Career Path Services

How To Create A Digital Signature And Sign A Document With Adobe Reader DC

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How To Create A Digital Signature In Adobe Reader DC

(1) Open Acrobat Reader DC and navigate to the Preferences menu as shown below

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(2) Choose 'Signatures' from the 'Categories:' menu on the left. Next to the 'Identities & Trusted Certificates', click 'More..'

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(3) Click 'Add ID' as show below.

Security Settings	👔 Add ID 🎾 Usage Options + 🎲 Certificate Details 🎺 Export 🛛 🗗 R	fresh 👔 Remove ID
Directory Servers Time Stamp Servers Adobe LiveCycle Rights	Name Issuer Storage M Jerry Higbee <jhigbee@careerpath <jhigbee@careerpat="" digital="" f<="" higbee="" id="" jerry="" td=""><th>ichanism Expires 2017/01.26 15:26:51 Z</th></jhigbee@careerpath>	ichanism Expires 2017/01.26 15:26:51 Z
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	Vali Intended us	I to: 2017/01/26 07:26:51 -08'00' age: Sign transaction, Encrypt document

(4) Select 'A new digital ID I want to create now. Click Next.

Security Settings		8
Digital IDs Directory Servers	Land ID / Usage Options • The Certificate Details 🚧 Export 🔁 Refresh 🏢 Remove ID	
Time Stamp Servers Adobe LiveCycle Rights I	Name issuer storage Mechanism Expires Jerry Higbee <jhigbee@careerpath 15:26:51="" 2017.01.26="" <jhigbee@careerpat="" digital="" file="" higbee="" id="" jerry="" th="" z<=""><th></th></jhigbee@careerpath>	
	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: My existing digital ID from: Valid t Intended usag Cancel Cancel Mdevice connected to this computer Cancel Cancel Mathematical Cancel Cancel Mdevice Cancel Cancel Mdevice Cancel Cancel Mdevice Cancel Cancel Mdevice Cancel Cancel Mdevice Cancel Cancel Mdevice Cancel Mdevice	
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(5) Ensure 'New PKCS#12 digital ID file is selected. Click Next.

dd Digital ID	
Where would you like to store your s	elf-signed digital ID?
New PKCS#12 digital ID file	
Creates a new password protect This common digital ID file form including major web browsers.	ted digital ID file that uses the standard PKCS#12 format. nat is supported by most security software applications, PKCS#12 files have a .pfx or .p12 file extension.
O Windows Certificate Store	
Your digital ID will be stored in to other Windows applications.	the Windows Certificate Store where it will also be available The digital ID will be protected by your Windows login.
Cancel	< Back Next >

(6) Fill out the highlighted portions of the window below using the instructions provided in red. Do not change *Country/Region, Key Algorithm*, or *Use digital ID for.* Click Next.

Enter your identity inform	nation to be used when	generating the self-signed certificate.
Name (e.g. John Smith):	Your Name	Enter your first and last name.
Organizational Unit:	Your Agency	e.g. WorkSource, Admin Team, etc.
Organization Name:	Career Path Services	Enter the company you work for.
Email Address:	Your Email	Enter your email address
Country/Region:	US - UNITED STATES	
Enable Unicode Suppo	ort	
Key Algorithm:	1024-bit RSA	
Use digital ID for:	Digital Signatures and	d Data Encryption
Cancel		< Back Next >

(7) Choose a password for your digital signature. If you forget this password, you will have to create a new digital signature. There is no password recovery mechanism when you lose the password for your digital signature. Click Finish.

d Digital ID	X
Enter a file location and password for your new you use the digital ID to sign or decrypt docum so that you can copy this file for backup or othe file using the Security Settings dialog.	digital ID file. You will need the password when ents. You should make a note of the file location er purposes. You can later change options for this
File Name:	
\Users\jhigbee\AppData\Roaming\Adobe\Acro	obat\10.0\Security\JohnDoe.pfx Browse
Password:	
Confirm Password:	
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(8) View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms. The next section of this How-To covers signing documents with Adobe Reader DC.

Security Settings	AND REAL PROPERTY OF A DESCRIPTION OF A		
E Digital IDs	Add ID 🖉 Usage Options 🔹 🎇 Certificate Details 🔿 Export 🔐 Refre	sh 🟦 Remove ID	Int
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	Valid	to: 2017/01/26 07:40:09 -08'00'	or
	Intended usag	e: Sign transaction, Encrypt document	E CONTRACTOR OF CONTRACTOR OFO
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Sign An Adobe Document With Your Digital Signature

In an Adobe document, click the signature field (shown as '1' in the picture). If this is the first time you are signing a document with your digital signature, you may see the 'Add Digital ID' window below. Ensure 'My existing digital ID from -> A file' is selected (2) and then click 'Next' (3).

🔁 Incident Report Form.pdf - Adobe Reader		- 1	0 0
File Edit View Window Help			
🔁 🧶 🖉 💾 🖶 🖂 📄 🖲 1 / 2 0	• • 1005 • 🖶 🔛 🔗 🤪 🛃	Tools Sign	Comment Exter
Please fill out the following form. You can save data typed int	this form.		Highlight Existing I
8	Please describe the incident step-by-step:		
	(Attach additional sheet		
Ø	Add Digital ID		
ζα.	How could this incident 2 (name to sign this document using have been prevented? 2		
	Did bodily injury occur No (If no, and Araming digital ID accessed via a server during this incident? Yes (List Ing		
	Was emergency first aid rendered? A new digital ID I want to create now		
	Was an ambulance/physician called?		
	Did you see a doctor about this injury/illness?		
	Did a loss of work time occur?		
	Date: Jan 26, 2012 Hot Cancel	Next >	
	Certification - I certify the above information is true and correct to my knowledge.		
	1 re: Date: Jun 26, 2012		
	Incident requires a follow-up 15 days from today's date:	quire follow-up.	
	Send Complete Forms To: • Original - Location Safety Officer • Copy/Fax - Juanita Gray, Spokane Office, 509.	323.1244	
	Incident Report Follow Up Form		
	To be completed within 15 days of completing the Incident Report Form	CAREER PATH SERVICES	
	I am following up on atan: I thirty/Illness CNon-Injury Property Damage Theft	CPS Report	

(2) To continue adding your digital ID and make it available to use for signatures, locate the digital signature file you created earlier (1) and select the file (2). Click 'Open' (3). Enter the password you created for your file, and then click 'Next' (4).





(3) View that your digital signature has been added to the list of signatures that can be used for signing and encryption. Click Finish.

encryption:	IDs will be added to your list of	digital IDs that you can use for signing o
Name	Issuer	Expires
John Doe	John Doe	2017.01.26 15:40:09 Z

(4) To sign the Adobe document, enter the password you originally created for your signature. If you cannot remember your password, you will have to create a new digital signature. There is no password recovery mechanism for digital signatures. Click Sign.



(5) Optionally rename the file you are signing. Click Save, whether or not you rename the file , to ensure the digital signature is saved to your document.

Save in:	🍌 jhigbee 👻 👻	G 🦻 📂 🖽 -	
æ	Name	Date modified	Туре
-	📙 CPS	11/3/2011 1:01 PM	File fol
Recent Places	🌽 Miscellaneous	11/28/2011 7:12 AM	File fol
	Prior to Deployment	10/24/2011 3:14 PM	File fol
6	🍌 Reports	11/2/2011 9:50 AM	File fol
Desktop	🐌 Web Backups	11/28/2011 1:02 PM	File fol
	길 Web Documents	10/25/2011 7:56 AM	File fol
10 00	🔁 Cell Phone Reimburse - NOV-DEC 2011	12/28/2011 11:29	Adobe
Libraries	DDD Incident Report Form	1/25/2012 10:05 AM	Adobe
	Home Internet Reimburse - NOV-DEC 2011	12/28/2011 11:32	Adobe
	🔁 Incident Report Form	1/26/2012 7:47 AM	Adobe
Computer	🔁 JH Sick Leave Request - 31 JAN 2012	1/4/2012 5:18 PM	Adobe
-	T NET PY11 AMEX Voucher	11/23/2011 1:34 PM	Adobe
	Designer PY11 AMEX Voucher	11/23/2011 1:33 PM	Adobe 1
Network	•		•
	File name: Incident Report Form	-	Save
	Save as type: Adobe PDF Files (* odf)		Cancel

(6) Note the bluish gray bar at the top of the window indicating the validity of the digital signatures.You will also see that your signature has been added to the document.

1 Incident Report Form Sample.pdf - Adobe Reader		- 0
File Edit View Window Help		Tools Sign Comment Extended
Signed and all signatures are valid. Please fill out the following form	You can save data typed into this form.	Signature Panel Fighlight Existing Fields
	Please describe the incident step by step: // Attach additional sheet if needed)	

Note: It is worth noting that signing a document often has the effect of locking some or all of the fields in the document from being edited. The reason for locking some or all of the fields is to ensure the document is not modified by someone else after a form has been signed by a particular user.

Congratulations - you are finished!