Creating an electronic signature in Adobe Acrobat

Please call the Administrative Helpdesk if you have any questions or need assistance: (718) 260 – 5610.

The College requests that you save your electronic signature file on your network Home Directory (H:\) drive so that it can be utilized from any computer, it will be secured and backed up. If it is not saved on your network directory, then you will always have to sign from the computer that you have created it in.

<u>STEP 1.</u>

Open Adobe Acrobat Professional from your computer. From the Tool Bar, select Advanced – Security Settings.





<u>STEP 2.</u>

Click Add Digital ID. Select Create a self-signed digital ID for use with Acrobat

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.	
Configure a roaming ID for use on this computer	
• Create a self-signed digital ID for use with Acrobat	
◯ Look for newly inserted hardware tokens	
Cancel < <u>Back</u> <u>N</u> ext >	

<u>STEP 3.</u>

Select New PKCS#12 digital ID File

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	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. 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 other Windows applications. The digital ID will be protected by your Windows login.

<u>STEP 4.</u>

Complete the Identity information Leave the default values already populated.

ation	Add Digital ID		×	
dy	Enter your identity information to be used when generating the self-signed certificate.			
	Na <u>m</u> e (e.g. John Smith):			
	Organizational <u>U</u> nit:			
	Organization Name:			
	<u>E</u> mail Address:			
	<u>C</u> ountry/Region:	US - UNITED STATES		
	Enable Unicode Support			
	Key Algorithm:	1024-bit RSA		
	Use digital ID for:	Digital Signatures and Data Encryption		
	Cancel	< Back Next >		

<u>STEP 5.</u>

Enter the file location and password for the new digital ID file.Please Browse and enter your H:\ drive directory. Enter and confirm the 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: mpus_tree\.campus2_hdrive.servers.groups.cam	npus\Home_dir\RUddin\Test.pfx <mark>Br</mark> owse				
Password:					
⊆onfirm Password:					
Cancel	< <u>B</u> ack <u>F</u> inish				

<u>STEP 5.</u>

Your new Digital ID has been created.

