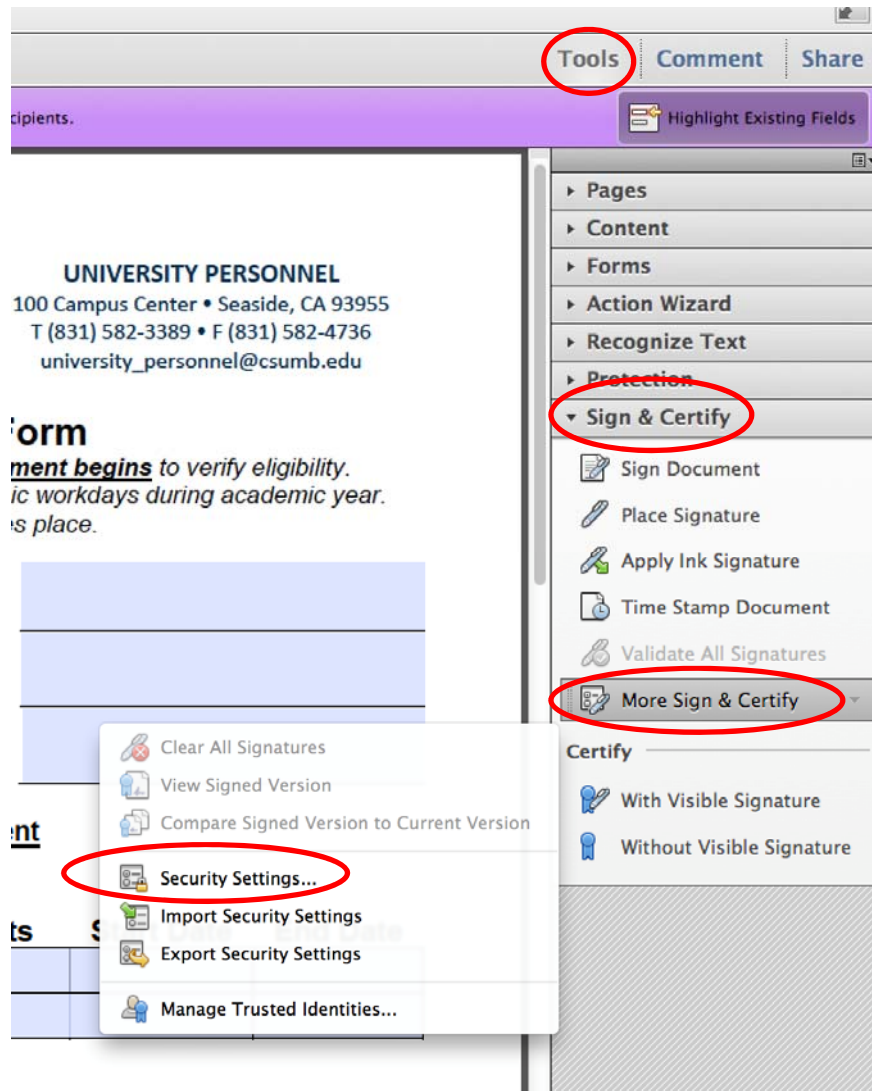


Digital Signatures in Adobe Acrobat X Pro

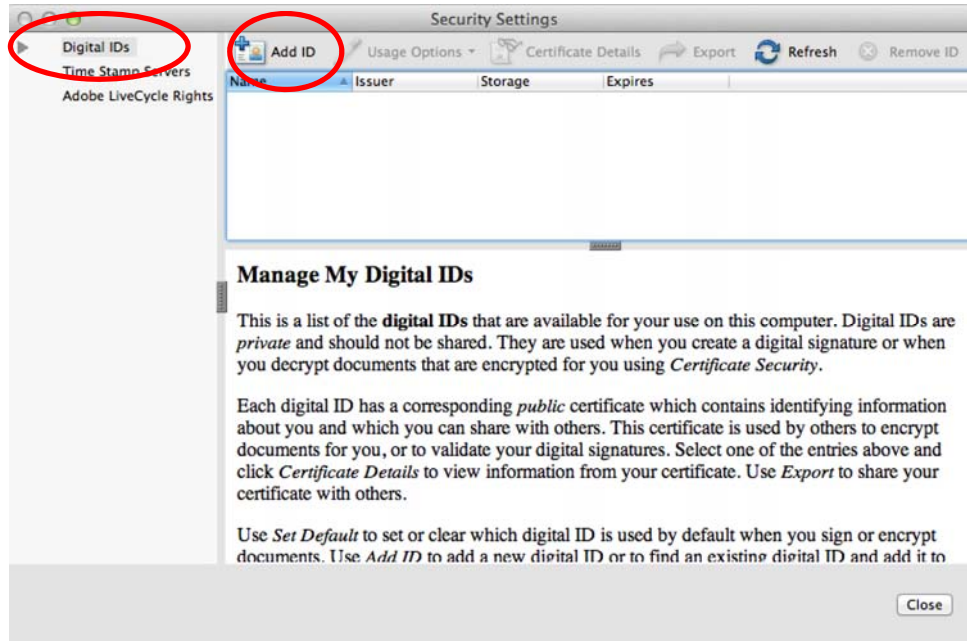
Setting Up a Digital Signature

1. Open Adobe Acrobat X Pro.
2. Click on the Tools menu in the upper right corner.
3. Click on "Sign & Certify."
4. Click on "More Sign & Certify."
5. Click on "Security Settings." This will open a dialogue box title "Security Settings."

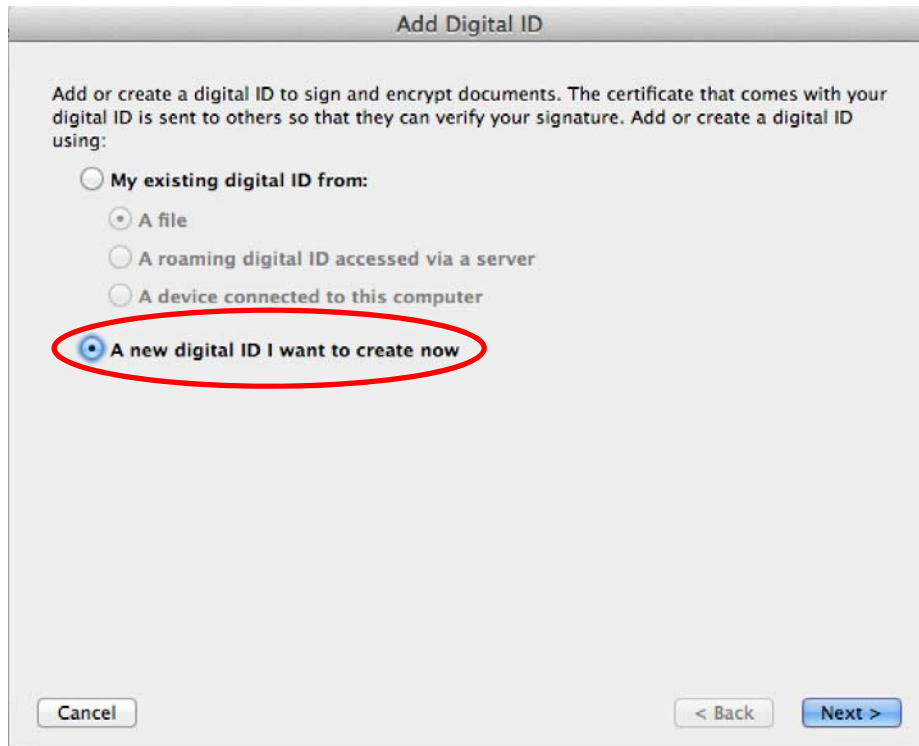


Digital Signatures in Adobe Acrobat X Pro

6. In the dialogue box, on the left side bar, click “Digital IDs.”
7. Click the “Add ID” button at the top of the screen. This will open a new dialogue box.



8. Select “A new digital ID I want to create now” and click “Next.”



Digital Signatures in Adobe Acrobat X Pro

9. Complete the requested information.
10. For Key Algorithm, select "1024-bit RSA."
11. For Use digital ID for, select "Digital Signatures and Data Encryption."
12. Click "Next."

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

13. Choose where you would like to store your password settings.
14. Create a password for your signature.

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:

Password:

Not Rated

Confirm Password:

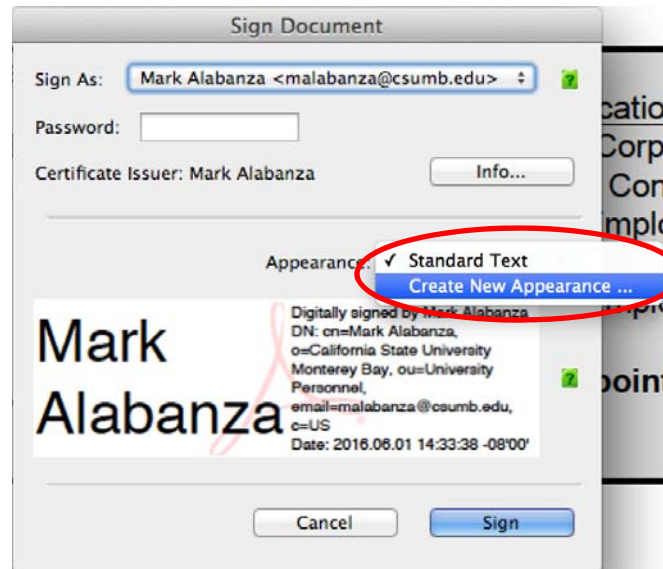
15. Select "Finish" and close the Security Settings dialogue box.

Digital Signatures in Adobe Acrobat X Pro

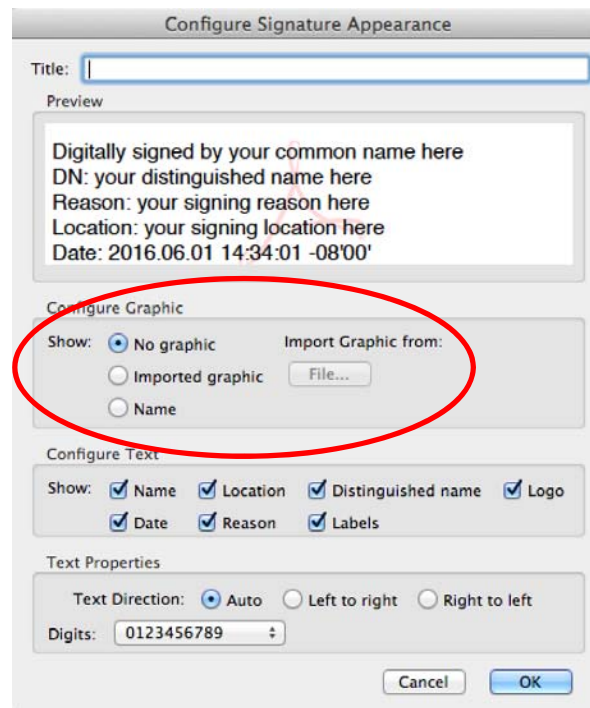
Customizing a Digital Signature

You can customize what information is shown and how your name is displayed in your signature. You will need a PDF with a signature field to customize your signature.

1. Open an Adobe document with a signature field and click on the Signature Field. This will open a “Sign Document” dialogue box.
2. In the “Appearance” drop down menu, select “Create New Appearance.”

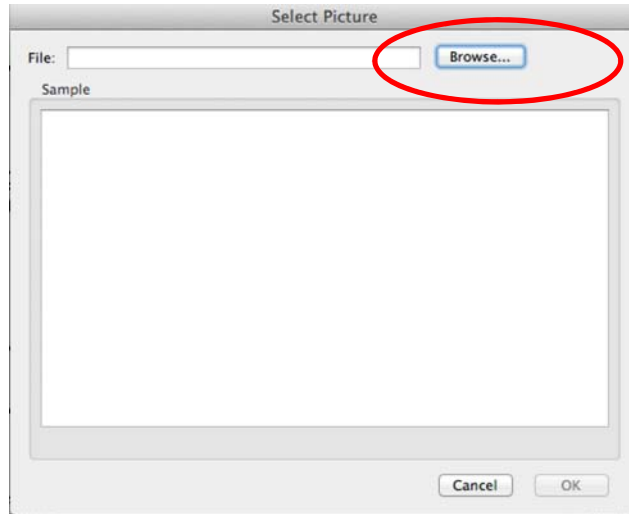


3. Configure Graphics allows you to include graphics such as logos, pictures, or even handwritten signatures. (If you would like a handwritten signature, you must have a previously scanned image of your signature saved to your computer.) In the “Configure Signature Appearance” dialogue box, select “Imported Graphic” and click “File”.

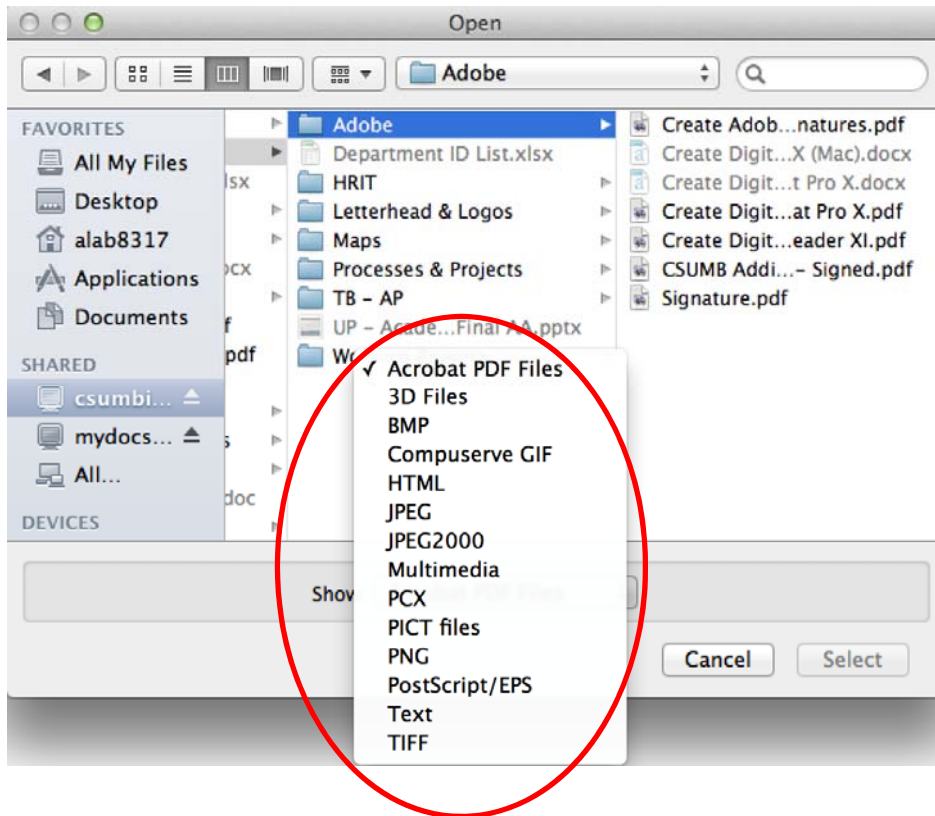


Digital Signatures in Adobe Acrobat X Pro

4. Click on "Browse" and find the file you would like to use for the graphic. Highlight the file and click on "Select."

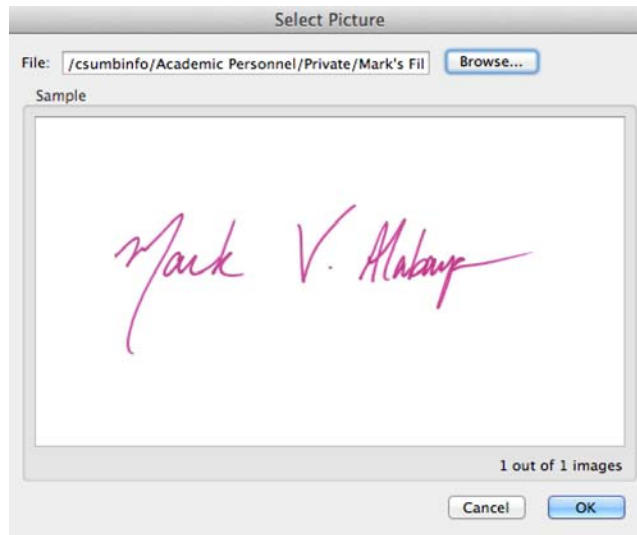


Note: Adobe automatically restricts file searches to .pdf. If your file is not in .pdf, use the dropdown menu to select the format of your file.

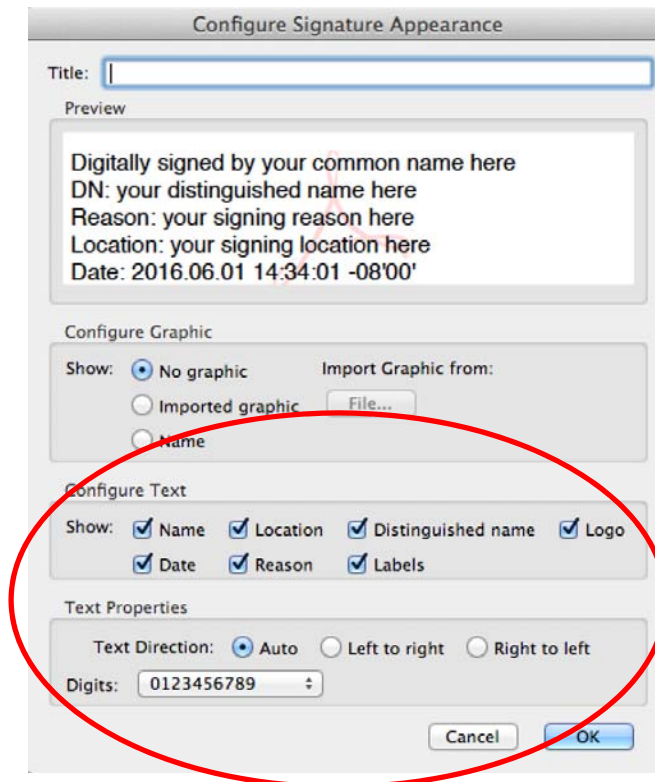


Digital Signatures in Adobe Acrobat X Pro

5. The image should populate in another dialogue box. Click “OK” to continue.



6. Using the “Configure Text” options, you can customize how your digital signature will appear. The “Text Properties” allows you to customize the direction of the text as well as how digits will appear.

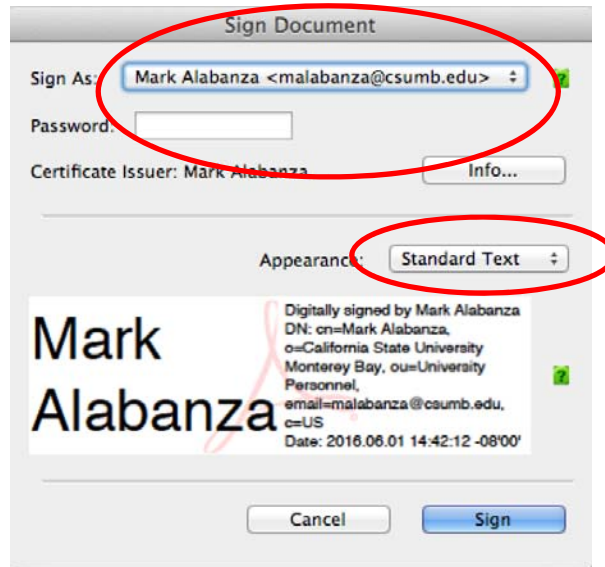


7. After selecting a graphic and the options you would like to display on your signature, click “OK” to save the new signature.

Digital Signatures in Adobe Acrobat X Pro

Signing a document

1. Click on the signature field and the “Sign Document” dialogue box will open.
2. Select your digital ID from the “Sign As” Drop down menu, enter your signature password, and select the type of appearance for your signature.



3. Click “Sign.”
4. Once you click “Sign”, Adobe will automatically prompt you to save your document. For your digital signature to take effect, you MUST save the file. You can save the file under the original file name and replace the unsigned version or choose a new file name to have both signed and unsigned versions of the document.
5. Your document has now been electronically signed.

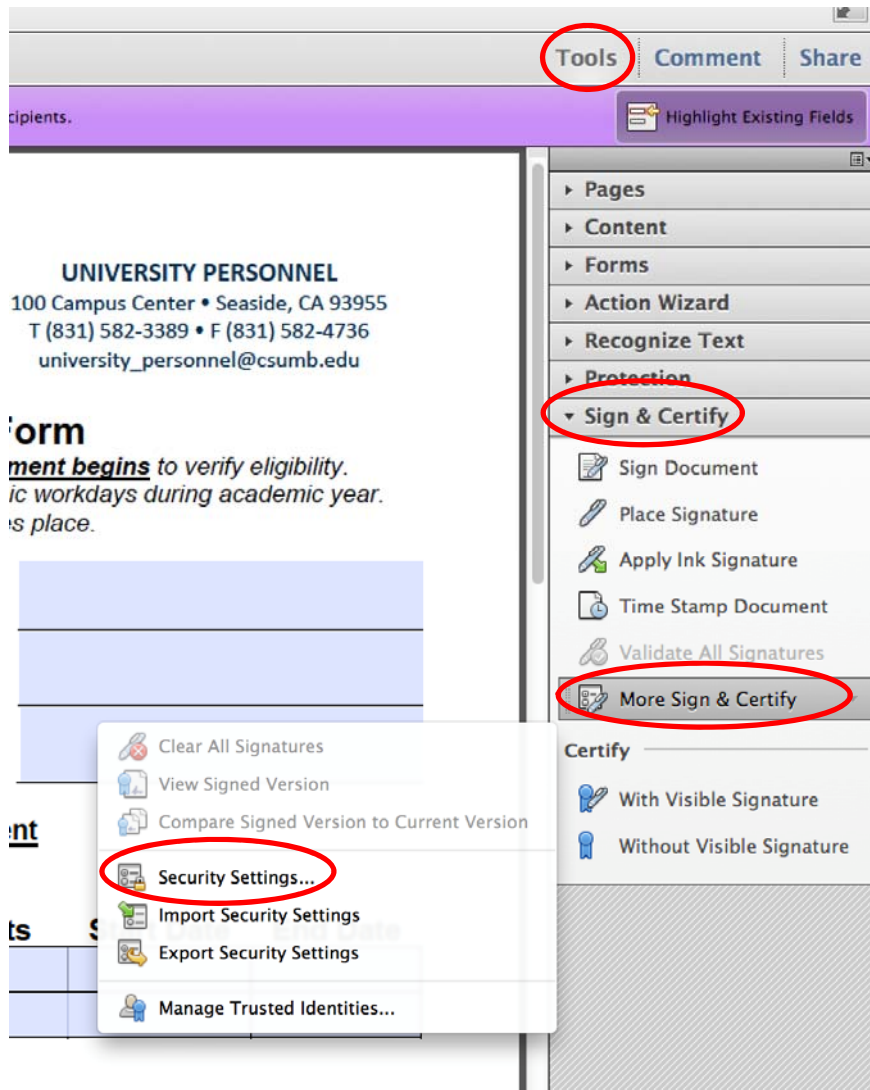


Digital Signatures in Adobe Acrobat X Pro

Sending Your Digital ID

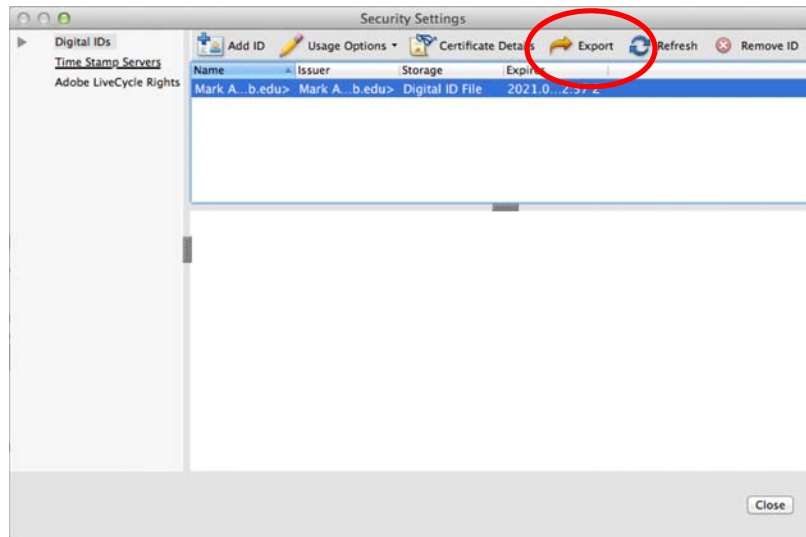
Once you have digitally signed your document, the receiver will need your digital ID to verify the signature.

1. Open Adobe Acrobat X Pro.
2. Click on the Tools menu in the upper right corner.
3. Click on "Sign & Certify."
4. Click on "More Sign & Certify."
5. Click on "Security Settings". This will open a dialogue box title "Security Settings."

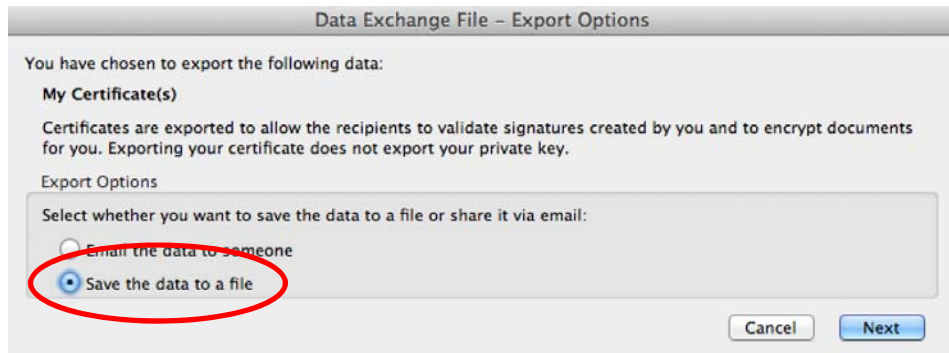


Digital Signatures in Adobe Acrobat X Pro

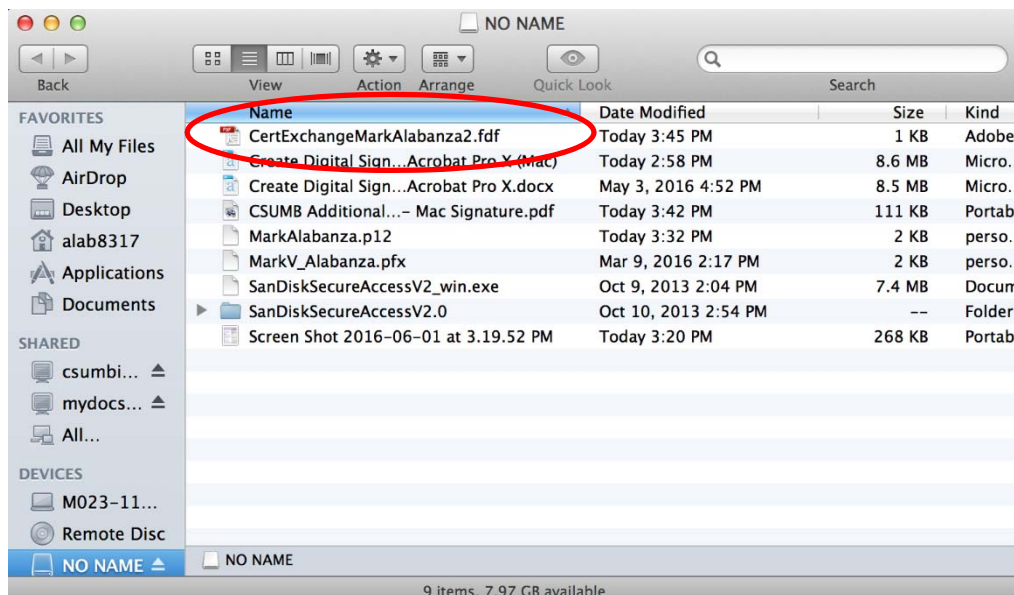
6. In the “Security Settings” dialogue box, highlight your digital ID and click on “Export” at the top of the box.



7. Unless you have Adobe connected to your email, select “Save the Data to a File” to save the file in a location you will be able to easily find and click “Next.”



8. Email the file as an attachment to the person who needs to verify your signature.

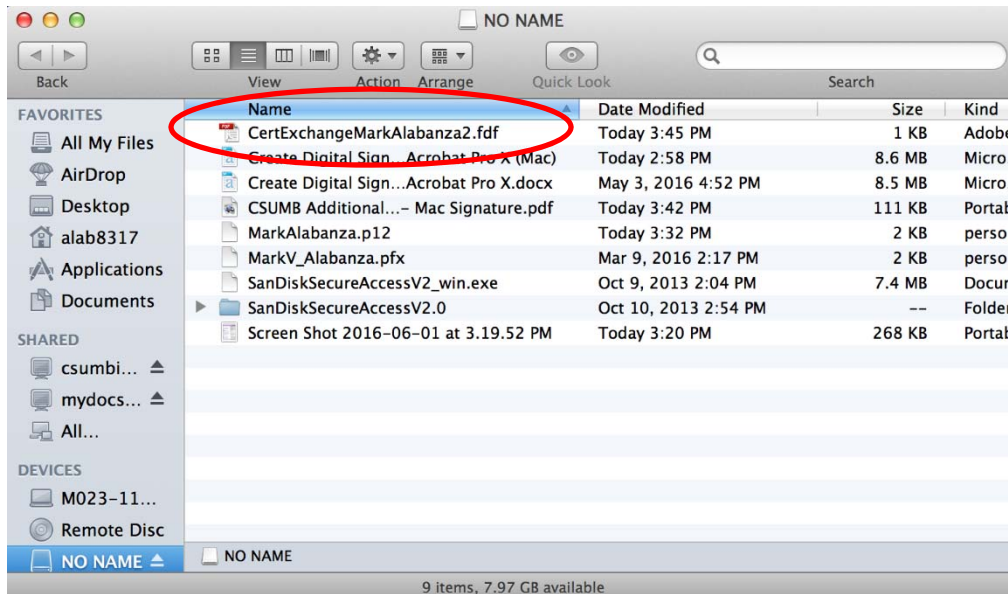


Digital Signatures in Adobe Acrobat X Pro

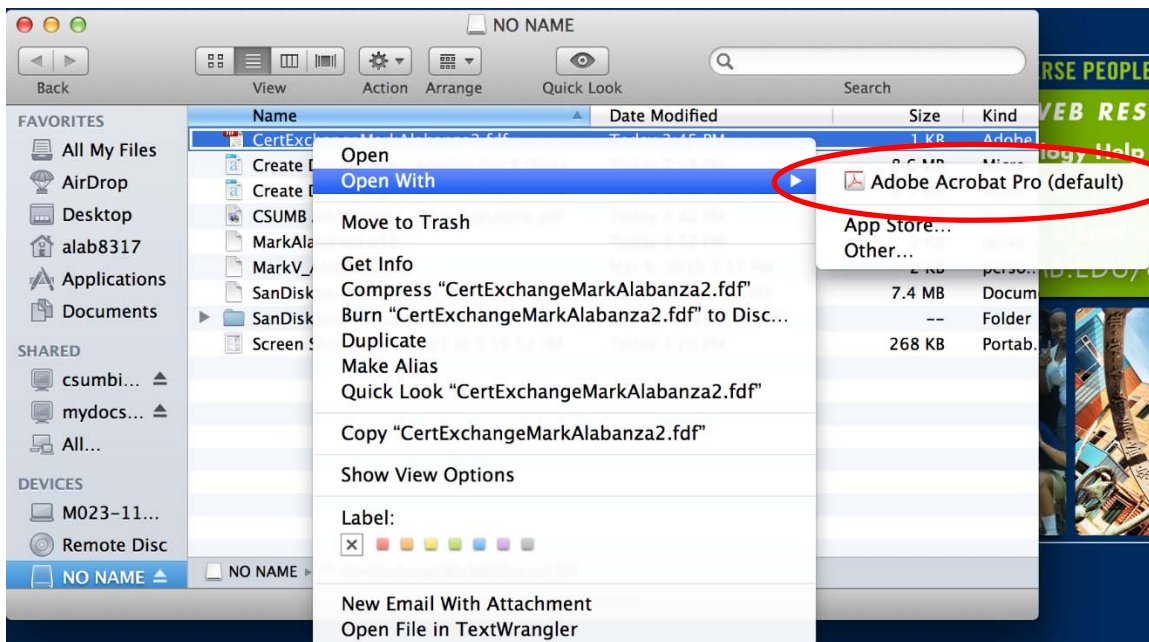
Importing a Digital ID

If you have a document that has been digitally signed and you need to verify the signature, the person who signed the document will need to send you their digital ID (see above instructions). Once you have received their digital ID, you will need to import it.

1. Download the attachment from the email and locate it on your computer.

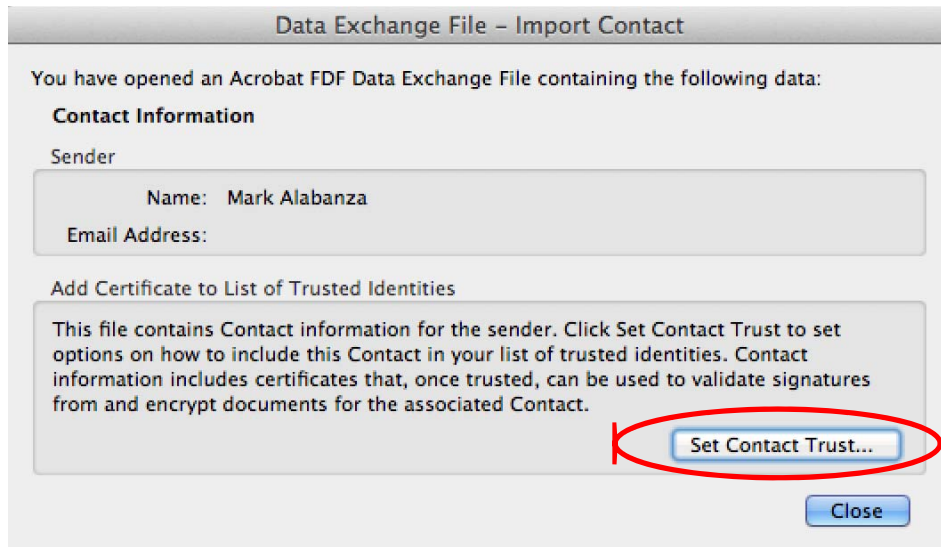


2. Open the file in Adobe Acrobat Pro (if it is not already set as the default program).

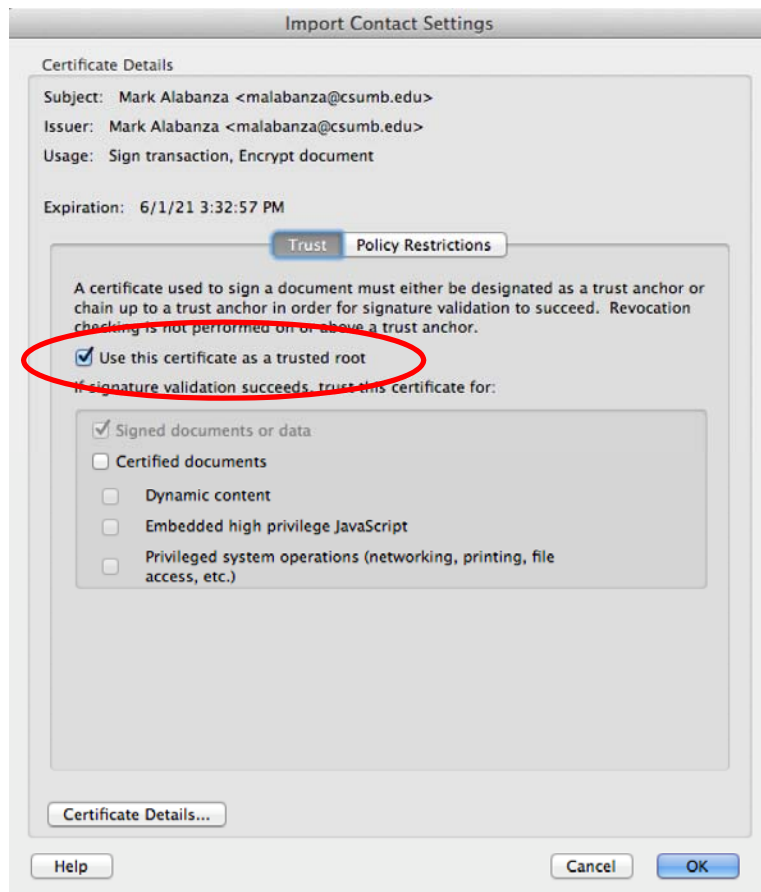


Digital Signatures in Adobe Acrobat X Pro

3. This will open the “Data Exchange File – Import Contact” dialogue box. Select “Set Contact Trust.”

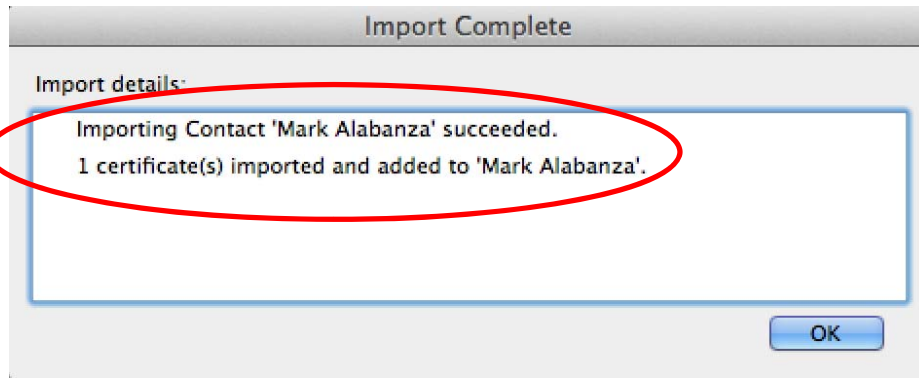


4. Check the box next to “Use this certificate as a trusted root.”
5. Click “OK.”

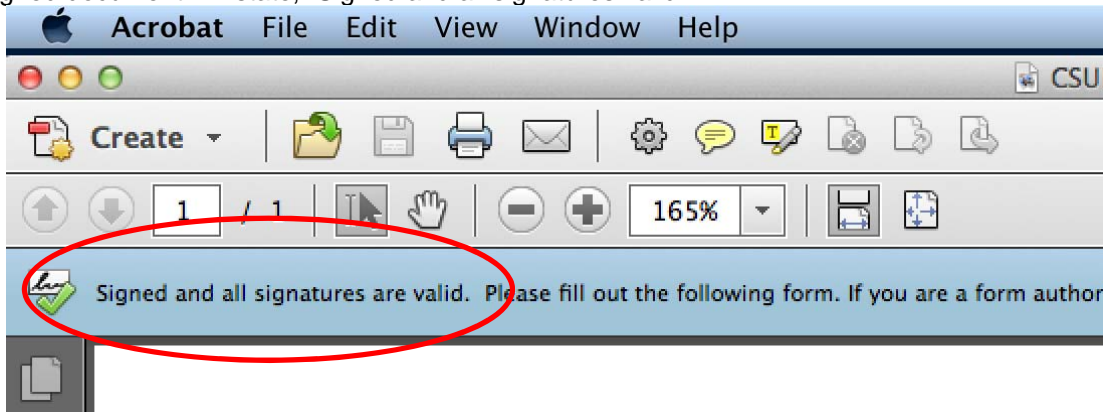


Digital Signatures in Adobe Acrobat X Pro

6. A dialogue box will come up to let you know that the import was successful.



7. Click "OK" to complete the import.
8. If completed correctly, when you open the document with the signature, the message at the top of the signed document will state, "Signed and all signatures valid."



9. If you do not have this message, then you have not validated one or more signatures on the form.

