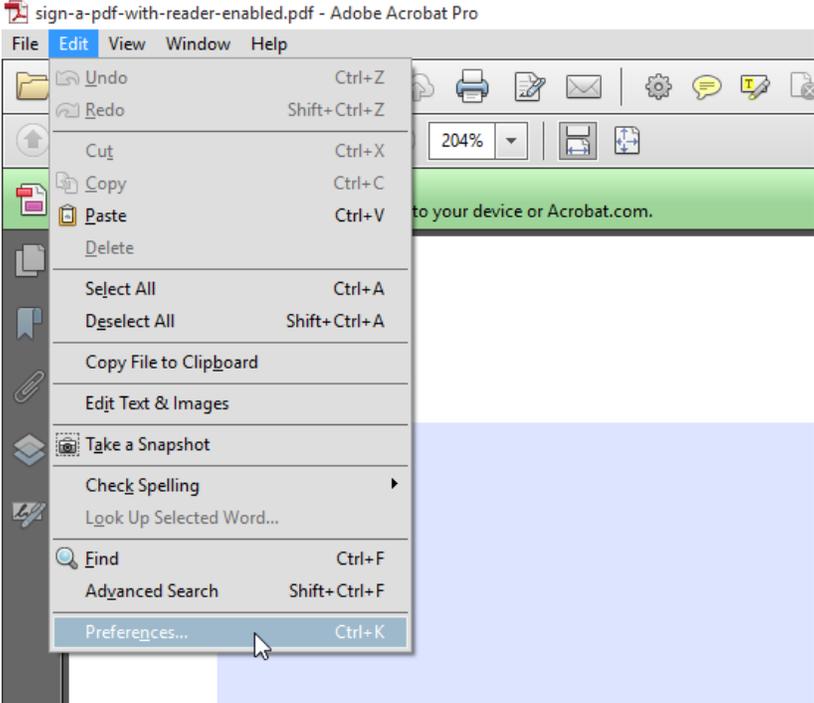
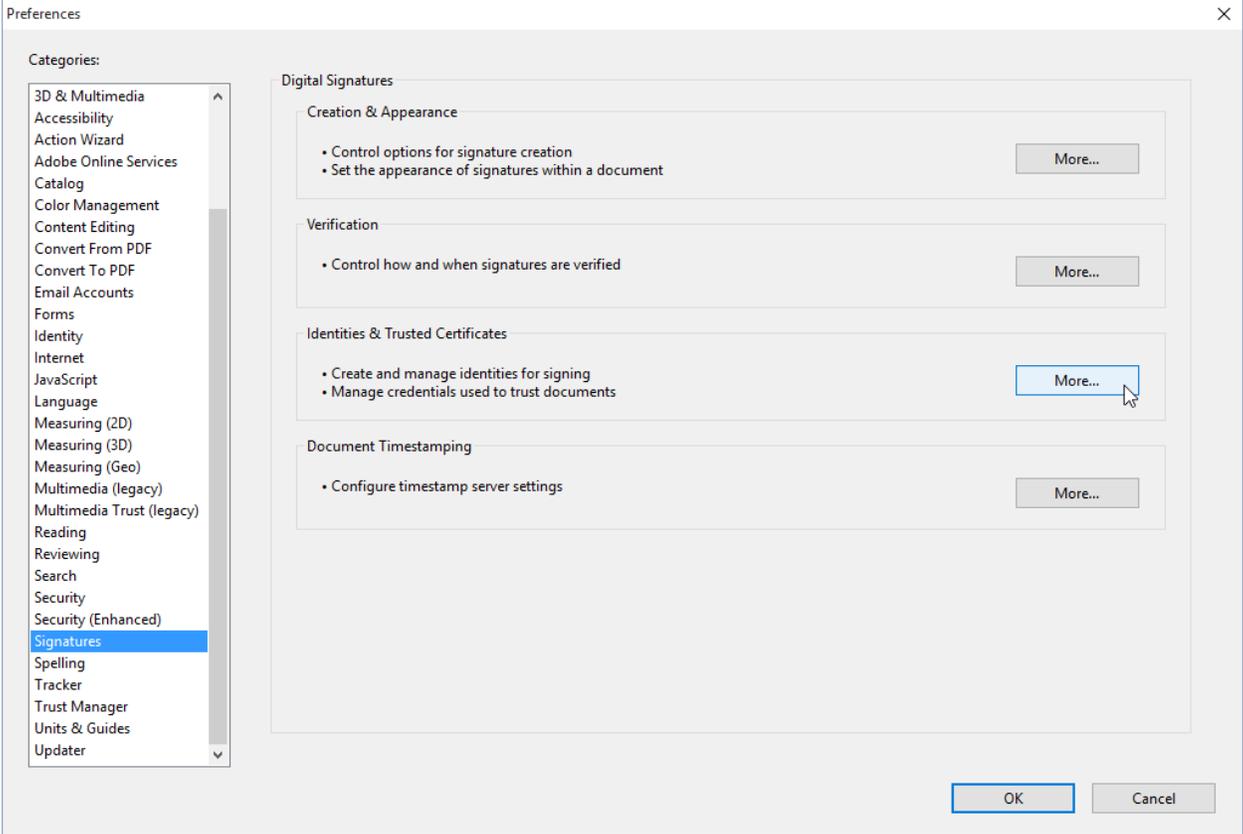


# How to Create a Digital Signature in Adobe

1) Go to Edit > Preferences

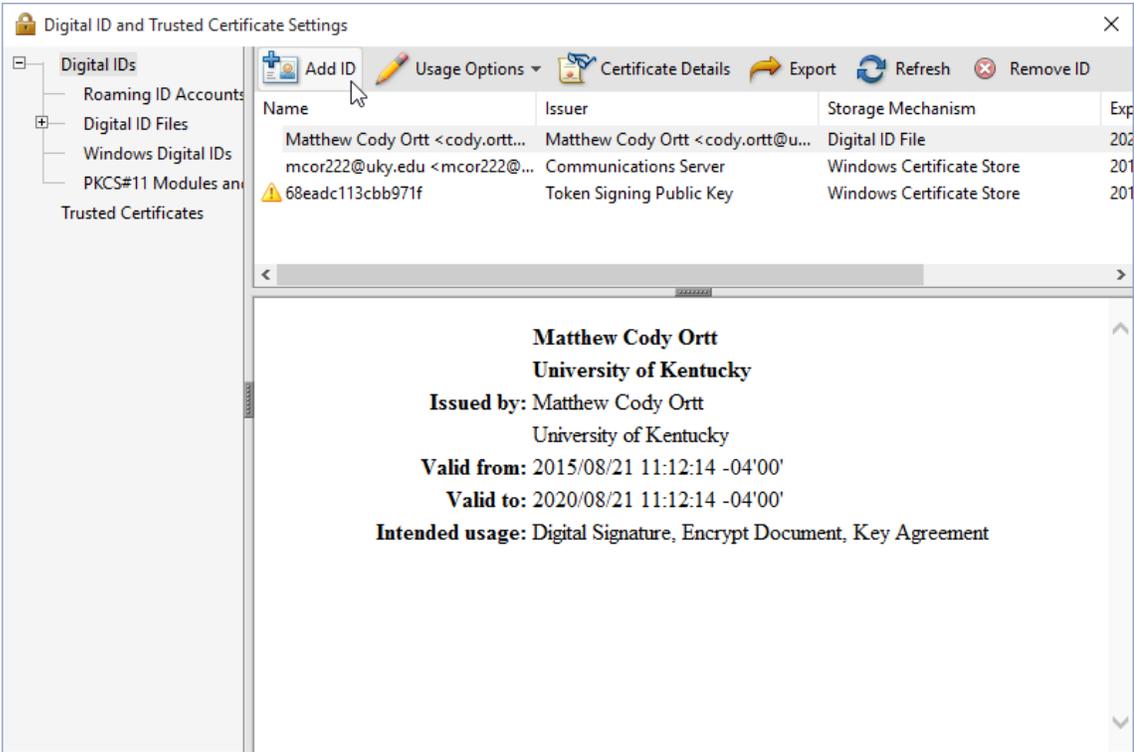


2) Select "Signatures" on the left hand side and then click on "More..." under "Identities & Trusted Certificates".

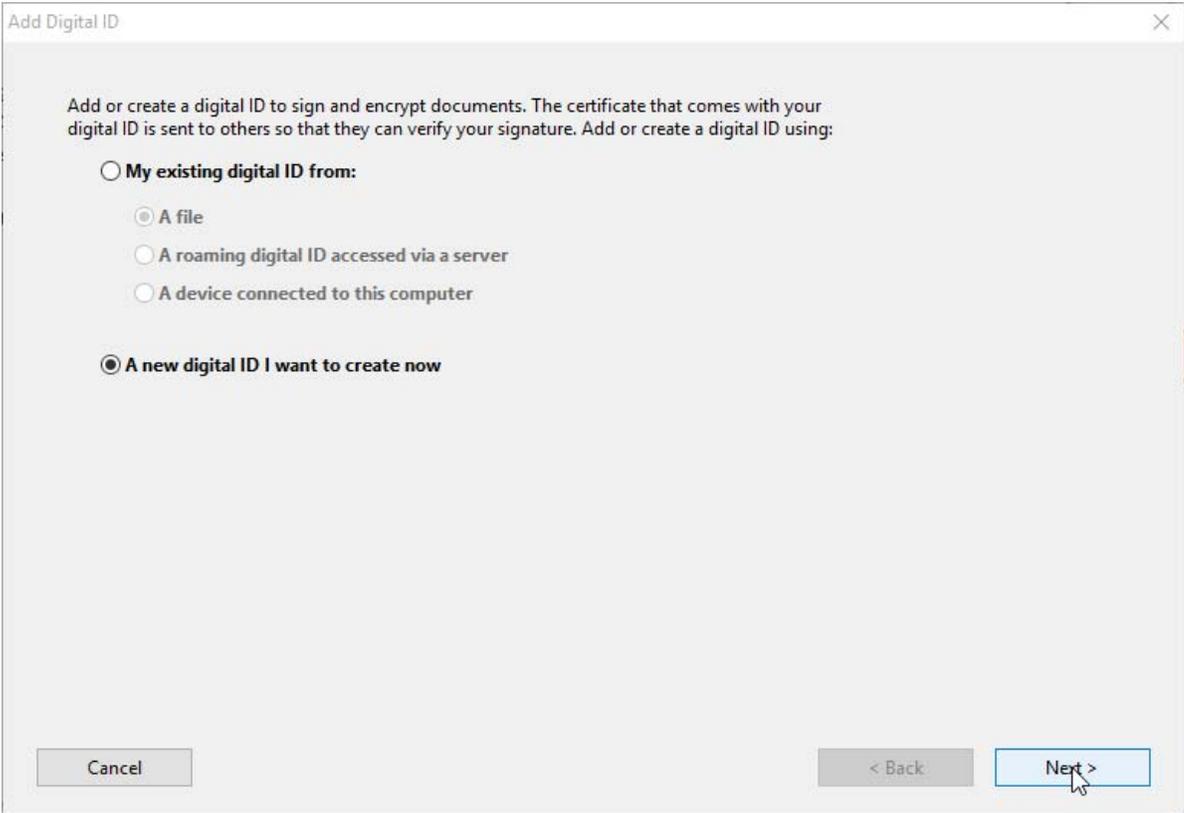


# How to Create a Digital Signature in Adobe

3) Click "Add ID" in the top left.

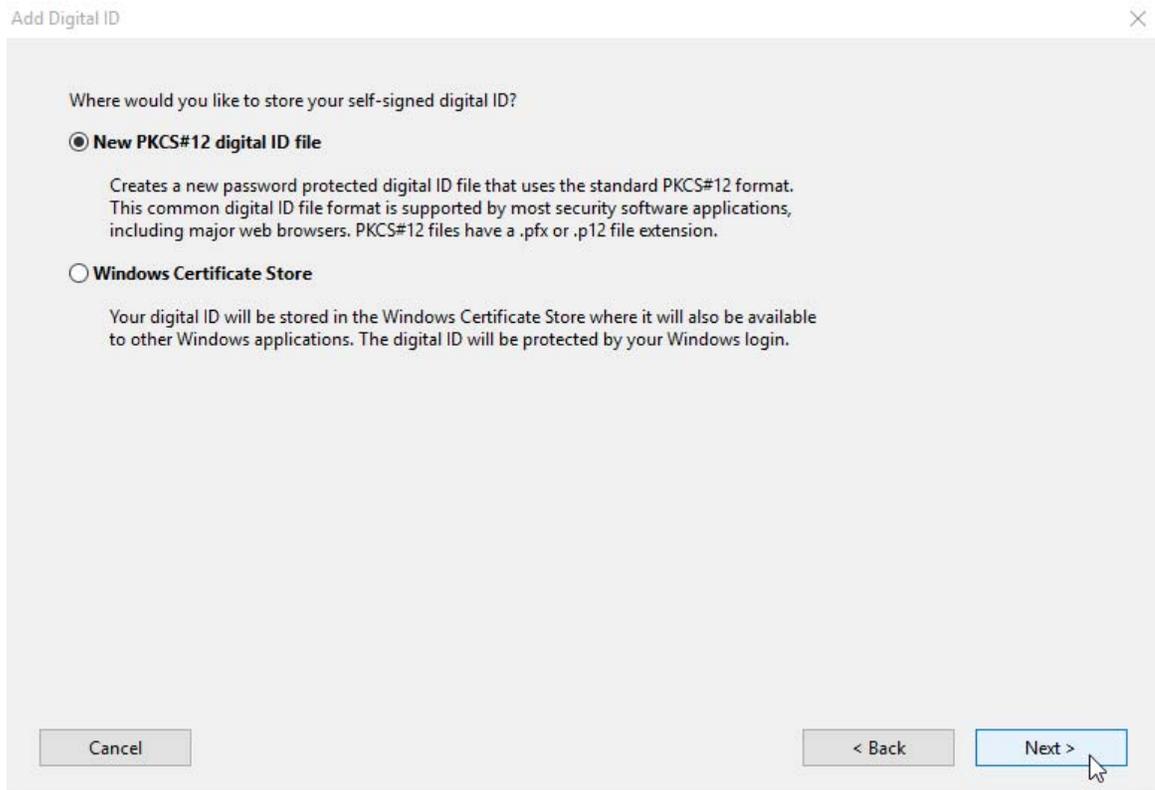


4) Select "A new digital ID I want to create now" and click "Next"



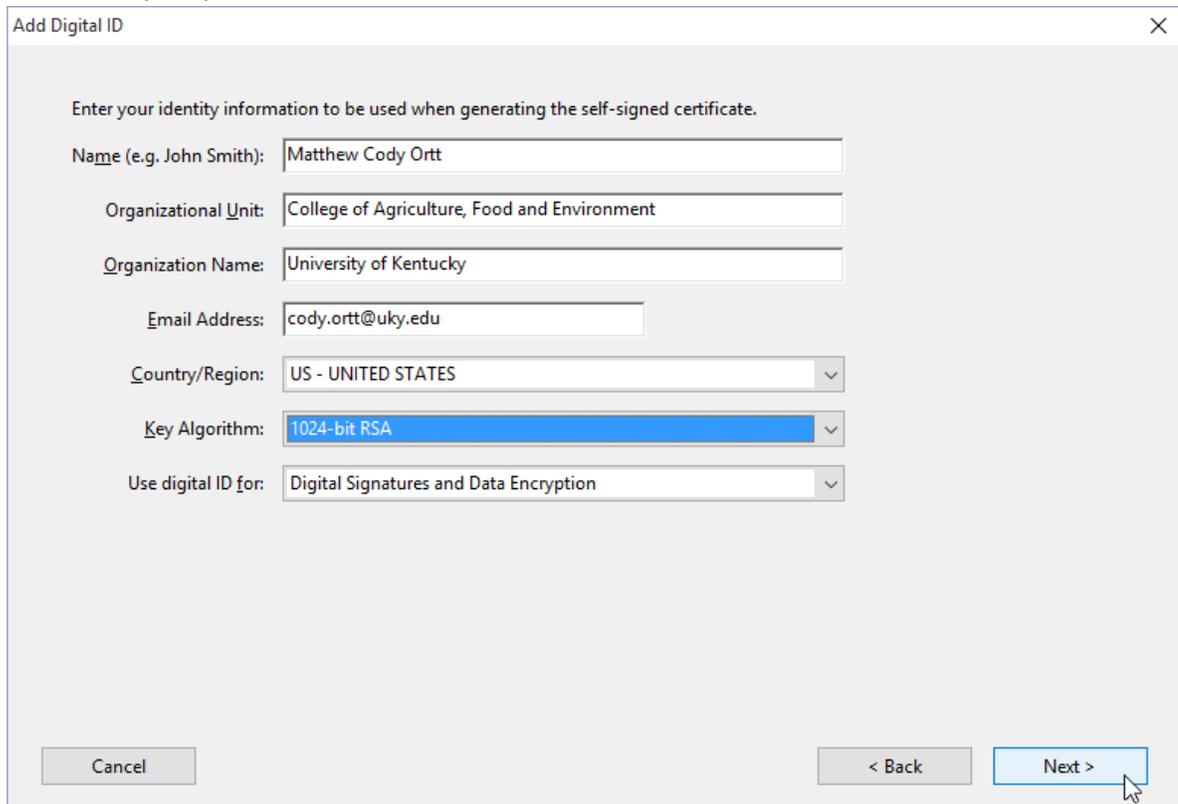
# How to Create a Digital Signature in Adobe

- 5) Leave the default selection “New PKCS#12 digital ID file” and click “Next”.



The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" (which is selected) and "Windows Certificate Store". Below the first option is a descriptive paragraph: "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." Below the second option is another paragraph: "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." At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >". A mouse cursor is pointing at the "Next >" button.

- 6) Enter all of your pertinent information and click “Next”.



The screenshot shows the same "Add Digital ID" dialog box, but now it is asking for identity information. The title bar says "Add Digital ID" and there is a close button (X) in the top right. The main text says, "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus: "Name (e.g. John Smith):" with the value "Matthew Cody Ortt"; "Organizational Unit:" with the value "College of Agriculture, Food and Environment"; "Organization Name:" with the value "University of Kentucky"; "Email Address:" with the value "cody.ortt@uky.edu"; "Country/Region:" with a dropdown menu showing "US - UNITED STATES"; "Key Algorithm:" with a dropdown menu showing "1024-bit RSA"; and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A mouse cursor is pointing at the "Next >" button.

# How to Create a Digital Signature in Adobe

- 7) Choose a password and a location to save the certificate (consult with IT Specialist about the best place to save this) and click “Finish”.

Add Digital ID

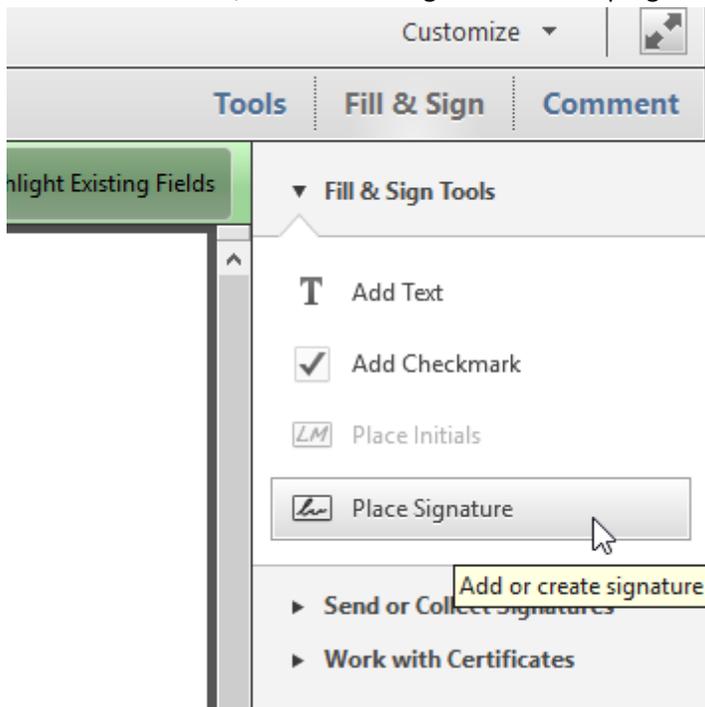
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:  
N:\Documents\MatthewCodyOrtt.pfx

Password:  
\*\*\*\*\*  
Strong

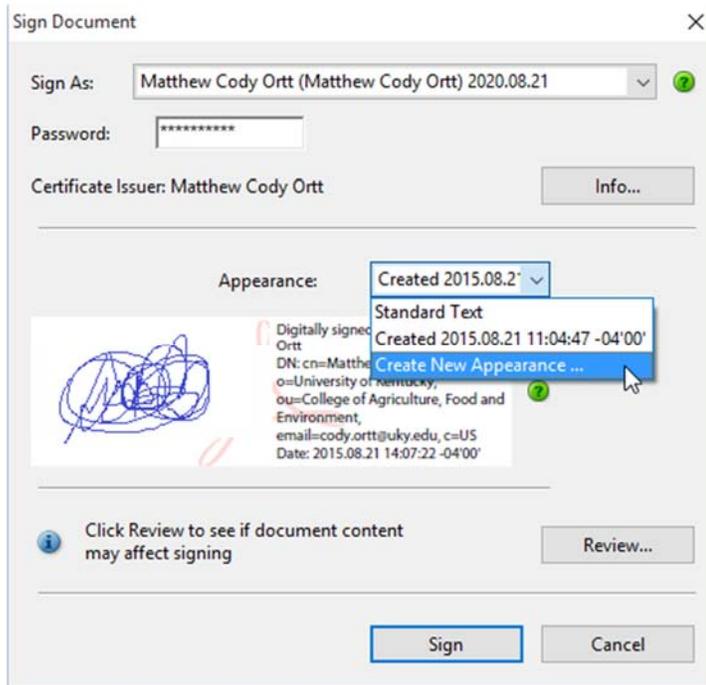
Confirm Password:  
\*\*\*\*\*

- 8) Close the “Digital ID and Trusted Certificate Settings” window as well as the “Preferences” window.
- 9) Within a document, select “Fill & Sign” from the top right of Acrobat, then click “Place Signature”.

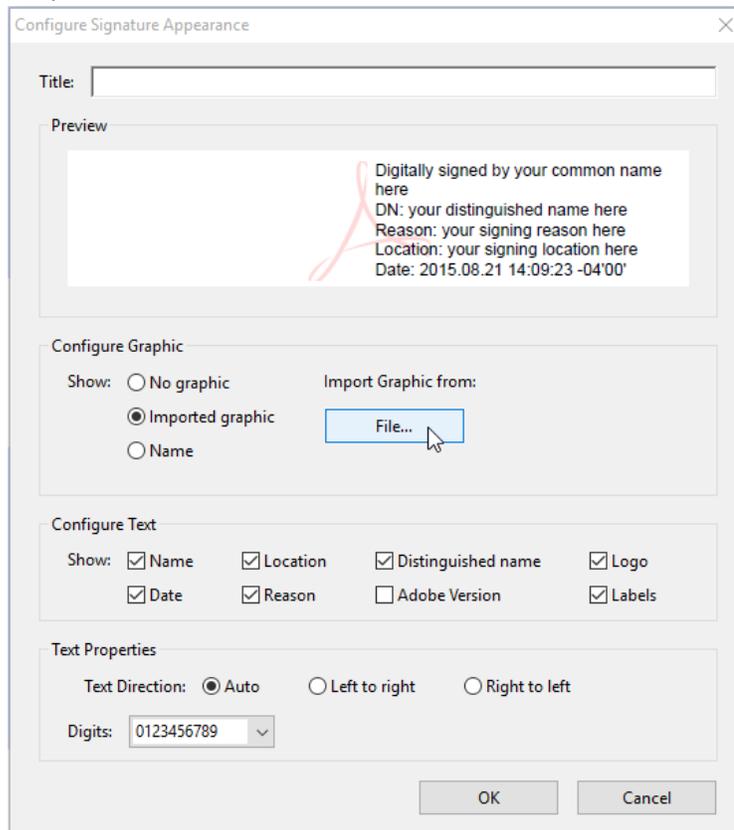


# How to Create a Digital Signature in Adobe

- 10) In the “Sign Document” window, select the dropdown menu beside “Sign As:” and select your name. Type in the password you created, and from the dropdown menu beside “Appearance:” select “Create New Appearance”

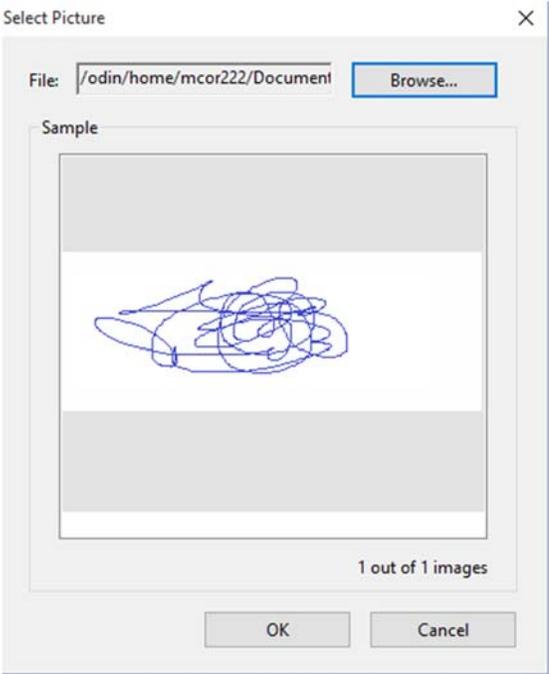


- 11) In the “Configure Signature Appearance” window select “Imported graphic” from the “Configure Graphic” section, and then click on the “File...” button.



# How to Create a Digital Signature in Adobe

12) Click the “Browse...” button and select an image file that contains a scanned copy of your written signature and click “OK”



13) Click OK again in the “Configure Signature Acceptance” window. You should now see your signature along with a bunch of text. This means you are ready to go. You can now click “Sign” and place the signature.

