Creating a Digital ID Signature: Adobe PDF



2. After clicking on the signature line a 'Pop-up' window will appear. Select "A new digital ID I want to create now. Click 'Next'.

Digital ID	
I want to sign this document using:	
My existing digital ID from:	
④ A file	
A roaming digital ID accessed via a server	
A device connected to this computer	
• A new digital ID I want to create now	

3. Choose how you would like to store your 'Digital ID' file. The most common selection is 'New PKCS#12 Digital ID File. Click 'Next'.



4. Complete the fields highlighted in red on the screen-shot below. Note that the fields 'Name' and 'Email Address' are mandatory. Click 'Next'.

Na <u>m</u> e (e.g. John Smith):	Your Name
Organizational <u>U</u> nit:	Name of Department
Organization Name:	Name of University
<u>E</u> mail Address:	YName@emailaddress.com
<u>Country/Region:</u>	US - UNITED STATES
Key Algorithm:	1024-bit RSA
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption

5. Choose a location on your computer where you would like to save the 'Digital ID' (Note: it is recommended that you use the default file location). Next, set a 'Password' for the 'Digital ID'. Click Next.

Add Digital ID	X
Enter a file location and password for your new digital ID file. You will you use the digital ID to sign or decrypt documents. You should make so that you can copy this file for backup or other purposes. You can la file using the Security Settings dialog.	need the password when a note of the file location ter change options for this
File Name:	
ers\isunshare\AppData\Roaming\Adobe\Acrobat\11.0\Security\isuns	share.pfx Browse
Password: ******* Medium Confirm Password:	
Cancel	< Back Finish

6. Select your 'Digital ID' from the 'Sign As:' drop-down menu and type in your 'Password'. Click 'Sign'.

Sign As:	Your Name (You	ur Name) 202	22.08.04	•
ssued by: Your Name			More Deta	ils
Appearance	e: Standard Text	•		
Voi	ir (Digitall	y signed	
100		by You	r Name	
N.L		D · O	047 00	0.4
Na	me /	Date: 2 16:19:4	16 -06'00)'
Click Review may affect	w to see if documen	Date: 2 16:19:4	Review.)'
Click Review may affect	w to see if documen signing	Date: 2 16:19:4 It content	017.08.0 16 -06'00 Review.	

7. The PDF File 'Save' 'Pop-up' window will appear. Type a name for the signed PDF file. Click 'Save'.



8. Within the 'Signature Line' on the PDF you will see a blue panel of text indicating the PDF have been signed by your 'Digital ID'.

