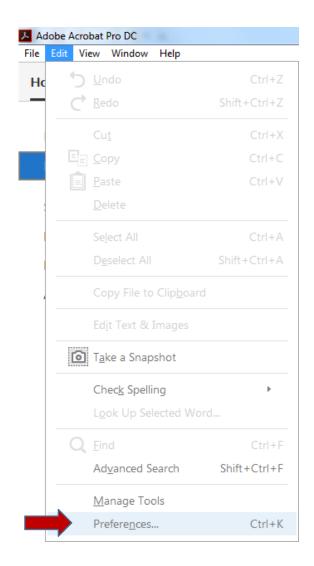
How to Create a Digital Signature in Adobe

Note: This example is Adobe Acrobat Pro DC.

1) Open Acrobat Reader and navigate to the Preferences menu, as show below:



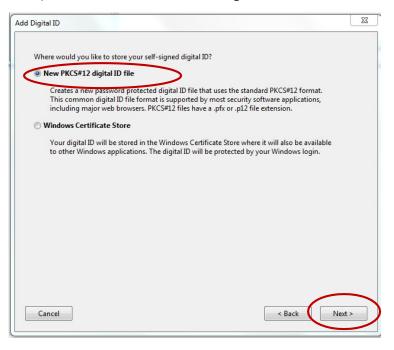
2) Under the "Categories" menu, choose "Signatures." Then, next to "Identities & Trusted Certificates," click "More."

ferences		<u> </u>
Categories:	Digital Signatures	
Full Screen	Digital Signatures	
General	Creation & Appearance	
Page Display	Control options for signature creation	More
3D & Multimedia Accessibility	Set the appearance of signatures within a document	
Action Wizard	Verification	
Adobe Online Services		
Catalog	 Control how and when signatures are verified 	More
Color Management		
Content Editing		
Convert From PDF	Identities & Trusted Certificates	
Convert To PDF		4
Email Accounts	 Create and manage identities for signing 	More
Forms	 Manage credentials used to trust documents 	
Identity =		
Internet	Document Timestamping	
JavaScript		
Language	 Configure timestamp server settings 	More
Measuring (2D)		More
Measuring (3D)		
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures		
Spelling +		
1 2		
		OK Cancel
		Cancel

3) Click "Add ID," then select "A new digital ID I want to create now," and lastly click on "Next."

igital ID and Trusted Cer Digital IDs		Usage Options 👻 😭 Certificate Detai	ils 🛹 Export 🔐 Refresh 🔞 Remove I
Trusted Certificates	Name	Issuer	Storage Mechanism
digital ID is sent to oth My existing dig a A file A roaming A device co	ers so that they can verify y		
Cancel		< Back	Next >

4) Ensure that "New PKCS#12 digital ID file" is selected, as shown below. Then click "Next."



5) Fill out the appropriate portions of the window below. Do not change *Country/Region, Key Algorithm,* or *Use digital ID for.* Click "**Next**."

Add Digital ID	A Approximation	23
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	Jane Doe	
Organizational <u>U</u> nit:	Director	
Organization Name:	XYZ Business Service Center	
<u>E</u> mail Address:	jd12@cornell.edu	
<u>C</u> ountry/Region:	US - UNITED STATES	
<u>K</u> ey Algorithm:	1024-bit RSA	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	
Cancel	< Back Ne	xt >

6) **Choose a password** for your digital signature. Note: If you forget this password, you will have to create a new digital signature as there is no password recovery mechanism. Click "**Finish**."

Add Digital ID	23
Enter a file location and password for your new digital ID file. You will need the password wher you use the digital ID to sign or decrypt documents. You should make a note of the file locatio so that you can copy this file for backup or other purposes. You can later change options for th file using the Security Settings dialog.	n
File Name:	
jd12\AppData\Roaming\Adobe\Acrobat\2015\Security\JaneDoe,Director.pfx Browse	
Password:	

Confirm Password:	
	\frown
Cancel < Back	Finish

7) View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms.

Digital IDs	🕍 Add ID 🥖 Usage Option	ns 👻 🍸 Certificate Details 🛛 🤿 Expo	ort 🔁 Refresh 🛛 Remove ID
Trusted Certificates	Name	Issuer	Storage Mechanism
	Jane Doe, Director < Janedoe12@d	Jane Doe, Director <janedoe12@c< td=""><td>Digital ID File</td></janedoe12@c<>	Digital ID File
	Jane Doe <jd12@cornell.edu></jd12@cornell.edu>	Jane Doe <jd12@cornell.edu></jd12@cornell.edu>	Digital ID File
	•	III (
		Jane Doe	
		XYZ Business Service Center	
	Issued by	: Jane Doe	
		XYZ Business Service Center	
	Valid from	: 2015/12/01 10:28:32 -05'00'	
	Valid to	: 2020/12/01 10:28:32 -05'00'	
	Teter de deserve	: Digital Signature, Encrypt Docume	V A

Signing an Adobe Document with Your Digital Signature

1. You will select the area that needs the Digital Signature.

Center immediately to make the necessary arrangements.

I give permission to the Wilson Advising Center Staff to review my grades and attendation honor the terms of this agreement. I am aware that some of my demographic and perhelp evaluate and strengthen the effectiveness of the Restart@state Program. I unders be through my official A-State student email account as listed above on this form minimum of once a week for information and updates regarding this Program and my co

Student Signature	
	₾
	Unsigned signature field (Click to sign)
Mileon Advising Contex	Unsigned signature field (Click to sign)

Wilson Advising Center

2. Then you will select the Digital ID Signature to use and select Continue.

Sign wit	h a Digital ID	×
Choose th	e Digital ID that you want to use for signing:	Refresh
•	Zachary D. Singleton (Digital ID file) Issued by: Zachary D. Singleten, Expires: 2027.01.28	View Details
0 L	Zachary Duane Singleton (Digital ID file) Issued by: Zachary Duane Singleton, Expires: 2026.09.09	View Details

