



## Adobe Acrobat Activities

- Creating Digital Signatures
  - **Create a digital ID.**
    1. **Choose Advanced>Security Settings.**
    2. In the left pane **select Digital IDs** and in the right pane **click Add ID.**
    3. **Select the Create A Self-Signed Digital ID option, and then click Next. Click Next again.**
    4. Specify where to store the digital ID. **Select the New PKCS#12 Digital ID file option.**
    5. **Click Next.**
    6. Specify a name and other personal information for your ID.
    7. From the Use Digital ID For drop down list, **select the required use.**
    8. **Click Next.**
    9. The File Name text box displays the default location where the ID file is saved. Change the location if necessary.
    10. In the Password text box, **specify a password.**
    11. **Confirm you password.**
    12. **Click Finish.**
  - **Digitally sign a PDF document.**
    1. **Choose document>Digital Signatures>Sign this Document.**
    2. **Click Continue Signing.**
    3. Specify whether you want the signature to be displayed on the document page.
    4. If you select the Create A New Signature Field To Sign option in step 3, you will be prompted to create a signature field. **Click OK, and draw a signature field.**
    5. In the Apply Digital Signature – Digital ID Selection box, in the My Digital IDs section, **select the ID you want to use to sign the file.**
    6. In the Digital ID Selection Persistence section, select the appropriate option.
    7. **Click OK.**
    8. Type the password to the Digital ID in the Confirm Password box.
    9. From the Reason For Signing Document drop down list, select the appropriate reason or type a custom message in the text box.
    10. To customize the information that is displayed with the digital signature, click the Show Options button and then specify the required information.
    11. **Sign and save** the document by clicking on the Sign and Save button. Click the Sign and Save As button to save a copy of the current document, leaving the original unsigned.
    12. **Click OK.**