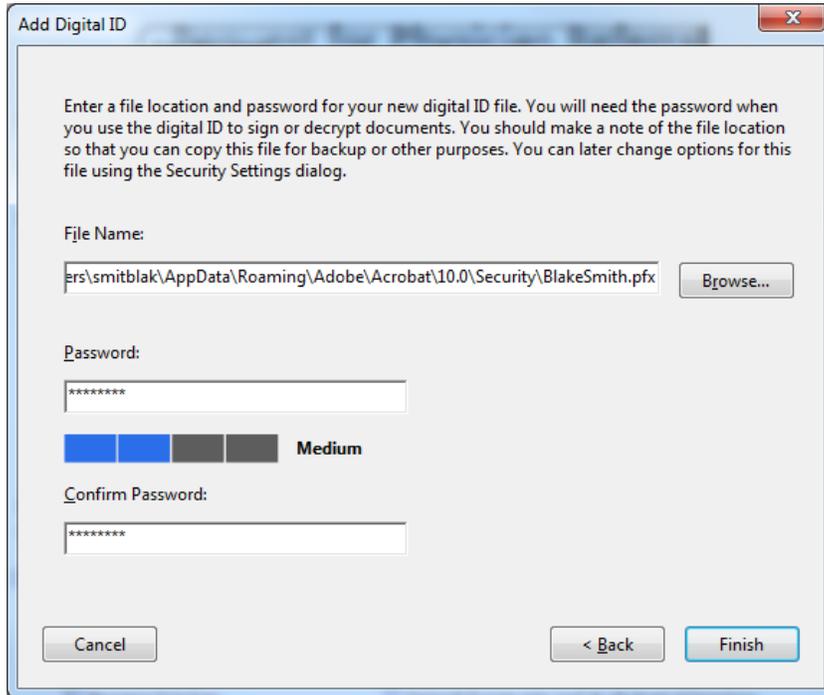
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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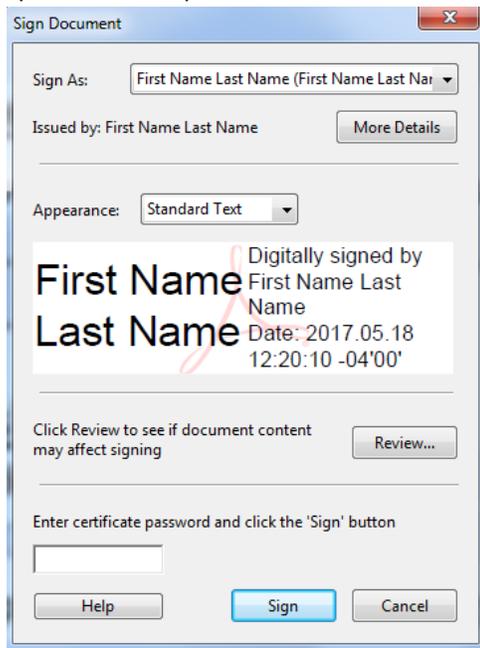
7. Leave the File Name value as it is and enter a Password for your Digital ID and click “Finish”.
IMPORTANT: There is NO way to recover this password. Make sure it is one you will not forget.



The screenshot shows the 'Add Digital ID' dialog box. It contains the following fields and controls:

- File Name:** A text box containing the path `ers\smitblak\AppData\Roaming\Adobe\Acrobat\10.0\Security\BlakeSmith.pfx` and a 'Browse...' button.
- Password:** A text box containing seven asterisks. Below it is a strength indicator with two blue bars and two grey bars, labeled 'Medium'.
- Confirm Password:** A text box containing seven asterisks.
- Buttons:** 'Cancel', '< Back', and 'Finish'.

8. You will then be presented with this screen which you will need to enter the password you just specified in step 7.



The screenshot shows the 'Sign Document' dialog box. It contains the following fields and controls:

- Sign As:** A dropdown menu showing 'First Name Last Name (First Name Last Na)'. Below it is the text 'Issued by: First Name Last Name' and a 'More Details' button.
- Appearance:** A dropdown menu showing 'Standard Text'.
- Signature Preview:** A preview area showing the text 'First Name Last Name' and 'Digitally signed by First Name Last Name' with a red signature line. Below the preview is the date and time: 'Date: 2017.05.18 12:20:10 -04'00''.
- Review:** A button labeled 'Review...' with the text 'Click Review to see if document content may affect signing' above it.
- Sign:** A text box for entering the certificate password, a 'Sign' button, and a 'Cancel' button.
- Help:** A 'Help' button.

9. After entering your password, click “Sign”