## **Create a Digital ID**

- Open the PDF file to be signed
- From the menu bar, select Edit > Preferences
- Select Signatures from the Categories list
- Select Identities & Trusted Certificates

Categories:	Digital Signatures Creation & Appearance • Control options for signature creation • Set the appearance of signatures within a document Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents	More
Messuring (2D) Messuring (3D) Messuring (Geo) Multimedia (legacy) Multimedia Trust (legacy) Signatures Spelling Tracker Trust Manager Units & Guides	Document Timestamping  • Configure timestamp server settings	More
Signatures Spelling Tracker Trust Manager Units & Guides +		ОК

• Select Digital IDs on the left

Click the A	dd ID button				
🔒 Digital ID and Trusted Certifi	icate Settings				x
Digital IDs     Roaming ID Accounts	Add ID 🖉 Usage Options 🗸	Certificate Details	<i>i</i> Export 🛛 🔁 Ref	fresh 🔇 Remove ID	
Digital ID Files	Name / N	Issuer	Storage Mee	chanism	Ex
DonnaBrown.pfx					
PKCS#11 Modules an					
Trusted Certificates					
	4				
					-
	8				
					-

- Select the option A new digital ID I want to create now
- Click Next

Add Digital ID
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using: My existing digital ID from:
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 >

- Specify where to store the digital ID
  - 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.

Windows Certificate Store (Windows only)
 Stores the digital ID to a common location from where other Windows applications can also retrieve it.

٠	Click Next	
Ad	ld 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.	
	Inis 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 Nex	t>

- Enter the following details:
  - Name
    - Organisational Unit
    - Organisation Name
    - Email Address
- Select from the drop down lists, the following:
  - Country/Region select AU Australia
    - Key Algorithm 1024-bit RSA is the minimum standard. For higher security use 2048bit
    - Use digital ID for: leave as Digital Signatures and Data Encryption.
- Click Next

Add	Digital ID	Taxan and taxan	×
	Enter your identity inform	ation to be used when generating the self-signed certificate	
	Na <u>m</u> e (e.g. John Smith):	Louise Smith	
	Organizational <u>U</u> nit:	Library	
	Organization Name:	Flinders University	
	<u>E</u> mail Address:	louise.smith@flinders.edu.au	
	<u>C</u> ountry/Region:	AU - AUSTRALIA	
	<u>K</u> ey Algorithm:	1024-bit RSA	
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	
	Cancel	< Back New	t > R

- Type a **Password** for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using colour patterns
- Confirm your Password
- Click Finish

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:	
B\B\smit0000\prefs\AppData\Adobe\Acrobat\11.0\Security\LouiseSmith.pfx Browse	
Password:	
****	
Best	
Confirm Password:	
*****	
Cancel < Back Finish	*

• Digital ID is ready for use

You can export and send your certificate file to contacts who can use it to validate your signature.

**Note:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add signatures.

## **Delete a Digital ID**

When you delete a digital ID in Acrobat, you delete the actual PKCS #12 file that contains both the private key and the certificate. Before you delete your digital ID, ensure that it isn't in use by other programs or required by any documents for decrypting.

**Note:** You can delete only self-signed digital IDs that you created in Acrobat. A digital ID obtained from another provider cannot be deleted.

- Select Edit > Preferences > Signatures
- Select Signatures from the Categories list
- Select Identities & Trusted Certificates
- Click More

Preferences			<b>—</b> ×
Preferences Categories:  Categories:  D & Multimedia Accessibility Action Wizard Adobe Online Services Catalog Forms Identity Internet JavaScript JavaScript JavaScript Measuring (2D) Measuring (2D) Measuring (2D) Measuring (2D) Measuring (2D) Multimedia (legacy) Multimedia (legacy) Signatures Spelling Tactors	A E	Digital Signatures Creation & Appearance • Control options for signature creation • Set the appearance of signatures within a document Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents Document Timestamping • Configure timestamp server settings	More
Trust Manager Units & Guides	-		
			OK Cancel

- Select **Digital IDs** on the left
- Select the Digital ID to remove
- Click Remove ID



• Enter Digital ID Password

Click OK	
Digital ID Authentication	<b></b>
Access to this digital ID requires password authentication.	e Details
Password:	
ОК	Cancel

• Digital ID has been deleted

## Adding signature to document

When adding a signature, the document will become encrypted and no one else can remove your signature or copy it.

- Click on signature box in the PDF form
- The Sign Document window will open.
- In this window you will need to enter your password you set previously
- Then click Sign
- You will then be asked to save it again. This will now enforce the security measures

You have an option to lock the document so no one else can change anything. This will stop others from signing as well so only use if you are the only signature.

If you want to remove the signature it must be done on the same computer and login it was created in.

• Right click on the signature and select **Clear Signature** 

