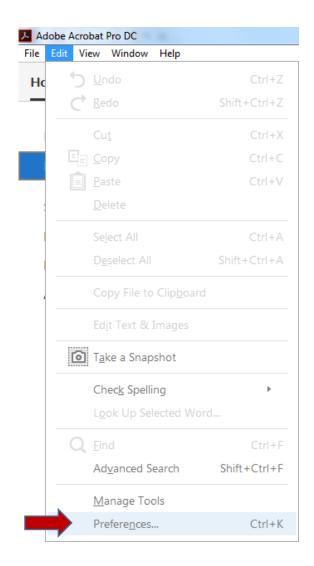
## How to Create a Digital Signature in Adobe

Note: This example is Adobe Acrobat Pro DC. If you find these instructions do not work for your version of Adobe, please contact your IT support person.

1) Open Acrobat Reader and navigate to the Preferences menu, as show below:



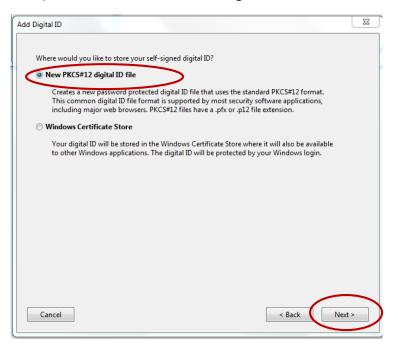
2) Under the "Categories" menu, choose "Signatures." Then, next to "Identities & Trusted Certificates," click "More."

Categories:		Digital Signatures	
Full Screen	^	Creation & Appearance	
General Page Display		Control options for signature creation     Set the appearance of signatures within a document	More
3D & Multimedia Accessibility Action Wizard Adobe Online Services		Verification	
Catalog Color Management Content Editing		Control how and when signatures are verified	More
Convert From PDF Convert To PDF		Identities & Trusted Certificates	
Email Accounts Forms Identity	E	<ul> <li>Create and manage identities for signing</li> <li>Manage credentials used to trust documents</li> </ul>	More
Internet JavaScript		Document Timestamping	
Language Measuring (2D)		Configure timestamp server settings	More
Measuring (3D) Measuring (Geo)			
Multimedia (legacy) Multimedia Trust (legacy) Reading			
Reviewing			
Search Security			
Security (Enhanced)			
Signatures			
Spelling	-		
			OK Cancel

3) Click "Add ID," then select "A new digital ID I want to create now," and lastly click on "Next."

	Digital IDs	Add ID	Usage Options 👻	Certificate Details	≓ Export 📿 Refre	sh 🛞 Remove II
	Trusted Certificates	Name		Issuer	Storage Mech	
d I	Digital ID				23	
				ficate that comes with yo Id or create a digital ID usi		
	My existing digit		our signature. Ad	id or create a digital ID usi	ing:	More
	My existing digit     A file					
	0	igital ID accessed via a s	erver			
	A device con	nnected to this compute	er			More
1	A new digital ID	I want to create now	$\mathcal{A}$			
						More
_	Cancel			< Back	Next >	

4) Ensure that "New PKCS#12 digital ID file" is selected, as shown below. Then click "Next."



5) Fill out the appropriate portions of the window below. Do not change *Country/Region, Key Algorithm,* or *Use digital ID for.* Click "**Next**."

Add Digital ID	- R. Sugarana	8
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	Jane Doe	
Organizational <u>U</u> nit:	Director	
Organization Name:	XYZ Business Service Center	
<u>E</u> mail Address:	jd12@cornell.edu	
<u>C</u> ountry/Region:	US - UNITED STATES	
<u>K</u> ey Algorithm:	1024-bit RSA	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	
Cancel	< Back Nei	d >

6) **Choose a password** for your digital signature. Note: If you forget this password, you will have to create a new digital signature as there is no password recovery mechanism. Click "**Finish**."

Add Digital ID	Σ
Enter a file location and password for your new digital ID file. You will need the passwor you use the digital ID to sign or decrypt documents. You should make a note of the file so that you can copy this file for backup or other purposes. You can later change optic file using the Security Settings dialog.	e location
File Name:	
jd12\AppData\Roaming\Adobe\Acrobat\2015\Security\JaneDoe,Director.pfx	rowse
Password:	
Confirm Password:	
****************	
Cancel < Back	Finish

7) View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms. The next section of this "How To" document covers signing documents in Adobe Reader.

🔒 Dig	gital ID and Trusted Certifica	ate Settings			23	
+	Digital IDs	惶 Add ID 🥜 Usage Options 🗸	🖓 🝸 Certificate Details 🛛 🦽 Expo	rt 🔁 Refresh 🔞	Remove ID	
	Trusted Certificates	Name	Issuer	Storage Mechanism		
		Jane Doe, Director <janedoe12@c< td=""><td>Jane Doe, Director <janedoe12@c< td=""><td>Digital ID File</td><td></td></janedoe12@c<></td></janedoe12@c<>	Jane Doe, Director <janedoe12@c< td=""><td>Digital ID File</td><td></td></janedoe12@c<>	Digital ID File		
		Jane Doe <jd12@cornell.edu></jd12@cornell.edu>	Jane Doe <jd12@cornell.edu></jd12@cornell.edu>	Digital ID File		
		٩ [	III		Þ	
		Ja				
		X				
		Issued by: Jane Doe				
		X	YZ Business Service Center			
		Valid from: 2015/12/01 10:28:32 -05'00'				
		Valid to: 2020/12/01 10:28:32 -05'00'				
		Intended usage: D	igital Signature, Encrypt Docume	nt, Key Agreement		
					-	

## Sign an Adobe Document with Your Digital Signature

- Make ALL necessary changes (if any) to your document first, before signing. Caution: If any changes are made after the signature is in place, the document will display a note indicating changes that were made after signing.
- 2) Click on "**Certificates**" in the menu bar on the right of the screen. This will cause a new tool bar to open at the top of the screen.

**Note**: If you do not have "Certificates" as an option in the menu on the right, you will need to take the following additional steps to add this option to the menu:

- Select "Tools" (upper left portion of screen)
- Locate "Certificates" and click "Add"

me Tools Document 🖹 🏠 🖶 🖂 Q, 💮 🕢 2 / 2	P L		(?) 🗷 Sigr
Vendor/Payee is relinquishing all claims ag authority. It is the Vendor/Payee's sole res forms and/or documents necessary to clai Cornell reserves the sole right and discreti documents are sufficient to reduce or elim <b>Caterer Attestation</b> : Are you currently a student employee or ha months?	gainst Cornell for any amounts withheld ar sponsibility to provide Cornell with timely, m a reduction or elimination of withholdin on to make these determinations as well a ninate withholding tax on any payment to	nd remitted by Cornell to a tax , complete, accurate, and legible ng taxes (e.g., Form W-8BEN); as whether such forms and/or the Vendor/Payee.	Search Tools  Search Tools  Create PDF  Edit PDF  Kaport PDF  Comment  Organize Pages  Comment  Comment
Note: If the caterer answered "Yes" to the c Manager in the Division of Financial Affairs By: Caterer Signature	, ,	e utilized. Contact the Tax	<ul> <li>Protect</li> <li>Fill &amp; Sign</li> <li>Prepare Form</li> <li>Certificates</li> </ul>
By: Cornell University Unit Signature	Name Printed Clearly	Date	
By: Cornell FTC/BSC Director/Designee Sig Please attach a signed copy of this form to		Date	

3) Select "**Digitally Sign**" and follow the instructions in the pop-up windows. You will be selecting the area where you wish the signature to appear and then entering your password. You will be instructed to save the document and then your signature will appear.

