Creating a New Digital ID or Signature for Adobe Acrobat

If you are not using a third-party digital ID, you can create your own in Adobe Acrobat Professional or in Adobe Reader 9, 10 or X.

Follow these steps using either Adobe Acrobat Professional or Acrobat Reader 9, 10, or X.

1. In Adobe Acrobat Professional, click on Advanced in the Menubar > Security Settings.

2. From the window that opens, select Digital IDs on the left-hand side and then click on the Add ID button.
3. From the pop-up menu that appears, choose **A New Digital ID I Want to Create Now** and then click **Next**.

4. On the next pop-up menu, specify where you want to store the digital ID. **New PKCS#12** allows you to send the file to others and have an extension of .pfx in Windows and .p12 in Mac OS. **Windows Certificate Store (Windows Only)** allows you to use the digital ID in other Windows applications. Choosing **New PKCS#12** will give you more flexibility. Make your choice and then click the **Next** button.
5. Type your 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. You can select **Enable Unicode Support** if you plan to include Unicode characters in your information. (Unicode provides a unique number for every character for all computer platforms, programs, and languages.)

The best **Key Algorithm** to choose is 1024-bit RSA which is not as secure as 2048-bit RSA, but is more universally accepted.

You can choose to use the digital ID for Digital Signatures, data encryption, or both. Make your choice and click the **Next** button.
6. The final step is to set a place to store the digital ID and to create a password for its use. Browse to the location where you want to store the digital ID or accept the default.

**IT IS VERY IMPORTANT THAT YOU REMEMBER YOUR PASSWORD AS THERE IS NO PROMPT IF YOU FORGET IT!** One suggestion is to use your Outlook password. After filling in this information, click **Finish**.

![Add Digital ID dialog box](image)

7. To add your digital ID to an Adobe .pdf document in **Acrobat Professional**, click either the **Sign** tool on the tool button bar or click **Advanced** on the **Menubar** and choose **Sign and Certify**.

In **Adobe Reader**, click on **Document** in the **Menubar** and then **Sign Document**.

A reminder notice will appear prompting you to use your mouse and click and drag to draw the signature area. (You can click the **Do not show this message again** radio box to stop this notice from appearing each time you insert a signature.) A pop-up menu will then appear to walk you through the steps to insert the signature.
8. In the pop-up window that appears, you can

A. Choose how you want to **Sign As** by using the drop-down arrow or click the green question mark button to go to the Adobe Help Webpage for more information.

B. Choose the **Appearance** of the digital ID you want to insert or change its appearance by using the drop-down arrow. Your digital signature or ID will appear in the preview box. Click on the green question mark button beside the digital ID preview box to be directed to the Adobe Help Webpage for directions on changing the appearance.

C. Enter your **Password**.

D. If you want to lock the document so that no additional changes can be made after your digital ID is inserted, click the **Lock Document After Signing** radio button.

E. Click the **Sign** button. You will be prompted to save the document before the digital ID is inserted.
9. To change the appearance of your digital signature or to add an image of your actual signature to your digital signature, open a .pdf document. **NOTE: To change the appearance of your digital signature in Adobe Reader, you must save the signature as a .pdf document first.**

   A. Write your signature on a blank piece of paper and scan it to a file in your computer, saving it as a JPEG, BMP, PNG, or TIFF file. **Save it as a .pdf file to use do this in Adobe Reader.**

   B. Using Adobe Acrobat Professional or Adobe Reader, open a document that you can modify without causing any damage.

   C. In Adobe Acrobat Professional, click either the **Sign** tool on the tool button bar or click **Advanced** on the **Menubar** and choose **Sign and Certify**. In Adobe Reader on the right-hand side of the document, click on **Tools** and then **Sign Document**.

   A reminder notice will appear prompting you to use your mouse and click and drag to draw the signature area. Use your mouse to create the area where you want your signature (since we will be creating a new look to your signature, it doesn’t matter where you place this is your document at this point).

   D. From the **Sign Document** pop-up menu, use the drop-down for the **Sign As** field to choose the signature you created.

   E. Under **Appearance**, use the drop-down to choose **Create New Appearance**.
F. In the **Configure Signature Appearance** pop-up menu that appears, type in a title for your new signature appearance.

G. Under the **Configure Graphic** section, click **Imported Graphic** and then click **File** to navigate to the place where you saved your scanned signature (this must be a .pdf file for Adobe Reader).

H. Under the **Configure Text** area, choose to include or exclude any of the fields by checking or unchecking the corresponding box.

I. Generally, under **Text Properties**, you want to select **Auto**.

J. Click the **OK** button to return to the **Sign Document** menu.

K. Your signature with the newly created appearance will appear on your document. This appearance will be saved so that next time you want to sign a document using a digital signature, you can use the one you customized with your scanned signature. A new appearance must be created for both Adobe Acrobat Professional and Adobe Reader as the Appearances do not transfer between the two applications.