

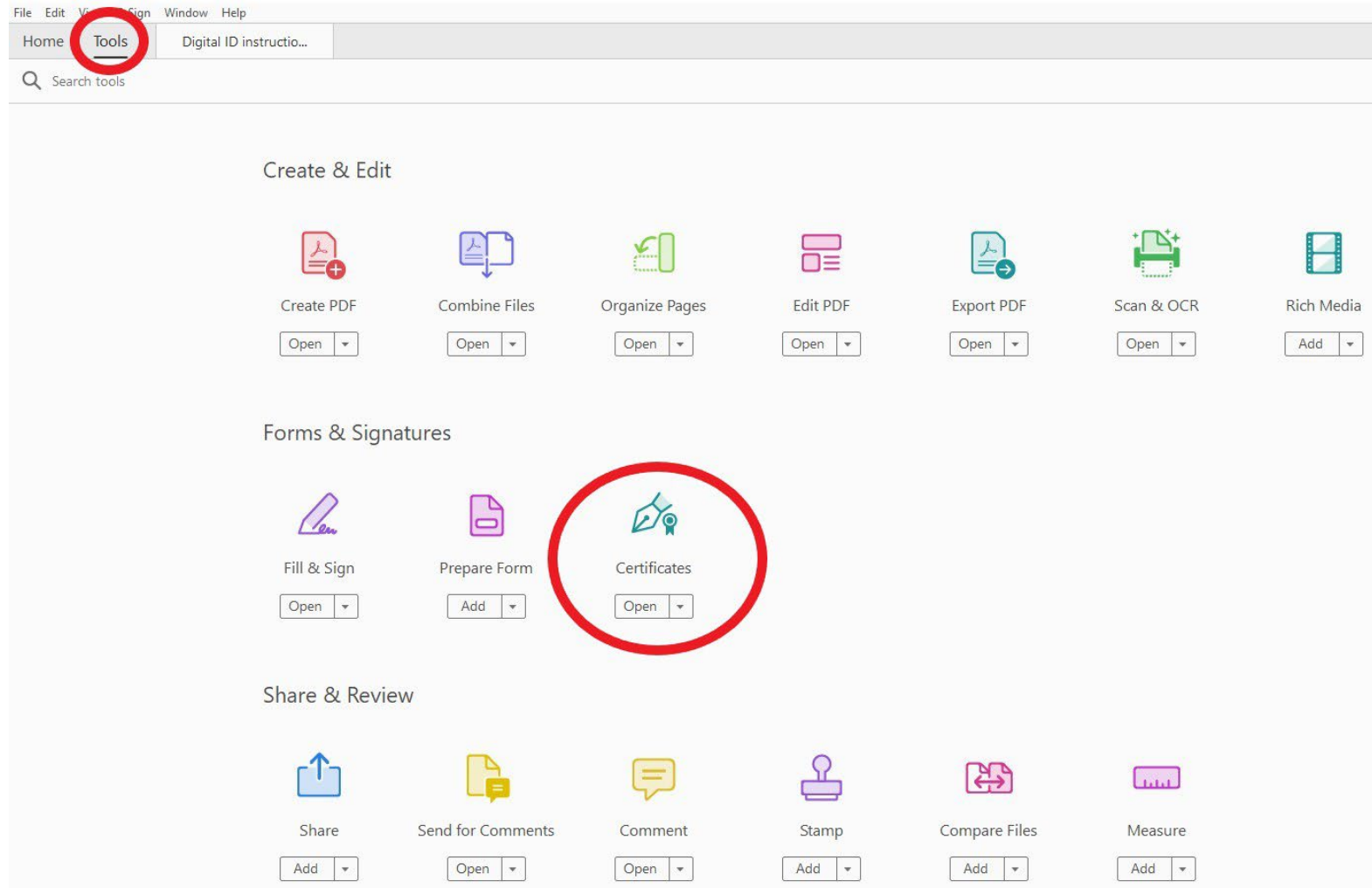
Creating a Digital ID in Adobe

Digital Signature

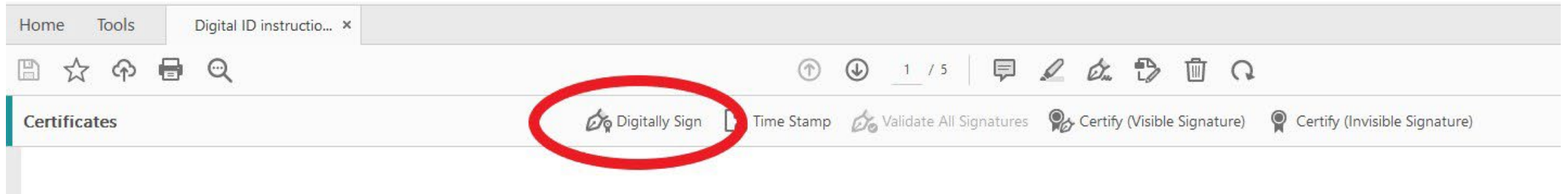


PennState
College of Medicine

Open a PDF, click the “Tools” tab and click on the “Certificates” tool.

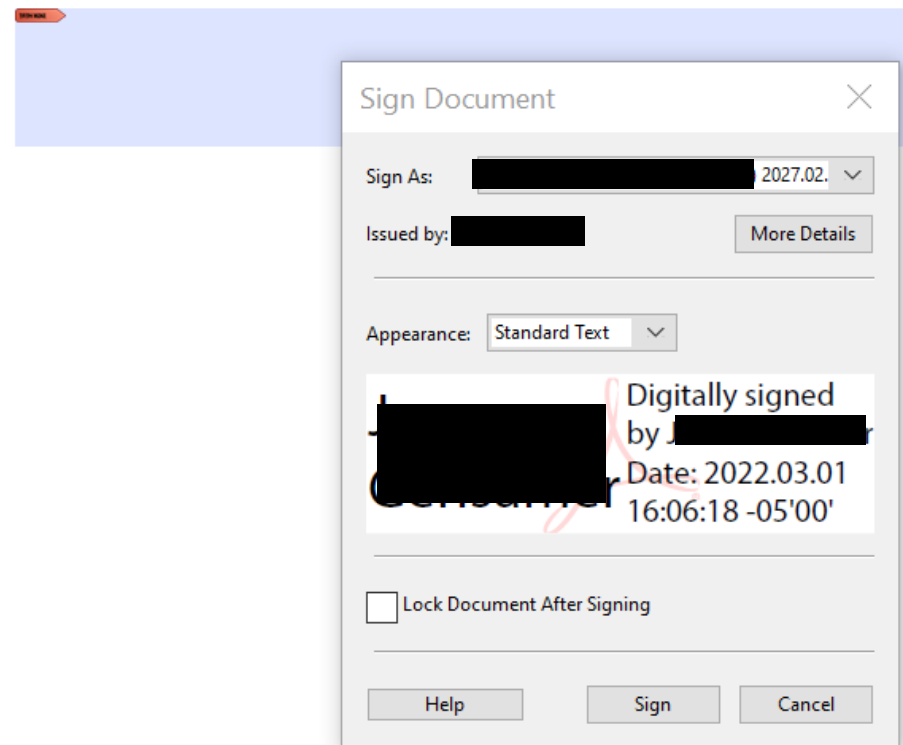


Click “Digitally Sign” from this toolbar. A new window will open with instructions on where to place your signature on the PDF

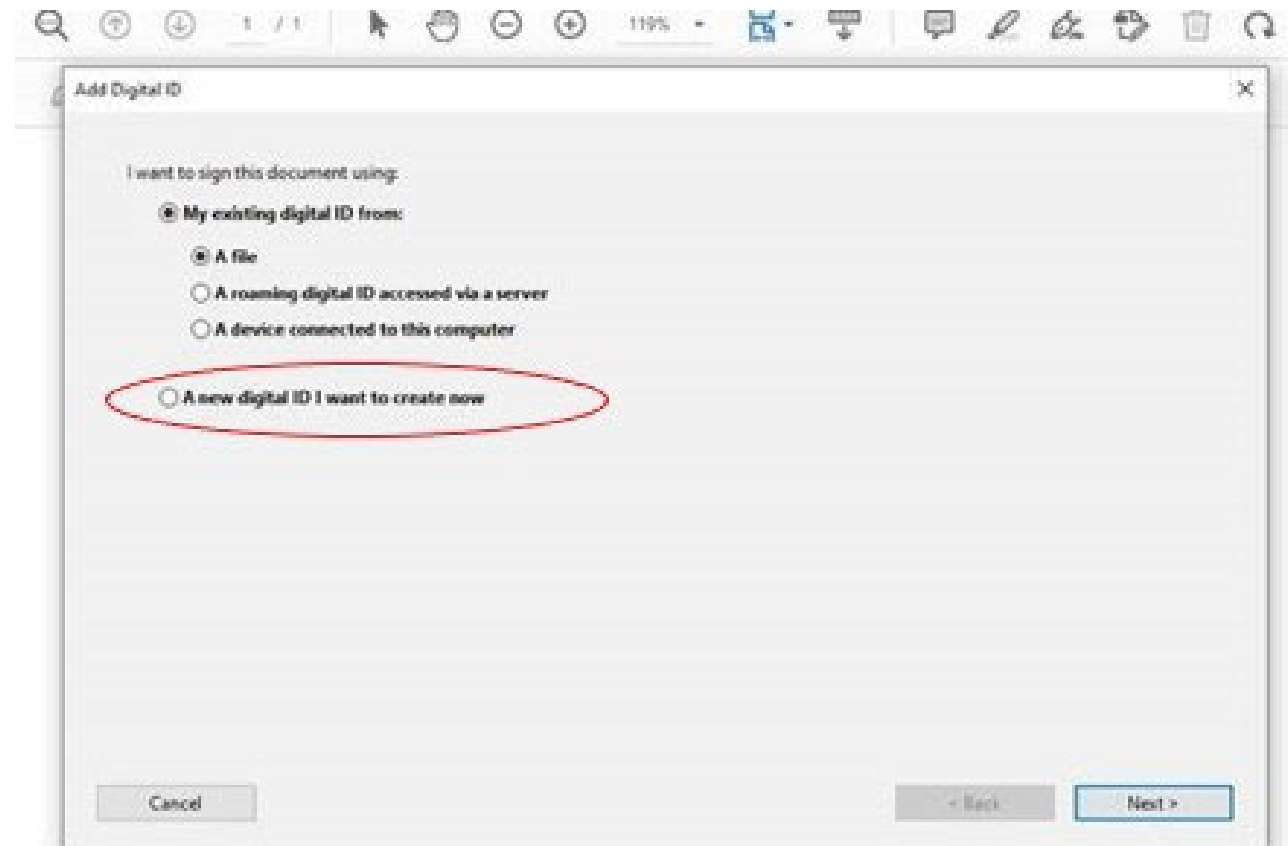


Add a signature box to the PDF as you would with adding a text box. Click where you want to sign and drag down and out to create the signature box

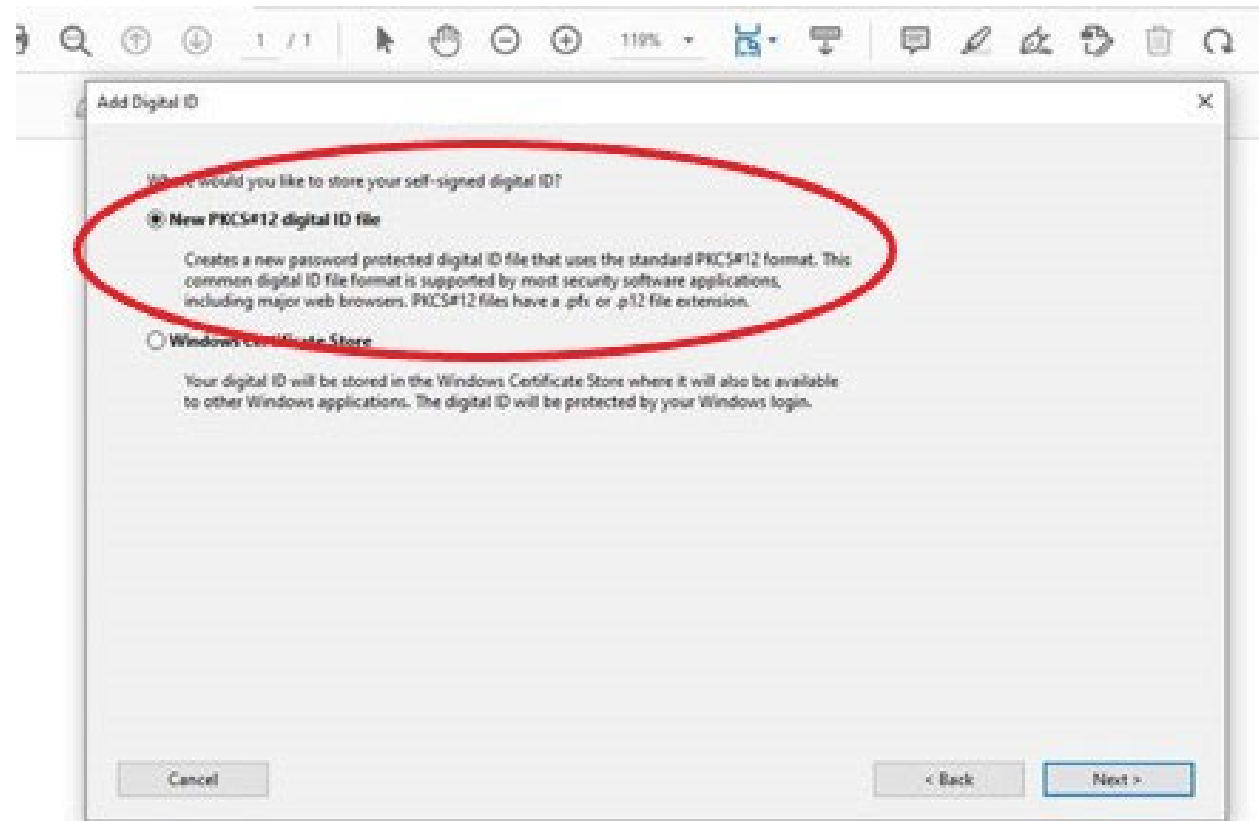
*Please note if you already have a digital signature in Adobe, it will immediately pop up and ask if you would like to insert it (see slide 12 for how an already created digital ID appears)



If you do not have a digital ID, you will be asked to create one. Select “A new digital ID I want to create now”. Click “Next”



A box will appear to note where to store self-signed digital ID. Use first option.
Click “Next”



Fill out the information needed in the box that appears. Click “Next”

The image shows a screenshot of a software application window titled "Add Digital ID". The window contains a form with the following fields and values:

- Name (e.g. John Smith):** [Redacted]
- Organizational Unit:** Office of Research Affairs
- Organization Name:** Pennsylvania State University, College of Medicine
- Email Address:** [Redacted]
- Country/Region:** US - UNITED STATES
- Key Algorithm:** 2048-bit RSA
- Use digital ID for:** Digital Signatures and Data Encryption

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Finish".

Create a password for your digital ID, leave file location as it appears, which is a Default setting. 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:

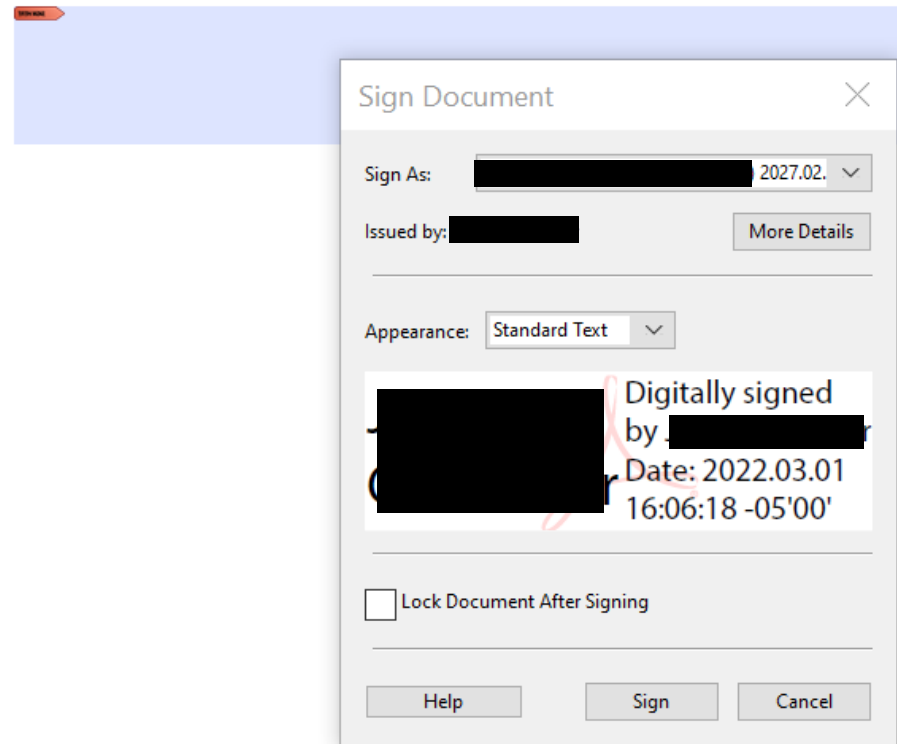
her1\AppData\Roaming\Adobe\Acrobat\DC\Security\ [redacted] .fx

Password:

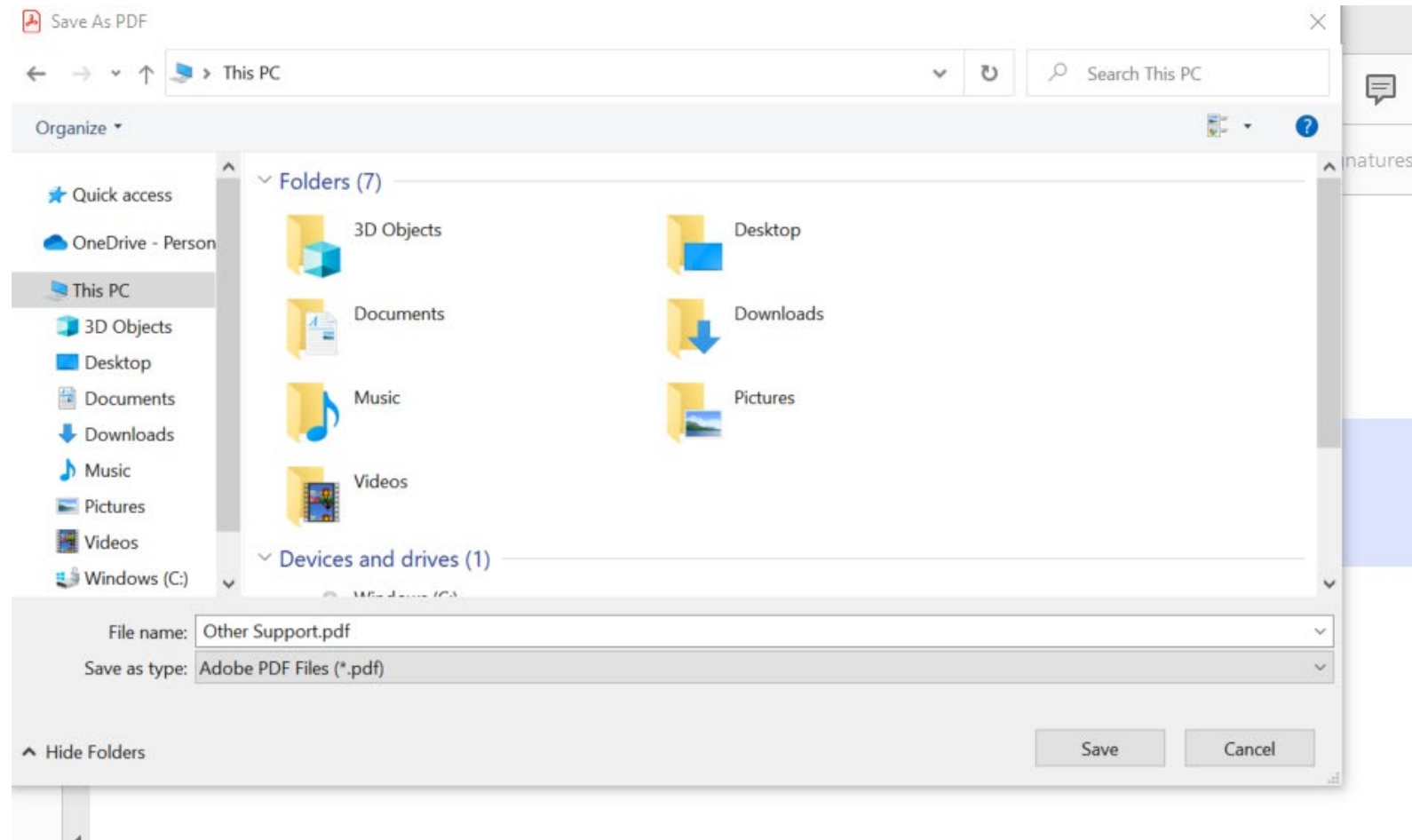
[redacted] **Not Rated**

Confirm Password:

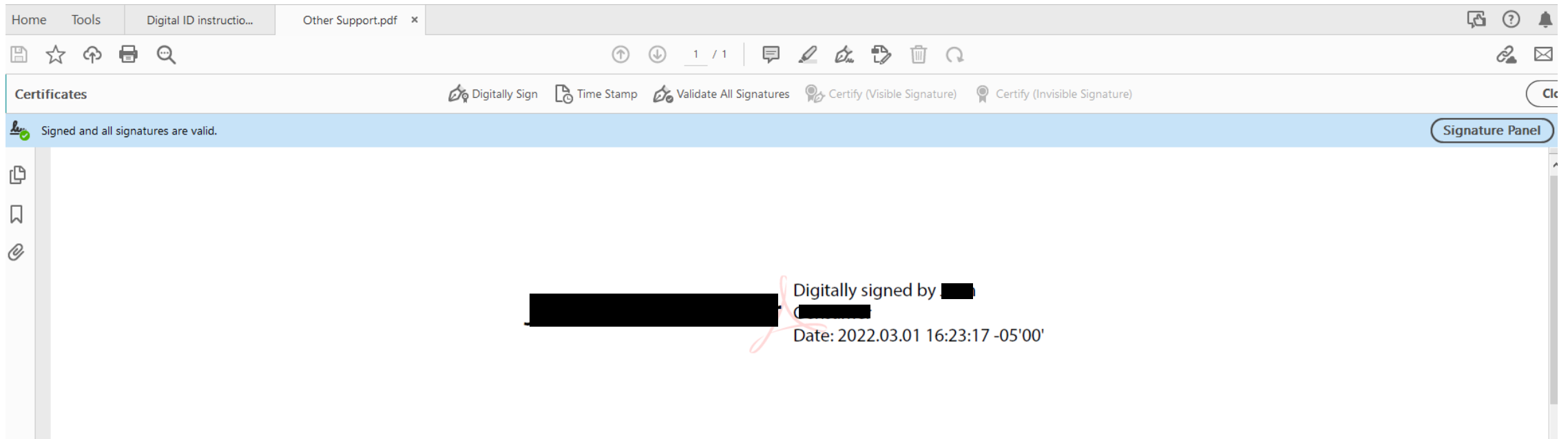
Congratulations! You created your digital ID. You may now electronically sign PDF's



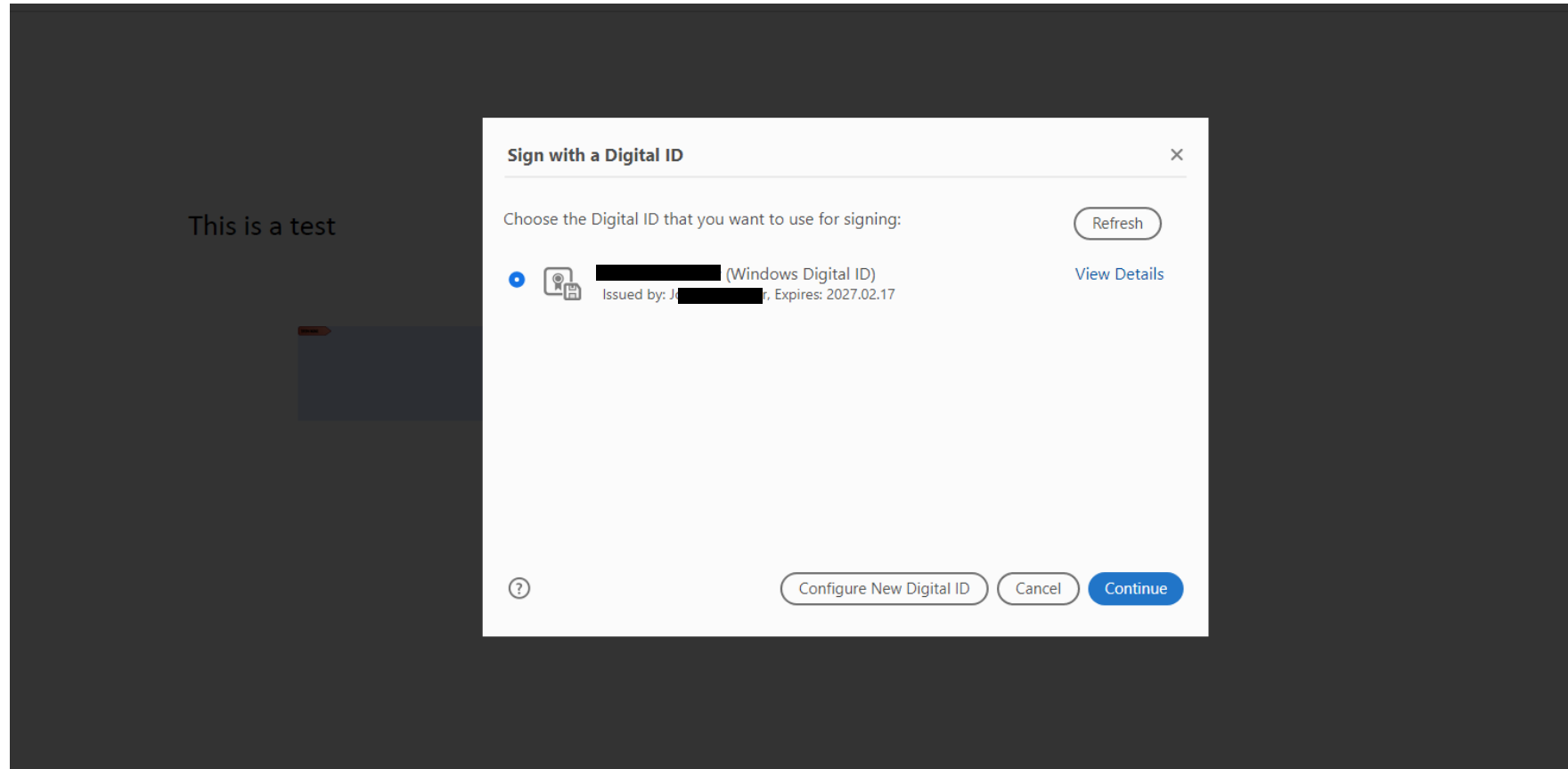
When you sign a PDF, you will be asked to save the file. Save the file to where you prefer with the title you prefer



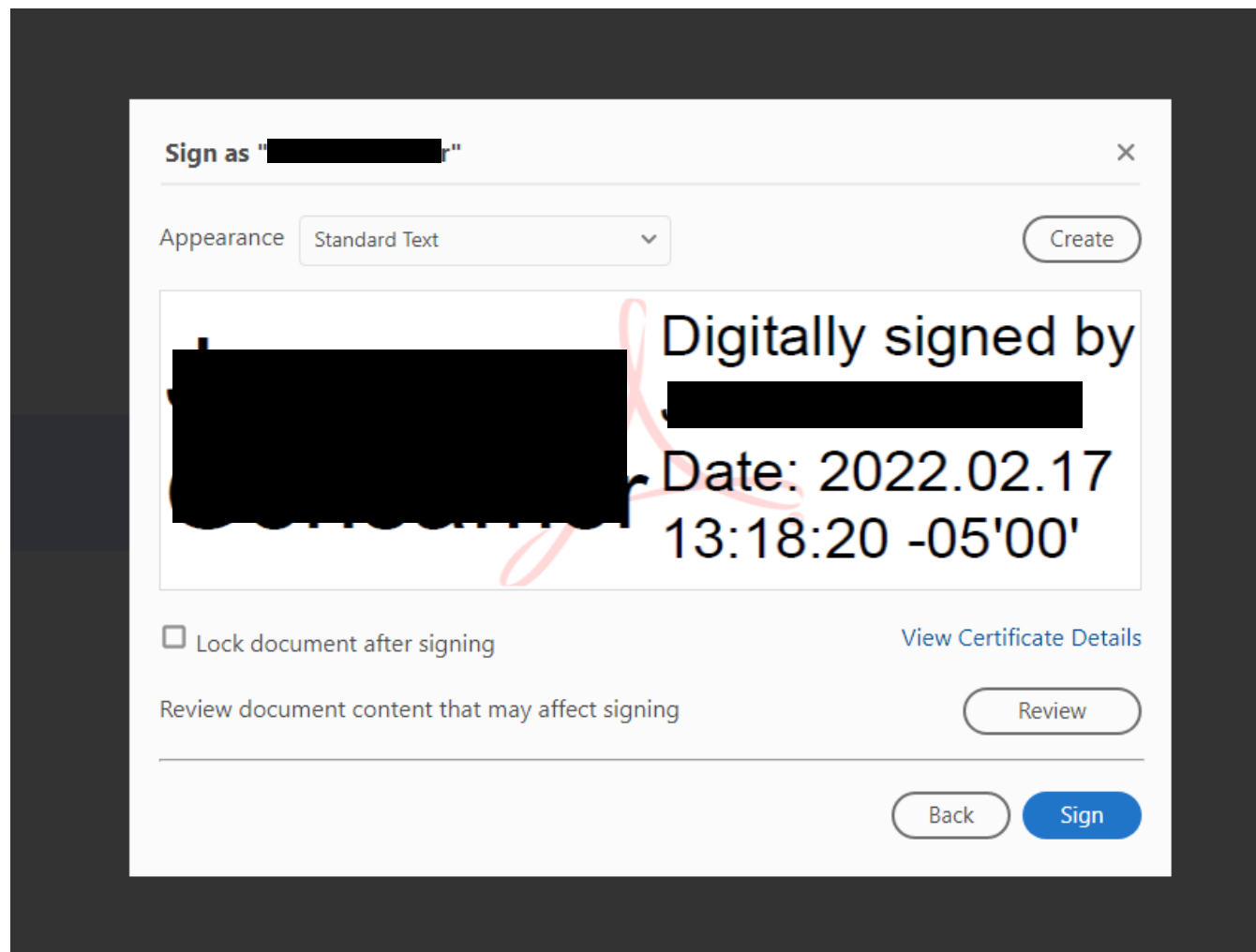
Once saved, your digital ID (electronic signature) will appear on the PDF wherever you placed the signature box



Below is example of a saved digital ID. Once you have created your digital ID, it will appear like the below. Just click “Continue” to use your Digital ID to sign a PDF.



Each time you use your digital ID, it will show you a preview of how your signature will appear. Click "Sign." Save the file to where you prefer with the title you prefer



Once saved, your digital ID (electronic signature) will appear on the PDF wherever you placed the signature box

