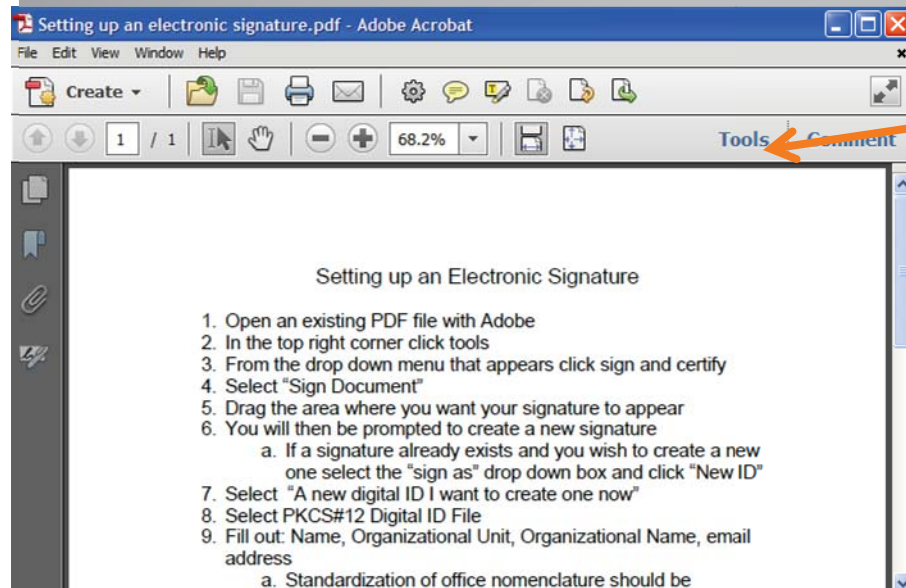


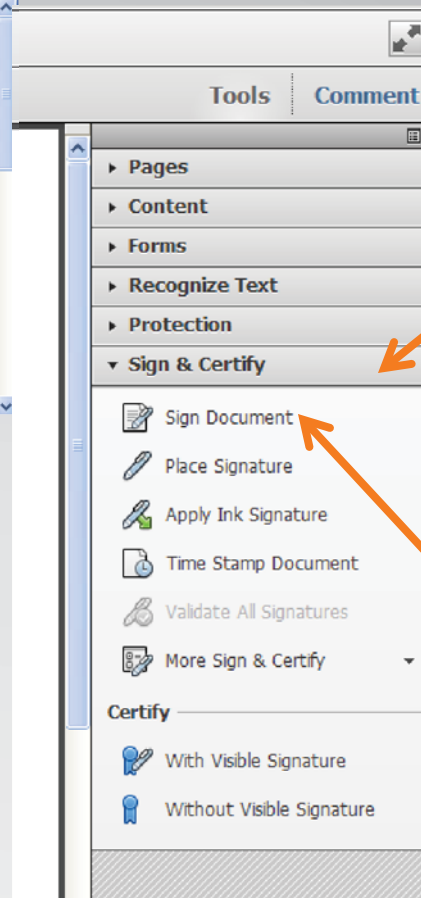
Setting Up An Electronic Signature

Adobe Acrobat X

1. Open an Existing PDF file with Adobe Acrobat X



2. Click on tools



3. Click on "Sign and Certify" tab

4. Click on "Sign Document"

Digital ID File
Organizational Unit, Organizational Name, email

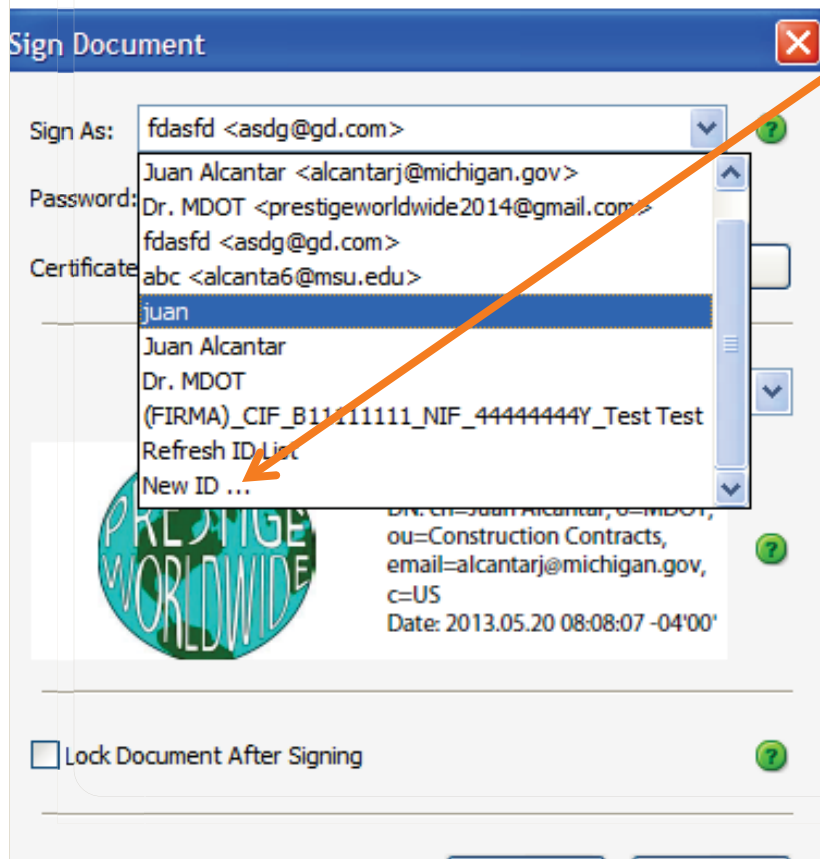
ization of office nomenclature should be

firm a strong password

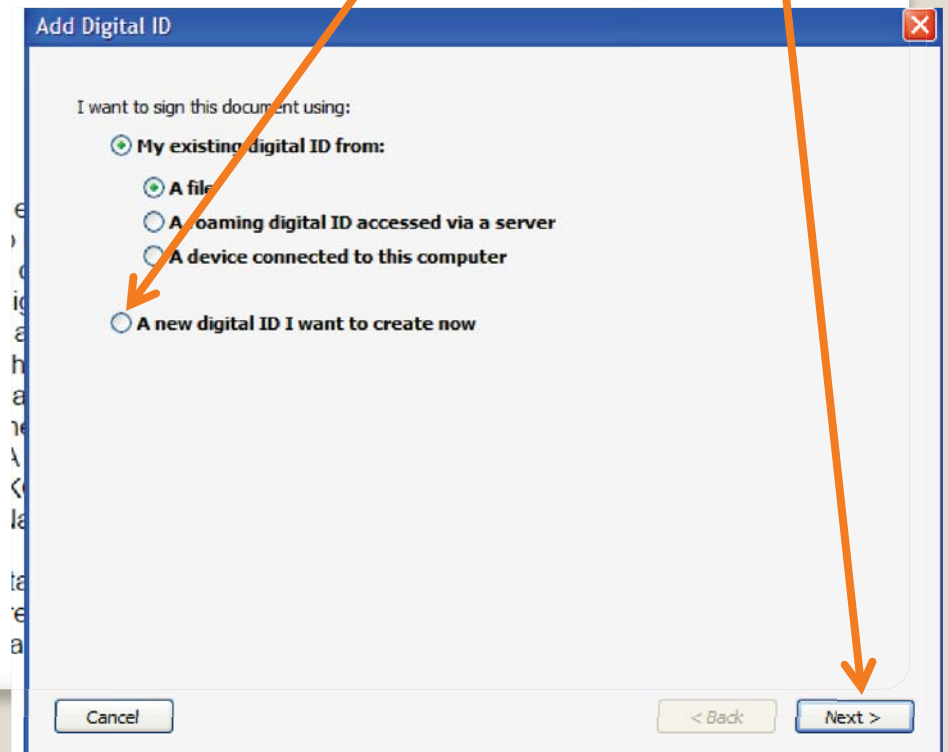
5. Drag the area where you want your signature to appear



6. Select "New ID..."



7. Select A new digital ID and "Click Next >"



Add Digital ID

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

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.

☐ **Windows Certificate Store**

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.

Cancel < Back Next >

8. Select
New PKCS#12
and
Click "Next >"

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Ricky Bobby

Organizational Unit: Wonder Bread Car

Organization Name: Dennit Racing

Email Address: bobbyr@michigan.gov

Country/Region: US - UNITED STATES

☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

9. Enter digital
signature
information and
click next

Add Digital ID [X]

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:

10. Define location of digital signature and create a password.

11. Click "Finish" once complete.

Note: It's helpful to define the location of your digital signature. This will make it easier to import your signature from one device to another.

Sign Document

Sign As: Ricky Bobby <bobbyr@michigan.gov>

Password: *****

Certificate Issuer: Ricky Bobby

Appearance: Created 2013.04.10

 Digitally signed by Ricky Bobby
DN: cn=Ricky Bobby, o=Dennit Racing, ou=Wonder Bread Car, email=bobbyr@michigan.gov, c=US
Date: 2013.05.20 09:43:45 -04'00'

☐ Lock Document After Signing

Sign **Cancel**

12. Enter Password and click "Sign"

Save As

Save in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

My Network

My Documents

My Computer

My Network

Important Document unsigned.
Important Document.pdf
juan_alcantar_signing-a-docum
newresume.pdf
PGChapter6rai.pdf
resume13.pdf
Setting up an electronic signatu
Software602 Form Signer.pdf
sol_hw_3_CE818_SP13.pdf
Test Document Case 2.pdf
Test Document.pdf
Test Document_Case 1.pdf

File name: Setting up an electronic signature.pdf

Save as type: Adobe PDF Files (*.pdf)

Save **Cancel**

Type: Adobe Acrobat Document
File Size: 39 KB
Modified: 5/20/2013 7:46AM

13. Save document with applied signature in desired location.

4. Select "Sign Document"
5. Drag the area where you want your signature to appear
6. You will then be prompted to create a new signature
 - a. If a signature already exists and you wish to create a new one select the "sign as" drop down box and click "New ID"
7. Select "A new digital ID I want to create one now"
8. Select PKCS#12 Digital ID File
9. Fill out: Name, Organizational Unit, Organizational Name, email address
 - a. Standardization of office nomenclature should be prevalent
10. Create and confirm a strong password



14. New signature is now applied to document.