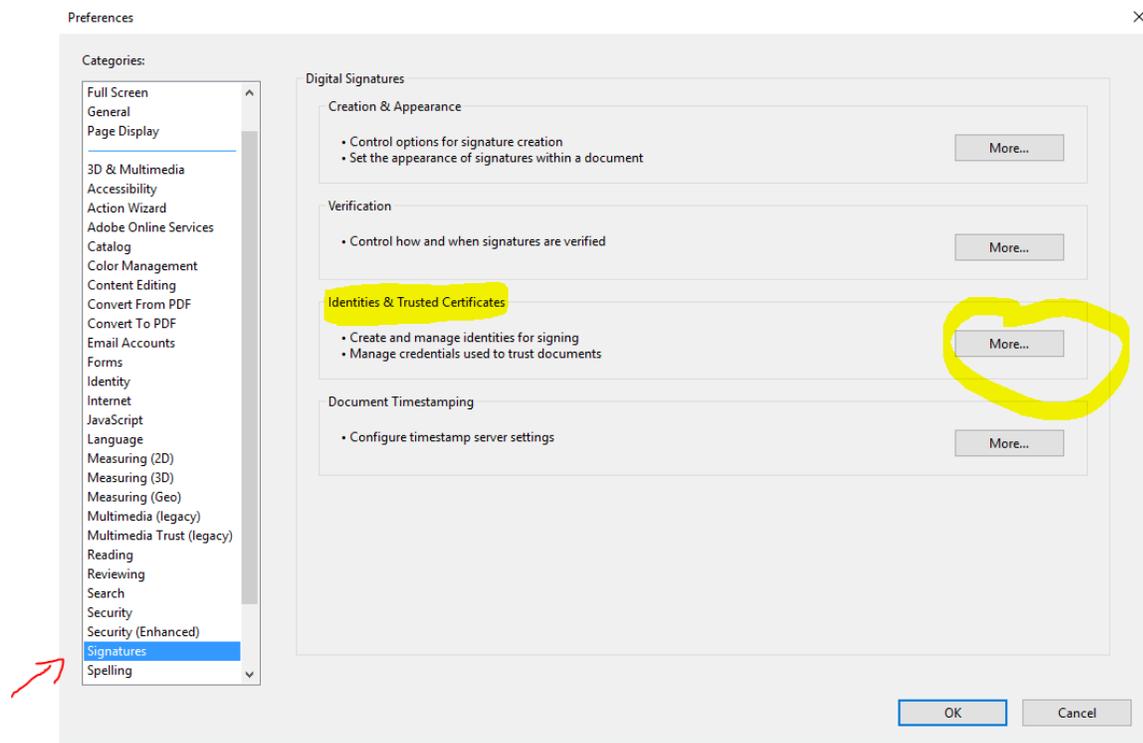


Adobe Acrobat Pro Digital Signature Instructions

Step One: Open PDF document in Acrobat, click the **Edit** menu in the top left corner and choose **Preferences > Signatures**.

Step Two: On the right, click **More** for **Identities & Trusted Certificates**.



Step Three: Select **Digital IDs** on the left, and then click the **Add ID** button .

Digital ID and Trusted Certificate Settings

Trusted Certificates

Name	Issuer	Storage Mechanism	E
Sharon Cain <smcain@csuchico.e...>	Sharon Cain <smcain@csuchico....>	Digital ID File	2
smcain@csuchico.edu <smcain@...>	Communications Server	Windows Certificate Store	2

Sharon Cain
The CSU, Chico Research Foundation
Issued by: Sharon Cain
The CSU, Chico Research Foundation
Valid from: 2018/05/31 16:19:12 -07'00'
Valid to: 2023/05/31 16:19:12 -07'00'
Intended usage: Digital Signature, Encrypt Document, Key Agreement

Step Four: 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:

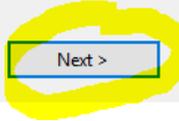
- A file
- A roaming digital ID accessed via a server
- A device connected to this computer



A new digital ID I want to create now

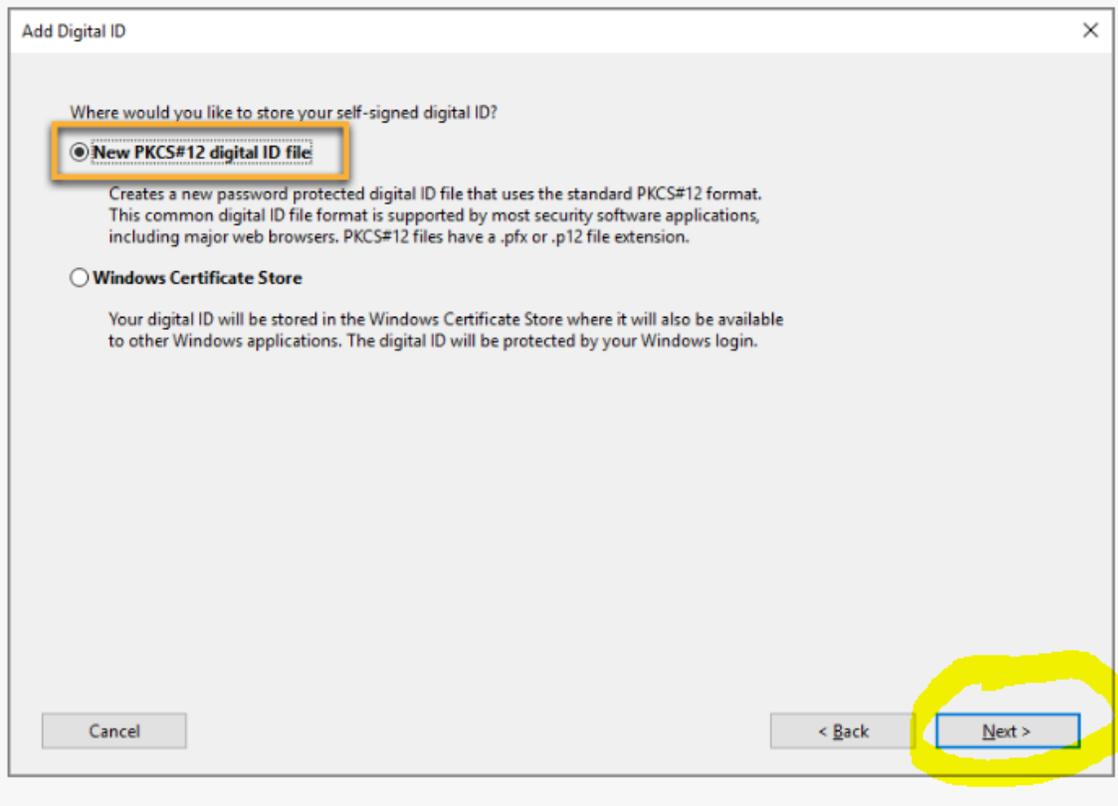
Cancel

< Back



Next >

Step Five: Specify where to store the digital ID, and click **Next**.



Step Six: Do the following:

- a. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- b. Choose an option from the **Key Algorithm** menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
- c. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.

- d. Click **Next**.

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 >

Step Seven: Do the following:

- 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.
- The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.

- c. 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:

Strong

Confirm Password: