

Adobe PDF Digital ID Signature

Adobe Acrobat Reader DC is the most recent version of free software and can be downloaded at <https://get.adobe.com/reader/> if you do not already have licensed software on your device. For further system requirements please visit <https://helpx.adobe.com/reader/system-requirements.html> as it will not work on all operating systems.

*Please note that McAfee security software is automatically selected in addition to a Chrome extension. If you do not wish to download this additional software uncheck the three boxes on the left.

The screenshot shows the Adobe Acrobat Reader DC download page. On the left, under 'OPTIONAL OFFERS', there are three checkboxes: 'McAfee Security Scan Plus utility', 'McAfee Safe Connect', and 'Install the Acrobat Reader Chrome Extension'. Below this is the 'GET MORE OUT OF ADOBE' section with a checkbox for 'Install the Acrobat Reader Chrome Extension'. On the right, there are two product cards. The top card is for 'Adobe Acrobat Reader DC' (315.44 MB) with a 'Download Acrobat Reader' button. The bottom card is for 'Adobe Acrobat Pro DC' (921.44 MB) with a 'Download Acrobat Pro Trial' button. Both cards include a disclaimer about terms and conditions.

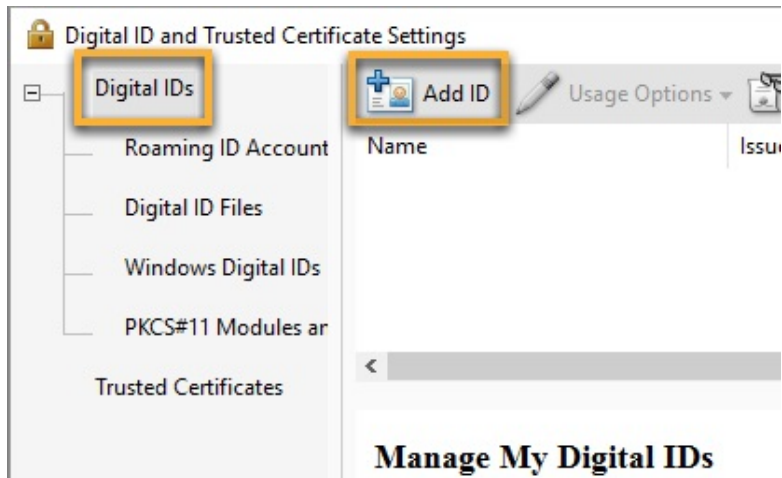
Most organizations require the use of a digital signature (which is called a Digital ID using the Certificates tool in Adobe). Please note that this is not the same as the Fill and Sign option, which is unacceptable. All the below instructions are for Adobe Acrobat Reader DC software users.

- Creating an Adobe Digital ID (PC)
- Creating an Adobe Digital ID (Mac)
- Signing a PDF without an existing signature flag
- Signing a PDF with an existing signature flag

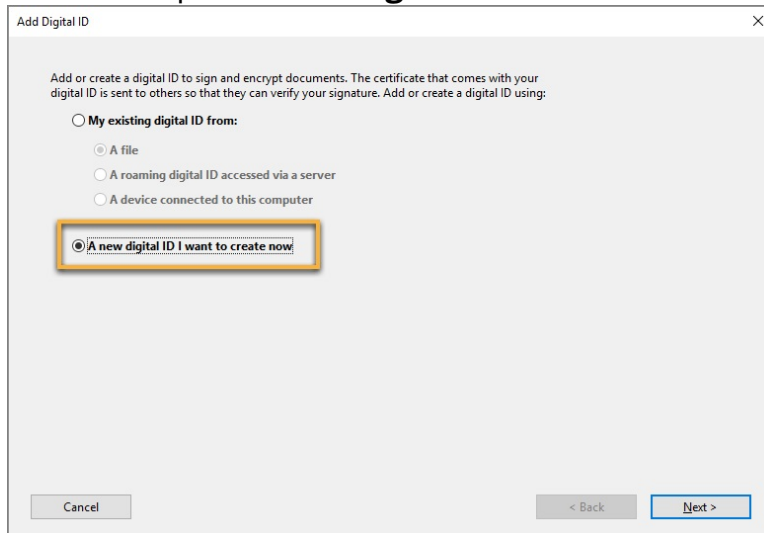
CREATING AN ADOBE DIGITAL ID (PC)

1. In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.

3. Select **Digital IDs** on the left, and then click the icon below to add an ID



4. Select the option **A new digital ID I want to create now**, and click **Next**.



- Specify where to store the digital ID as the default (**New PKCS**) 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 >

- On the next screen type your: Name, Organization Unit (History), and Organizational Name (Dartmouth College), and email address, and click **Next**. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

Add Digital ID

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

Name (e.g. John Smith): John Doe

Organizational Unit: Sales

Organization Name: Sales and Marketing Inc.

Email Address: doe@salesandmarketinginc.com

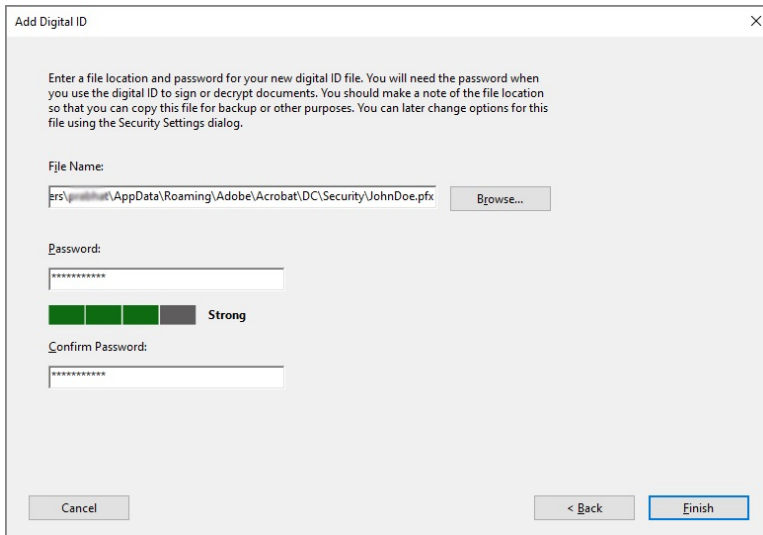
Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

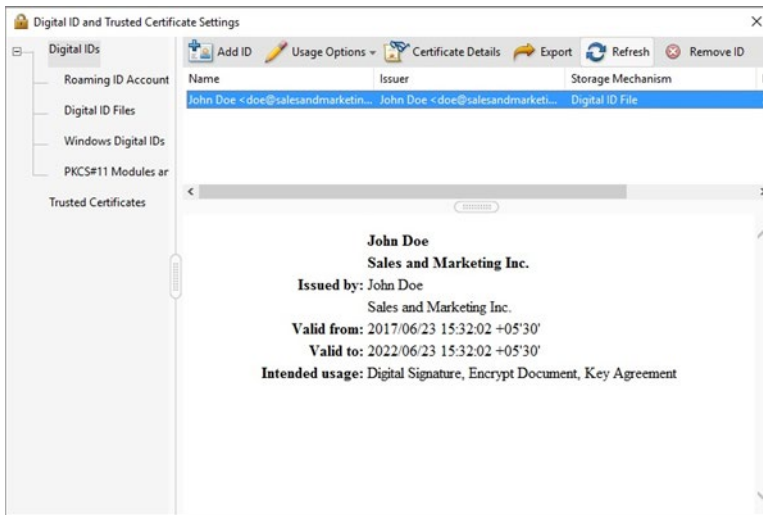
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- Specify where you would like the File saved if other than the default location and type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password. Click **Finish**.



8. Congratulations! Your Digital ID is created.



Check out Adobe's [Managing Digital IDs](#) for more information.

CREATING AN ADOBE DIGITAL ID (MAC)

1. Please read the below disclosure before getting started because Adobe is not the default PDF software on Mac devices.

Open the PDF file with the right application.

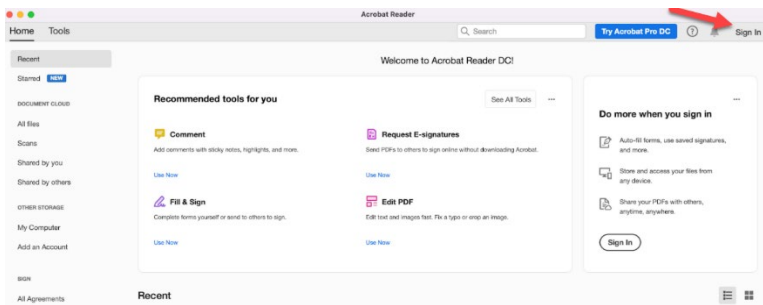
On a Mac, you can read PDFs in three simple steps:

1. Select the PDF and click File, then Get Info.
2. Choose the application you want to use to view the PDF.
3. Click Open.

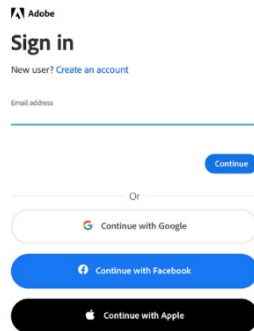
On Mac computers, the default application for viewing PDFs is Preview. While this might allow you to read PDFs on a Mac, you'll only be able to view it and won't have access to any of the dynamic or interactive elements.

If you want to edit, use dropdown menus, or sign PDFs, it's best to open the file with software designed for PDFs, like Adobe Acrobat.

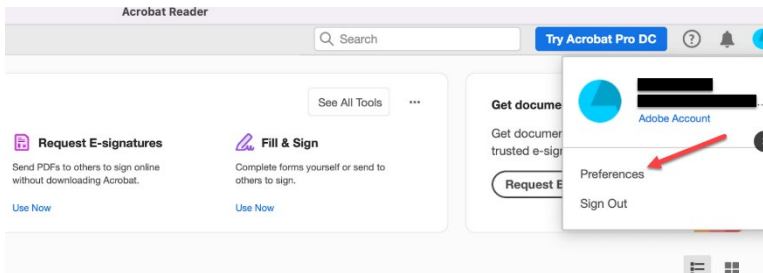
2. Once you have opened a PDF using Adobe Acrobat Reader DC make sure that you are signed in (top right corner).



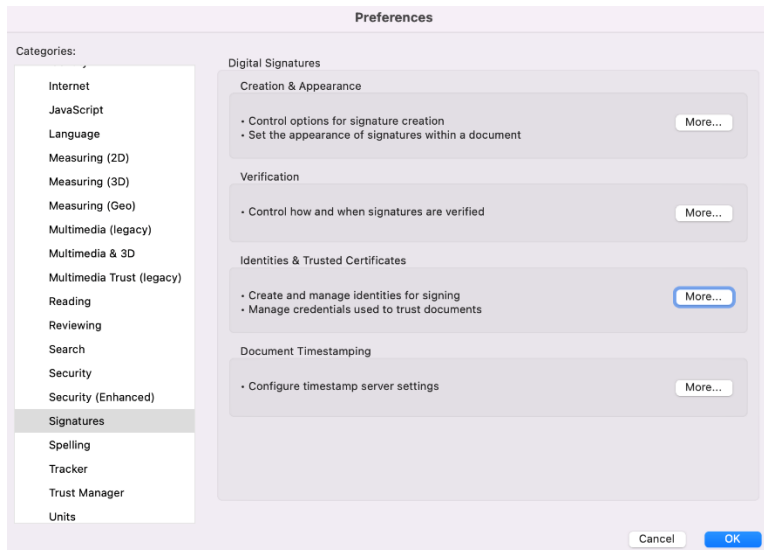
3. This will prompt you to either **Sign In** using an existing account or **Create an account**.



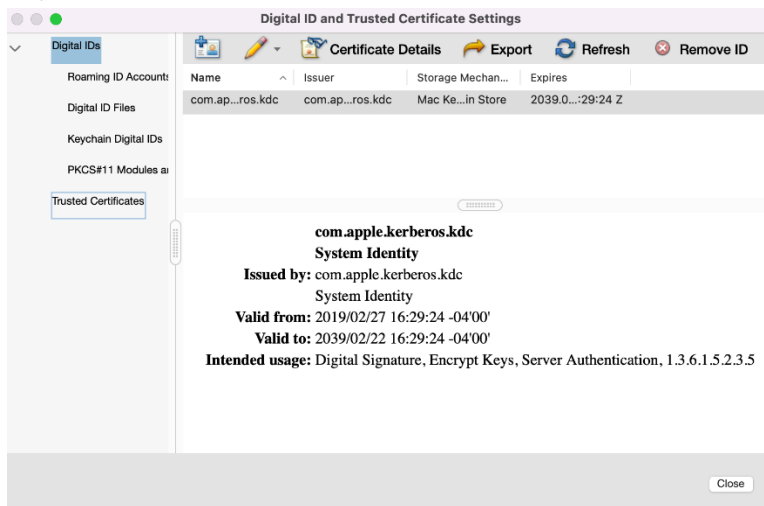
4. Once logged in access **Preferences** by clicking on the blue circle in the top right corner.



5. In the **Preferences** menu select **Signatures** and then click **More** under **Identities & Trusted Certificates**.



6. Within **Digital IDs** click the icon (typical ID card with + sign) below for adding an ID.



7. Select the option **A new digital ID 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:

My existing digital ID from:

- 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

8. On the next screen type your: Name, Organization Unit (History), and Organizational Name (Dartmouth College), and email address, and click **Next**. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

Add Digital ID

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:

Key Algorithm:

Use digital ID for:

9. Specify where you would like the File saved if other than the default location and type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password. Click **Finish**.

Add Digital ID

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:

10. Congratulations! Your Digital ID is created.

The screenshot shows the 'Digital ID and Trusted Certificate Settings' window. On the left, there is a sidebar with categories: Digital IDs, Roaming ID Account, Digital ID Files, Keychain Digital IDs, PKCS#11 Modules, and Trusted Certificates. The main area displays a table of Digital IDs:

Name	Issuer	Storage Mechan...	Expires
com.ap...ros.kdc	com.ap...ros.kdc	Mac Ke...in Store	2039.0...:29:24 Z
John D...th.edu>	John D...th.edu>	Digital ID File	2027.0...:11:40 Z

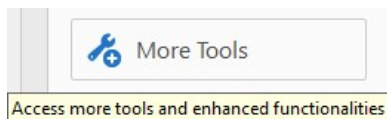
Below the table, the details for the selected Digital ID are shown:

John Doe
Dartmouth College
 Issued by: John Doe
 Dartmouth College
Valid from: 2022/03/22 20:11:40 -04'00'
Valid to: 2027/03/22 20:11:40 -04'00'
Intended usage: Digital Signature, Encrypt Document, Key Agreement

Check out Adobe's [Managing Digital IDs](#) for more information.

SIGNING A PDF WITHOUT AN EXISTING SIGNATURE FLAG

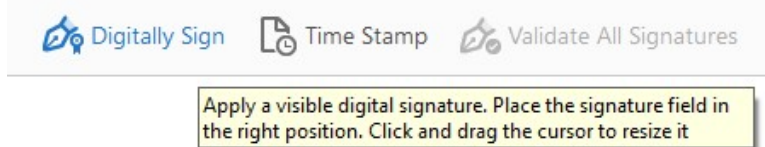
1. Open the form that you need to provide your digital signature.
2. Click **More Tools** from the menu on the right.



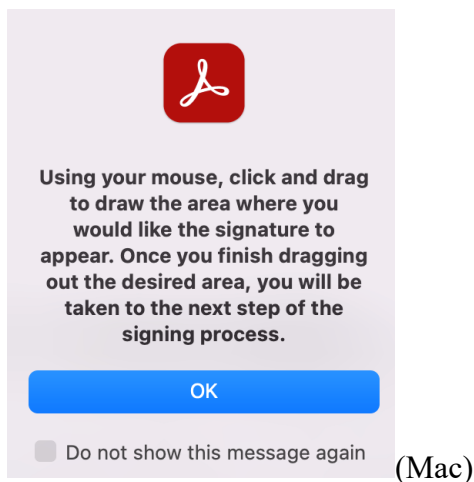
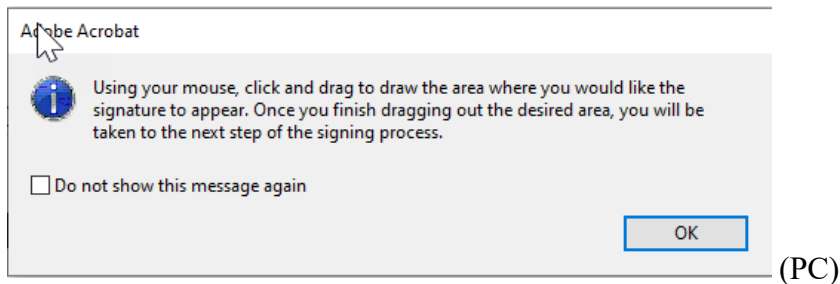
3. Click **Open** under the **Certificates** icon.



4. Click **Digitally Sign** from the options at the top of the document window.



5. This will prompt a pop-up screen within Adobe that provides you with additional instructions on how to add your signature. Click **OK**.



6. Your cursor will become crosshairs, draw a box for your signature where you would like to sign.
7. The Sign with Digital ID will open. Select your Digital ID and Click **Continue**.
8. Your Digital ID will open. Enter your **Password** and click **Sign** (scroll down for guidance on if you have forgotten your password).

Sign as "John Doe" ×

Appearance Standard Text ▼ Create

John Doe Digitally signed by John Doe
Date: 2022.03.23 16:10:29 -04'00'

Lock document after signing View Certificate Details

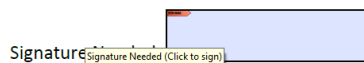
Review document content that may affect signing Review

Back Sign

9. Finally, you will be prompted to **Save** your newly signed PDF to a location of your choosing.

SIGNING A PDF WITH AN EXISTING SIGNATURE FLAG

1. Open the form that you need to provide your digital signature.
2. Usually, there will be a **Sign Here** flag. Click inside the field and the Sign with a Digital ID window will open.



3. The Sign with Digital ID will populate with digital signatures that are stored on your computer. If you have stored it elsewhere then you may have to navigate to find it using the **Configure New Digital ID** and selecting **Use a Digital ID from a file**.
4. Select the Digital ID that you would like to use and click **Continue**.
5. The Digital ID you selected will open so you can verify that it is the signature that you want to use. Enter your **Password** and click **Sign** (scroll down for guidance on if you have forgotten your password).

Sign as "John Doe" ×

Appearance Standard Text ▼ Create

John Doe Digitally signed by John Doe
Date: 2022.03.23 16:10:29 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

6. Finally, you will be prompted to **Save** your newly signed PDF to a location of your choosing.

How do I recover or reset my digital ID's password?

Unfortunately, you cannot recover or reset the password if you've forgotten it. If you created the ID yourself, you can create a new one with the same information that you used for the ID. If you got the ID from a certificate authority, contact the authority for help.

You can remove a digital ID (whose password you have forgotten) by deleting your old digital signature file (.pfx file). The location of the .pfx file should be in the *same default location as what you specified during creation of that digital signature* (for example: C:\Documents and Settings\username\Application Data\Adobe\Acrobat\10.0\Security\). *NOTE: The folder names / paths will be different based on operating system).*

Click [here](#) for additional guidance.