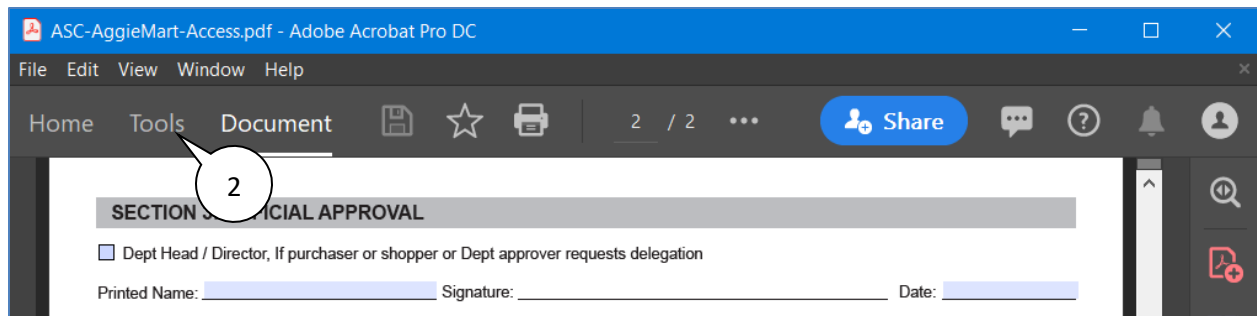


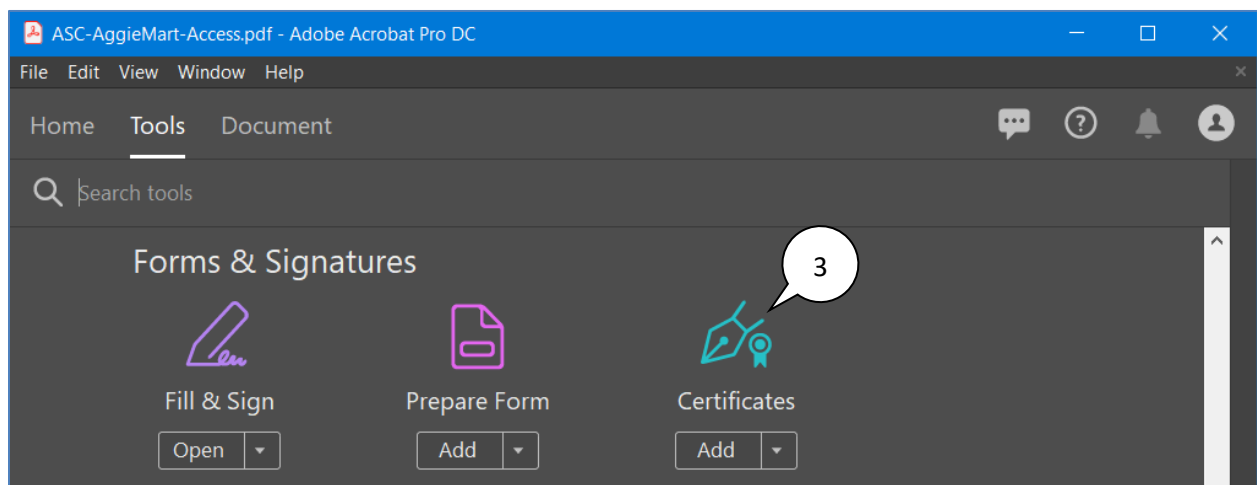
Digital Signature Guide – Acrobat Pro DC

Creating a Digital Signature for the First Time

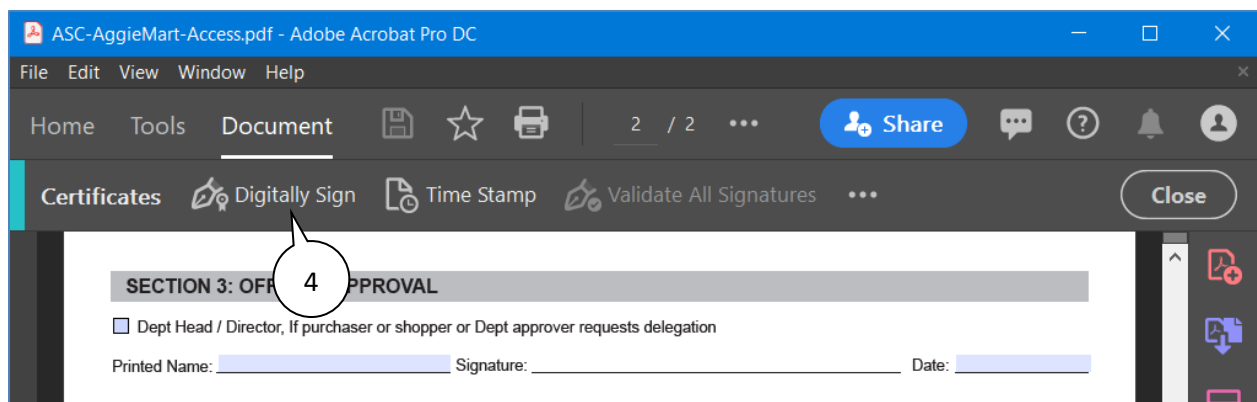
1. Open a PDF file in Acrobat Pro DC → scroll to the section to be signed.



2. Click the **Tools** tab on the menu bar.

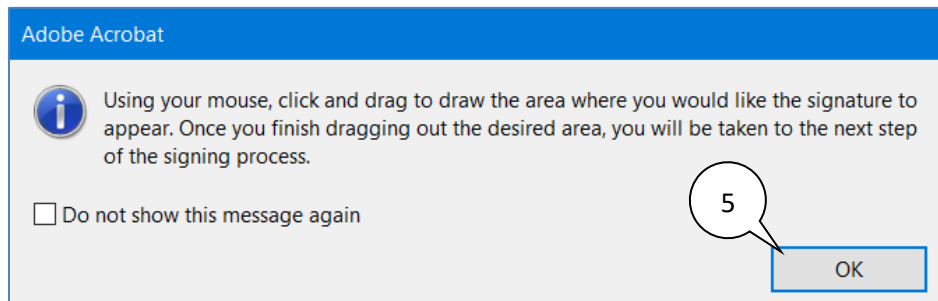


3. Scroll down to the **Forms & Signatures** section → Click on the **Certificates** icon.

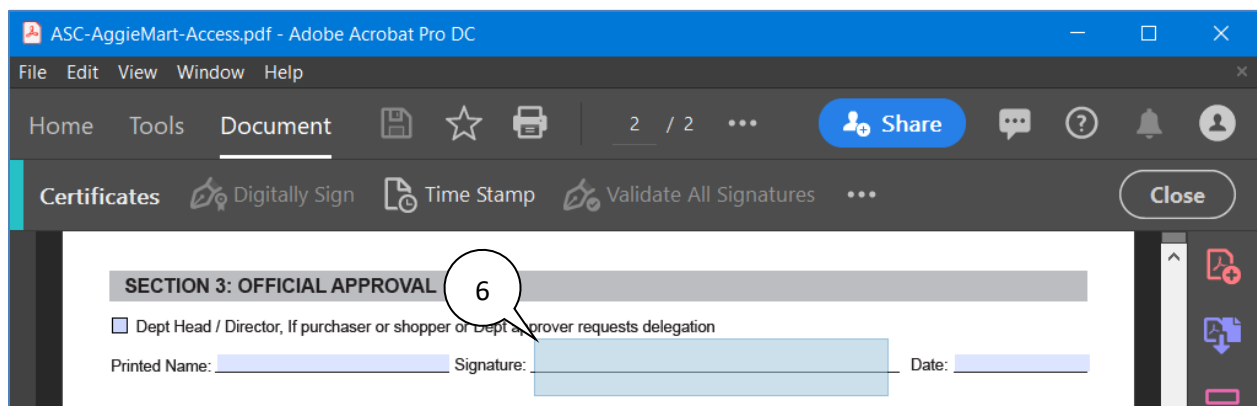


4. Click on **Digitally Sign**.

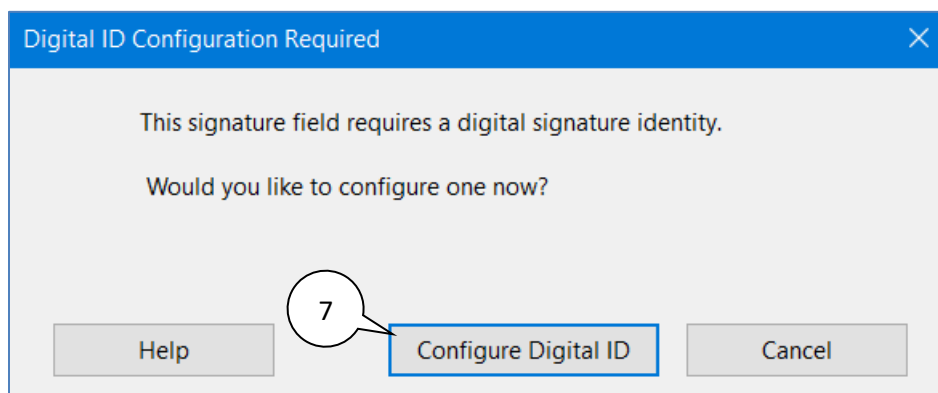
A message will be displayed.



5. Read the message → Click OK.



6. Click & drag to create the signature box → Click the left mouse button to anchor it.



7. Click on the **Configure Digital ID** button.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- ☐ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☒ **Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

8. Click on **Create a new Digital ID**.
9. Click on the **Continue** button.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Select the destination of the new Digital ID:

- ☐ **Save to File**
Save the Digital ID to a file in your computer
- ☒ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

10. Click on **Save to Windows Certificate Store**.
11. Click on the **Continue** button.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

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Name: Chris Stamm

Organizational Unit: Financial Systems Admin

Organization Name: NMSU

Email Address: cstamm@nmsu.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

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Back Save

12. Enter your **Name**, **Organizational Unit**, **Organization Name**, and your **Email Address**.

13. Click on the **Save** button.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Refresh

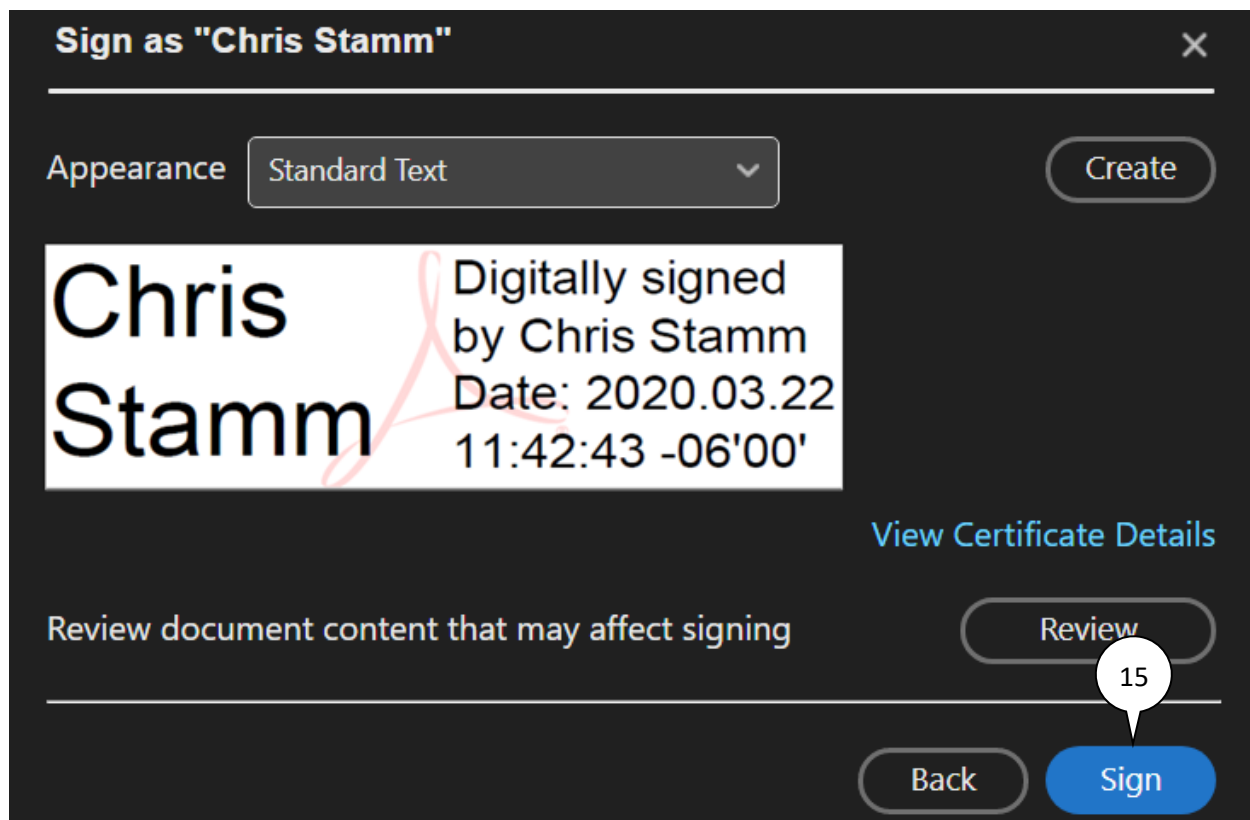
Chris Stamm (Windows Digital ID)
Issued by: Chris Stamm, Expires: 2025.03.22

View Details

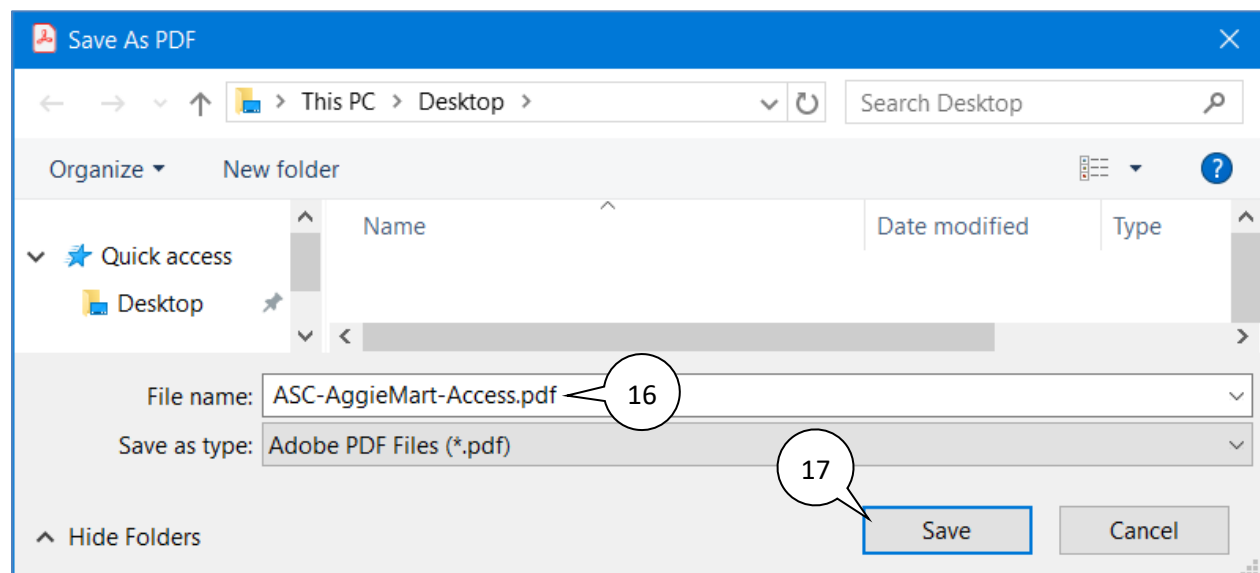
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Configure New Digital ID Cancel Continue

14. Click on the **Continue** button.



15. Click on the **Sign** button.



16. Enter a name for the file

17. Click on the **Save** button. Your digital signature will now appear in the document.

Applying a Digitally Signature to a PDF Document

Once you have created a digital signature, you can easily apply it to other PDF documents.

Note: you will follow most of the steps from the section above except you will not have to create a new digital signature.

- **Follow steps 1-6** from the section above.
- **Skip steps 7-13** (the part about creating a new digital signature).
- **Complete steps 14-17** from the section above.