

Idaho Falls School District #91

How to Create a Digital Signature in Adobe Reader & Acrobat

Smith, Blake -D91
9-9-2013

How to Create a Digital Signature in Adobe Reader

Contents

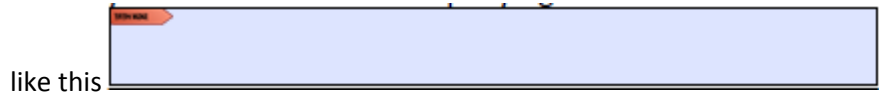
- How to Create a Digital Signature in Adobe Reader 2
- OPTIONAL:** Additional Setup Options..... 5
- How to Sign a PDF with Your Created Signature 8

How to Create a Digital Signature in Adobe Reader

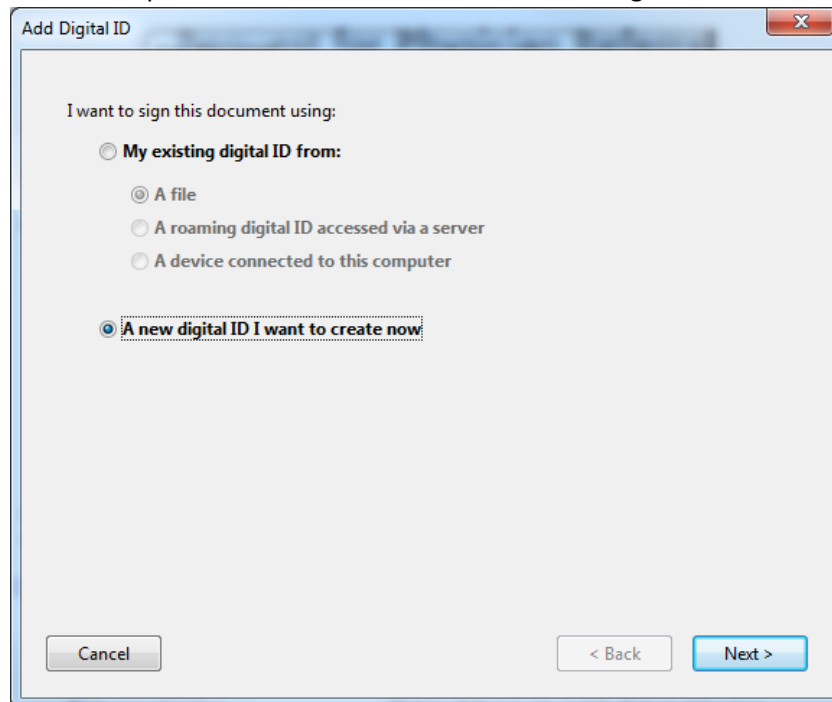
How to Create a Digital Signature in Adobe Reader

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 >".

How to Create a Digital Signature in Adobe Reader

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): Blake Smith

Organizational Unit: IT Department

Organization Name: Idaho Falls School Dis

Email Address: nitblak@d91.k12.id.us

Country/Region: US - UNITED STATES

Enable Unicode Support

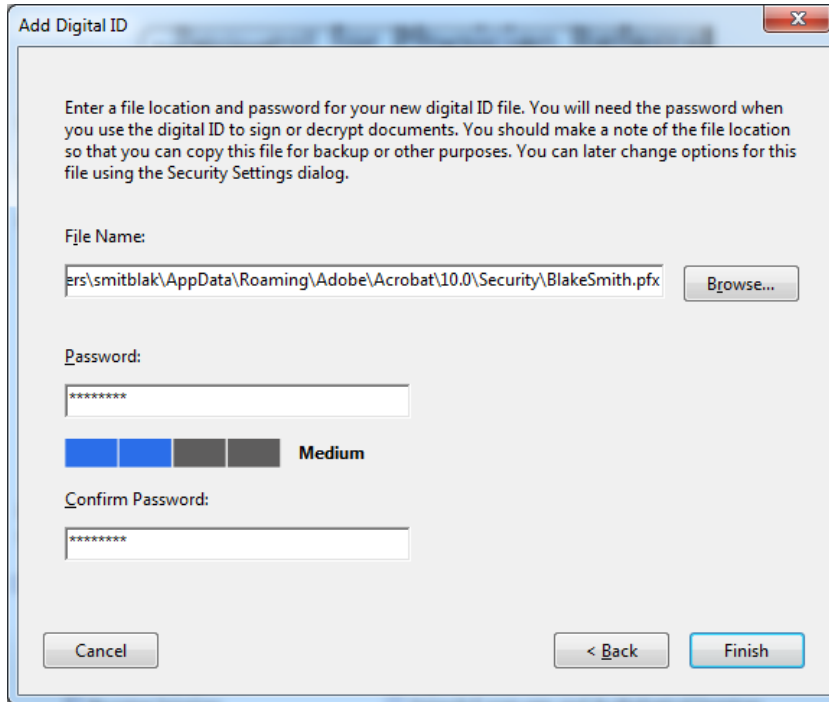
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

How to Create a Digital Signature in Adobe Reader

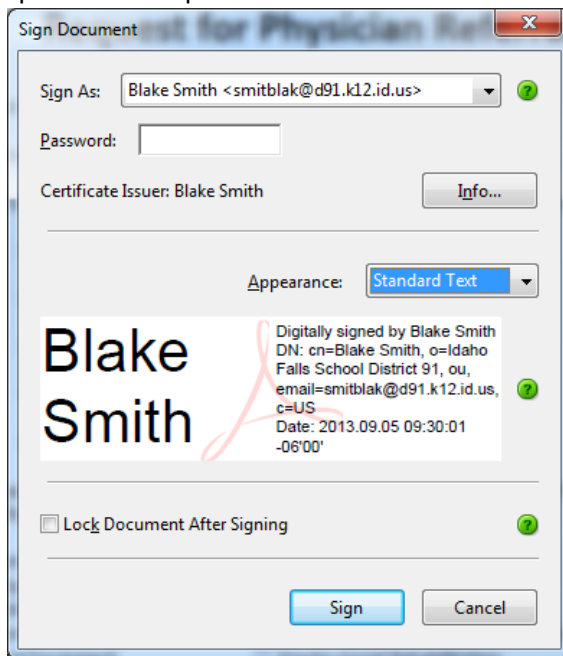
7. Leave the File Name value as it is and enter a Password for your Digital ID and click “Finish”.
IMPORTANT: There is NO way to recover this password. Make sure it is one you will not forget.



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 with asterisks, a strength indicator showing two blue bars and two grey bars, and the label 'Medium'.
- Confirm Password:** A text box with 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 'Blake Smith <smitblak@d91.k12.id.us>' with a help icon.
- Password:** A text box.
- Certificate Issuer:** 'Blake Smith' with an 'Info...' button.
- Appearance:** A dropdown menu showing 'Standard Text'.
- Signature Preview:** A preview area showing the name 'Blake Smith' in large text, a red signature line, and a box containing the text: 'Digitally signed by Blake Smith DN: cn=Blake Smith, o=Idaho Falls School District 91, ou, email=smitblak@d91.k12.id.us, c=US Date: 2013.09.05 09:30:01 -06'00''. There is a help icon to the right of the preview box.
- Lock Document After Signing:** A checkbox that is currently unchecked, with a help icon to its right.
- Buttons:** 'Sign' and 'Cancel'.

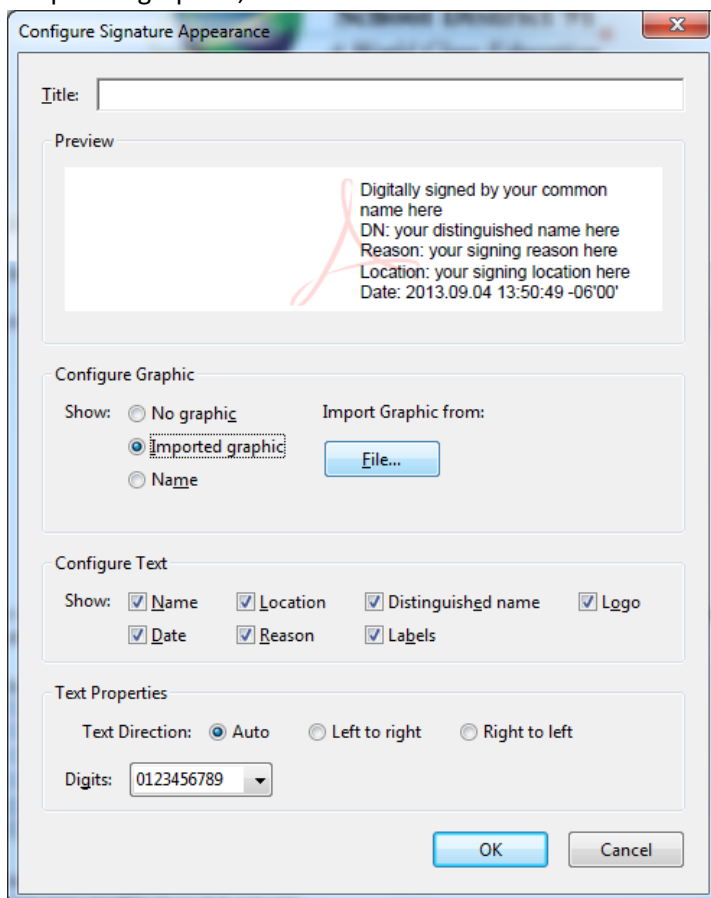
9. After entering your password, click “Sign”.

How to Create a Digital Signature in Adobe Reader

OPTIONAL: Additional Setup Options

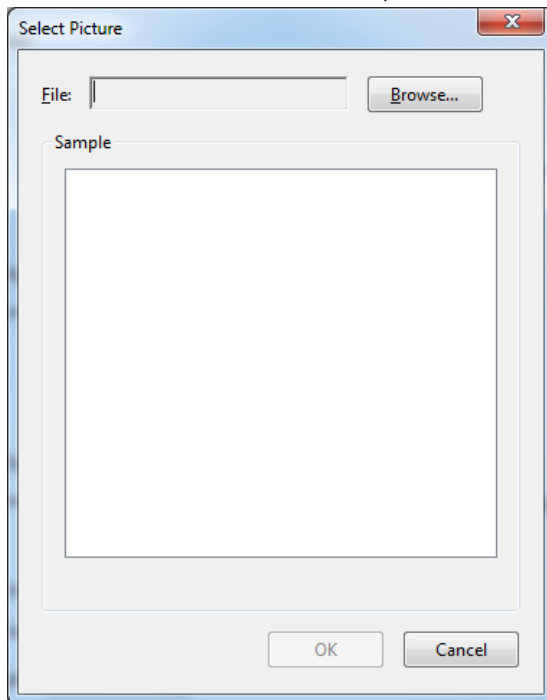
In addition to setting up your digital signature, you can also have it display your actual signature along with it instead of just have plain text. To do that, please follow these instructions:

1. You can take a picture with a phone or an iPad and send it to your email address. When you receive the email, save the picture attachment to your desktop.
2. From the Sign Document window in Step 8 of setting up your digital signature, choose the dropdown menu for Appearance and choose "Create New Appearance...".
3. On the Configure Signature Appearance, in the middle of the screen there is an option called "Imported graphic", select it and click the "File..." button.



How to Create a Digital Signature in Adobe Reader

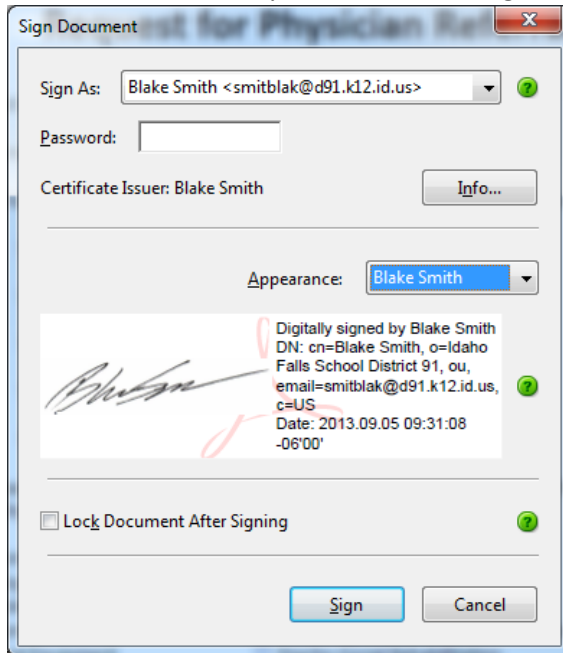
4. On the “Select Picture” window, click the “Browse...” button.



5. Select the signature picture you saved to your desktop in Step 1 and click the “Open” button.
6. If the signature looks good, click “OK” on the “Select Picture” window. If you do not like the signature, repeat steps 1 & 4 until it is satisfactory.
7. On the Configure Signature Appearance window click the “OK” button.

How to Create a Digital Signature in Adobe Reader

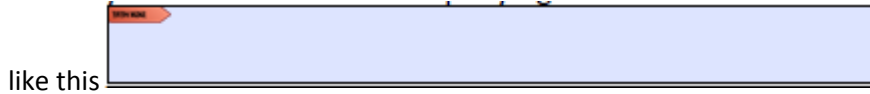
8. You should now have your handwritten signature included with your digital signature.



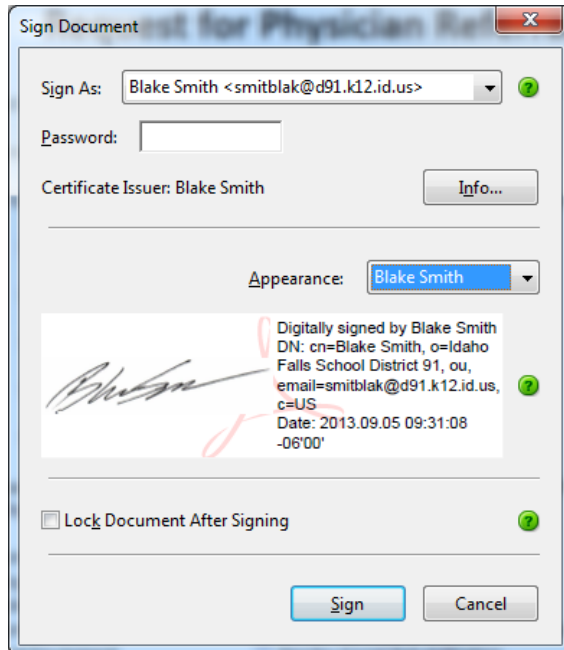
How to Create a Digital Signature in Adobe Reader

How to Sign a PDF with Your Created Signature

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. The “Sign Document” window will be displayed.



4. Type your password in the “Password” field and click the “Sign” button.
5. You will then be prompted to Save the signed version of the document to a location of your choosing.
6. After saving the signed version of the document, the signature field should now show your signature.

