


Digital IDs - The Basics Acrobat and Reader ver. XI and DC

Create a self-signed digital ID

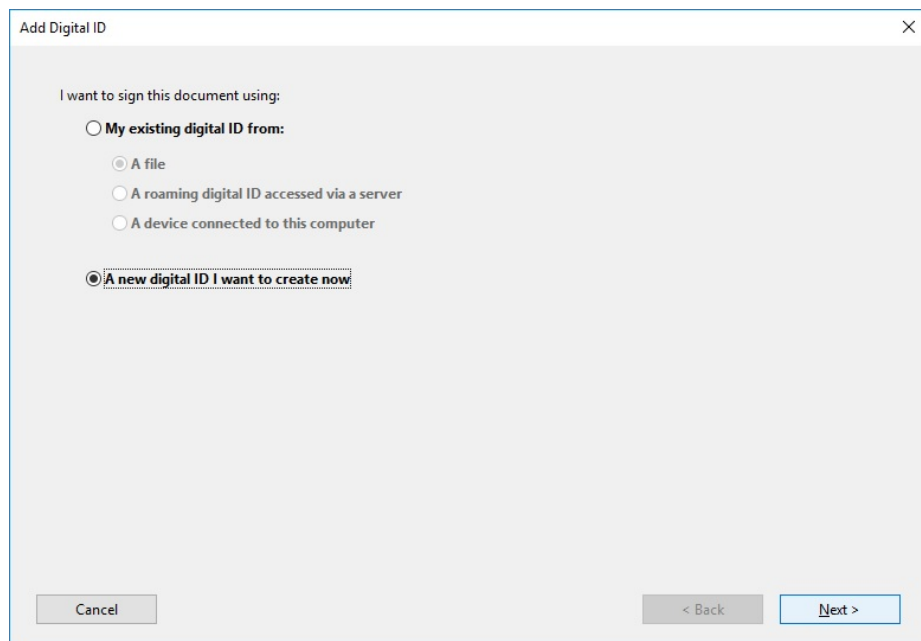
You can create a digital ID on as many computers as you need, but it may be simpler to create only one on your primary computer and sign all documents there.

When you click in a Signature Field in a PDF form, you will be prompted for a digital ID. If you do not have a digital ID on the computer, you will be prompted to create a digital ID. That will bring you to step 4 below. **To prepare a signature ahead of time**, in Adobe Reader or Acrobat, begin at step 1. **(Mac users look below)**

1. In the upper left, click **Edit**, choose **Preferences**, then **Signatures** on the left, under **Categories**.
2. In **Identities & Trusted Certificates**, click **More**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button .
4. Select the option **• A New Digital ID I Want To Create Now**, and click **Next**.

Mac Users:

To prepare a signature ahead of time, in Adobe Reader or Acrobat, Open the **“Edit”** menu, then select **“Protection”** and then **“Security Settings”**.



I want to sign this document 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 >

Click on **“Digital IDs”** and then **“Add ID”** to get to this screen.

- Specify where to store the digital ID, and click **Next**.

- New PKCS#12 Digital ID File

Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in Mac OS. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

-or-

- Windows Certificate Store (Windows only)

Stores the digital ID to a common location from where Microsoft Office programs can also retrieve it.

If you are on Mac OS, you won't see these options.

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.

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- 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.

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

Name (e.g. John Smith): My Name

Organizational Unit: Entomology Department

Organization Name: Kansas State University

Email Address: eID@ksu.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

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- Choose an option from the Key Algorithm drop-down. The 2048-bit RSA option offers more security than

1024-bit RSA, but 1024-bit RSA is more universally compatible (**recommended**).

- From the **Use Digital ID For** drop-down, choose whether you want to use the digital ID for signatures, data encryption, or both. (**BOTH is recommended**)

9. Most users will accept the default location for the new digital ID file. 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.

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:

C:\Users\sworm.USERS\AppData\Roaming\Adobe\Acrobat\DC\Security\I Browse...

Password:

Best

Confirm Password:

Cancel < Back Finish

Be sure to remember your password. There is no way to recover it for this digital ID. If you forget the password, create a new ID. The ID will be good for five years. You can create a digital ID on as many computers as you need.

Signing the Document

Sign Document

Sign As: My Name (My Name) 2021.12.06

Issued by: My Name More Details

Appearance: Standard Text

My Name Digitally signed by My Name Date: 2016.12.06 12:10:46 -06'00'

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel

Unless you have created more than one Digital Signature on this computer and/or created a custom Appearance, simply **accept all the defaults** and **enter your password** for your signature. Then, click on **SIGN**.

You will be prompted for the file name and location to save your digitally signed document.

Take care to save the document where you will be able to locate it later.

There is more information on how to modify the appearance of your signature, create additional signatures on the same computer, and advanced security features in: **Step by Step Digital IDs in Adobe Acrobat**, available on the Entomology Department FORMS webpage.