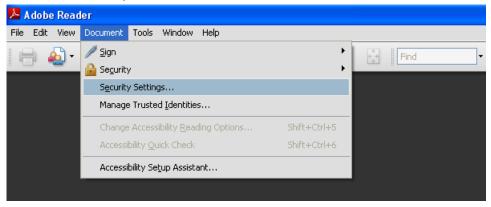
Setting up a digital signature in Adobe Reader or Adobe Acrobat

A digital signature is an electronic version of a hand written signature. In order to be able to electronically sign documents, you must first set up a digital ID. Once you complete the digital ID set up process, you are ready to begin signing documents electronically. The exact language used varies slightly for each Adobe version, but the basic set up process is as follows:

1. There are two ways to begin the digital ID set-up process:

A. If you have a document that you want to sign, click in the appropriate signature field, then proceed to step 3 (click yes or ok, if prompted prior to reaching step 3)

 B. If you want to set up a digital signature independent of a specific document: Choose Document > Security Settings (Choose Advanced > Security Settings for earlier Adobe versions)



2. Select Digital IDs on the left and then click the Add ID button

Security Settings						
Digital IDs     Roaming ID Accounts     District ID Files	Add ID	🥖 Usage Options 👻	Certificate Details	Free Export	<b>C</b> Refresh Storage Mecha	inism (
<ul> <li>Digital ID Files</li> <li>Windows Digital IDs</li> <li>PKCS#11 Modules and <sup>1</sup></li> </ul>						
Directory Servers Time Stamp Servers						
	<			1		
	Manage	My Digital IDs				

This is a list of the digital IDs that are available for your use on this computer. Digits

 Select Create a new Digital ID (exact wording varies for each Adobe version, could say "Create A Self-Signed Digital ID for use with Acrobat" or "A New Digital Signature I Want To Create Now"), and click Next

Add Digital ID	×
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:	
OMy existing digital ID from:	
A file	
○ A roaming digital ID stored on a server	
○ A device connected to this computer	
A new digital ID I want to create now	
Cancel Sack Next >	)

4. Specify Where to store the digital ID – Select New PKCS#12 (PKCS#12 is more secure since it requires you to enter your password each time you digitally sign a document), 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 >	כ		

5. Type your personal information (name, organization unit, organization name and email address) - leave the settings as they are, leave the Enable Unicode Support box blank, and click Next

Add Digital ID	× • • • • • • • • • • • • • • • • • • •
Enter your identity inform	nation to be used when generating the self-signed certificate.
Name (e.g. John Smith):	Amber Blakeslee
Organizational Unit:	Budget Office
Organization Name:	Humboldt State Universi
Email Address:	alb91@humboldt.edu
Country/Region:	US - UNITED STATES
📃 Enable Unicode Suppo	rt
Key Algorithm:	1024-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption
Cancel	< Back Next >

6. Enter a file location and password for your new ID file – either use the default file location or enter a different location if you prefer, create and enter password into both password fields, then click Finish

ld Digital ID	$\mathbf{X}$
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:	
s and Settings\alb91\Application Data\Adobe\Acrobat\9.0\Security\AmberBlakeslee.pfx Browse	
Password:	
Confirm Password:	
*****	
Cancel Sack Finish	