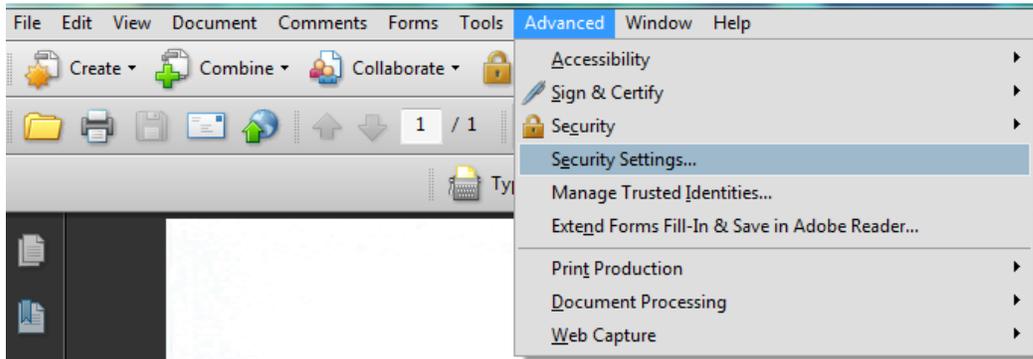


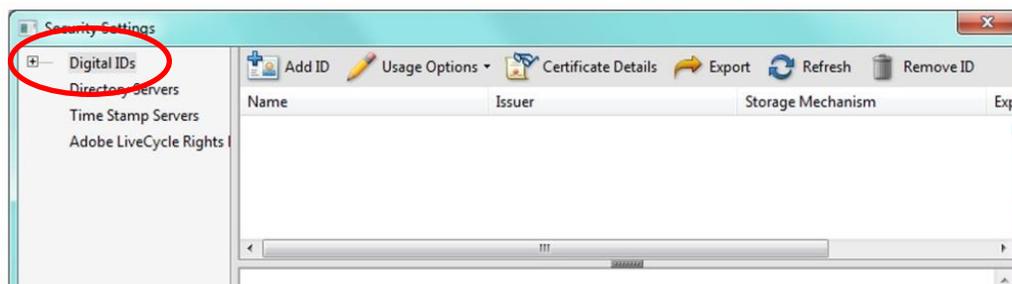
# Creating a Digital Signature in Adobe Acrobat 9

Preference options vary by platform and application versions. The graphics shown are from Acrobat 9, Acrobat versions may slightly differ but are relatively the same setup.

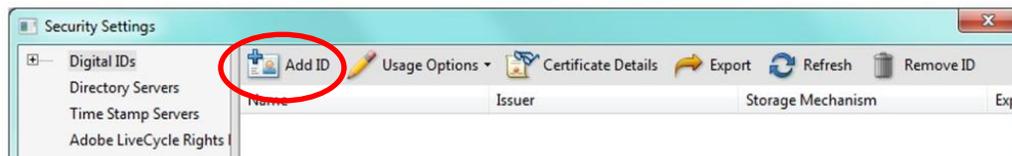
1. Choose Advanced > Security Settings to open the security Setting dialog box.



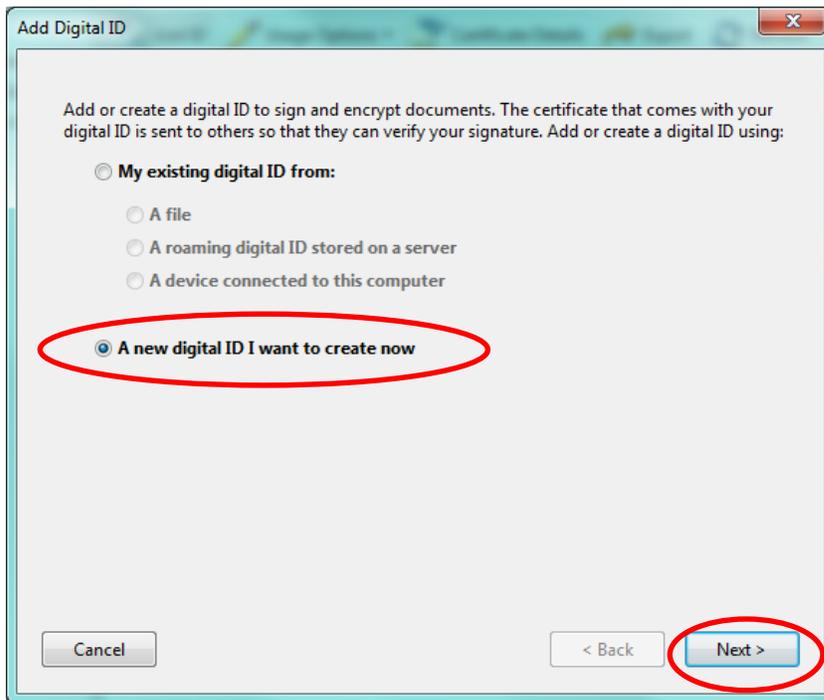
2. Click Digital ID's on the left side of the dialog box to display



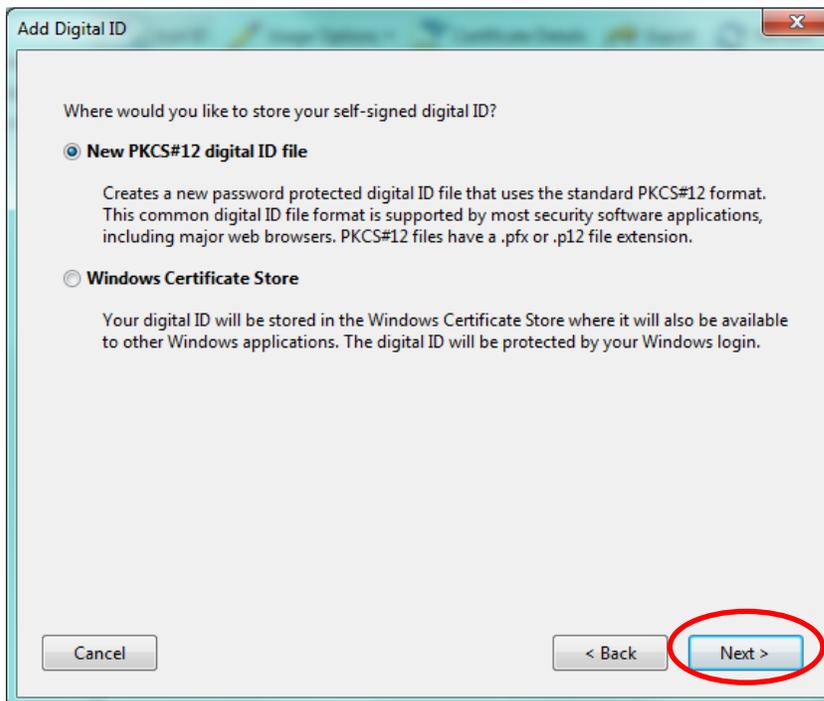
3. To build a new signature, click Add ID on the dialog box's toolbar.



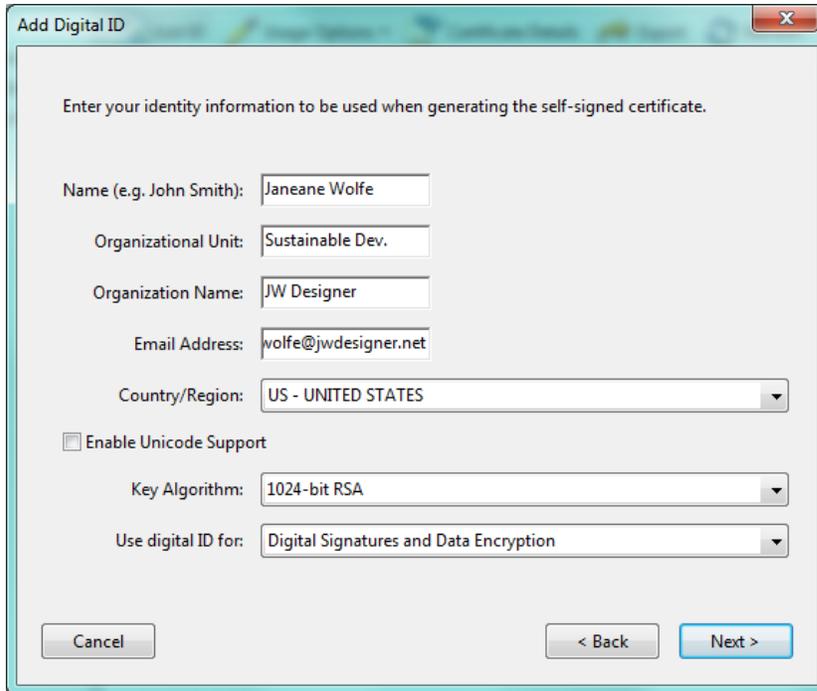
4. The Add Digital ID dialog box opens, giving you four options. The first three deal with existing ID's. You can find an existing ID from a file, a roaming ID stored on a server, or a device connected to your computer (such as a jump/flash drive). To build a new ID, click "A new digital ID I want to create now" and then click Next.



5. The next window gives you two choices on where you would like to store the digital ID. The PKCS#12 allows us to use with a web browser and any other application that allows use of a digital ID. If you choose the Windows Certificate Store, it is protected with your windows log in and is stored in the Windows Certificate store for any other windows applications. Click an option, and then click Next.



6. Add the information you want included in the certificate, such as Name, Organization Unit (department), Organization Name, and Email. You can also Enable Unicode Support if you choose, but in this example we are skipping it. The Key Algorithm has two choices 1024, which is more widely accepted and used with older versions of Acrobat, whereas the 2048 is newer (Acrobat 9 and higher) and isn't as widely accepted (for now) but offers a more secure encryption. From the "Use digital ID for menu", select the appropriate option (this example is using "Digital Signatures and Data Encryption"). Click Next when you have finished.

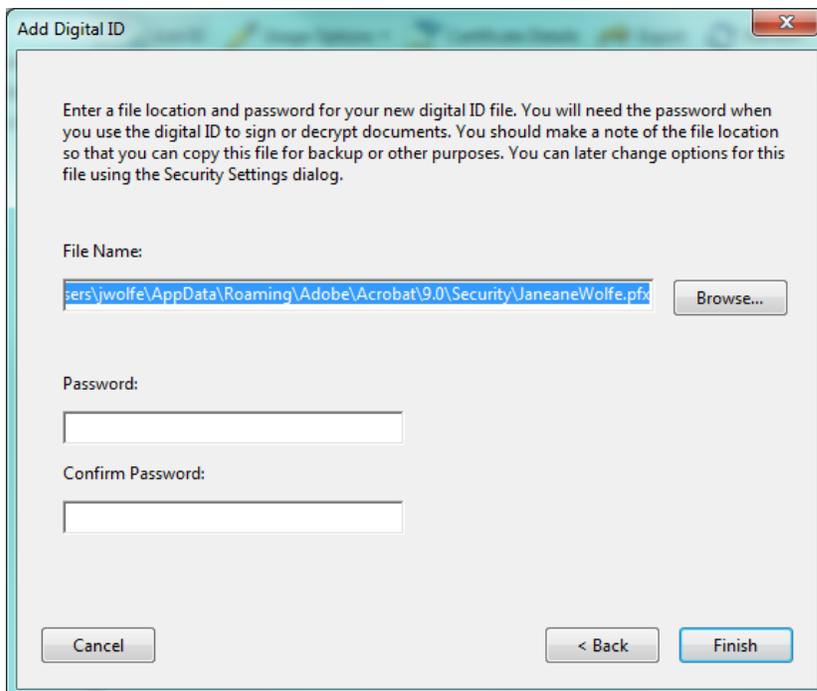


The screenshot shows the "Add Digital ID" dialog box with the following fields and values:

- Name (e.g. John Smith): Janeane Wolfe
- Organizational Unit: Sustainable Dev.
- Organization Name: JW Designer
- Email Address: wolfe@jwdesigner.net
- Country/Region: US - UNITED STATES
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Next >

7. Click the Browse button to choose the location you would like to save the certificate to, or leave the default location in the Security subfolder of the Acrobat program's folders so that you don't lose track of your certificates. Type a password and confirm the password, and then click Finish

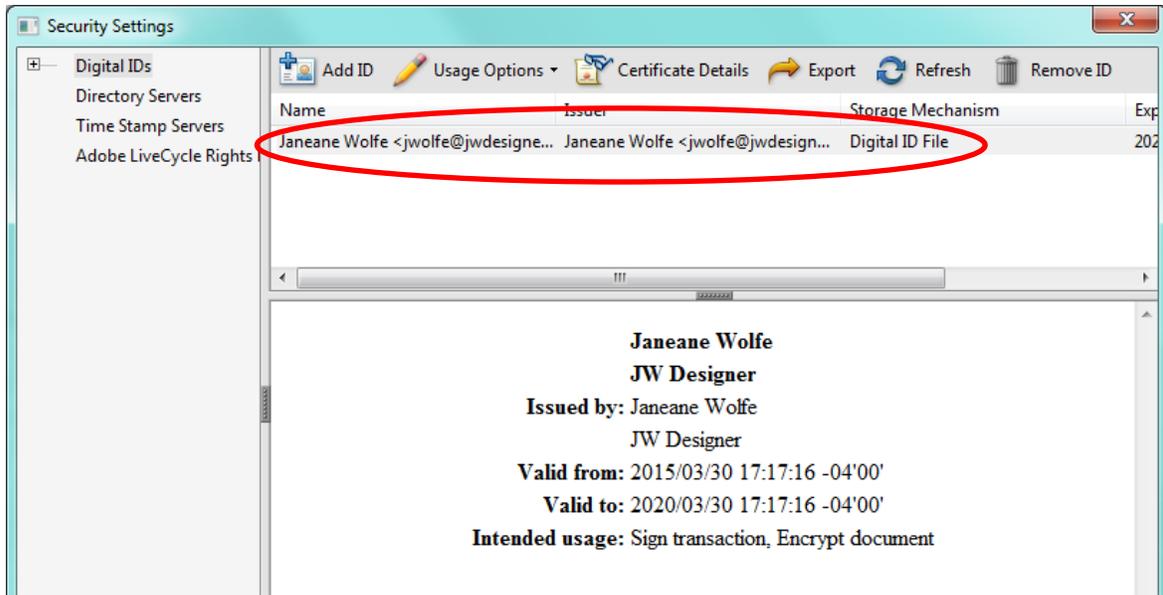


The screenshot shows the "Add Digital ID" dialog box with the following fields and values:

- File Name: %userprofile%\AppData\Roaming\Adobe\Acrobat\9.0\Security\JaneaneWolfe.pfx
- Browser button: Browse...
- Password: [Empty field]
- Confirm Password: [Empty field]

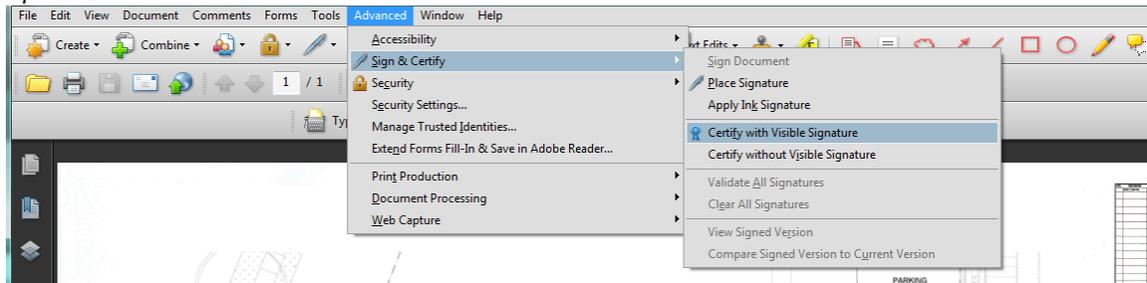
Buttons at the bottom: Cancel, < Back, Finish

8. Your signature will now appear and can be used to sign documents. You can close this window.

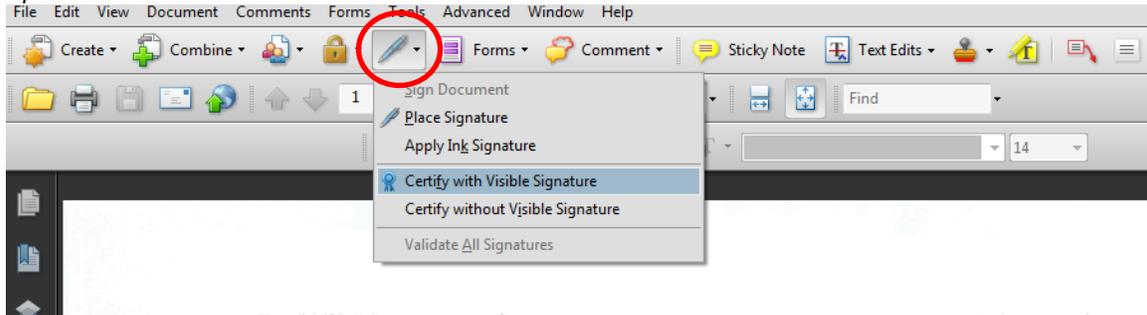


9. To apply the newly created signature, or an existing signature, select Advanced > Sign & Certify > Certify with Visible Signature or you can click on the icon, shown in Option 2.

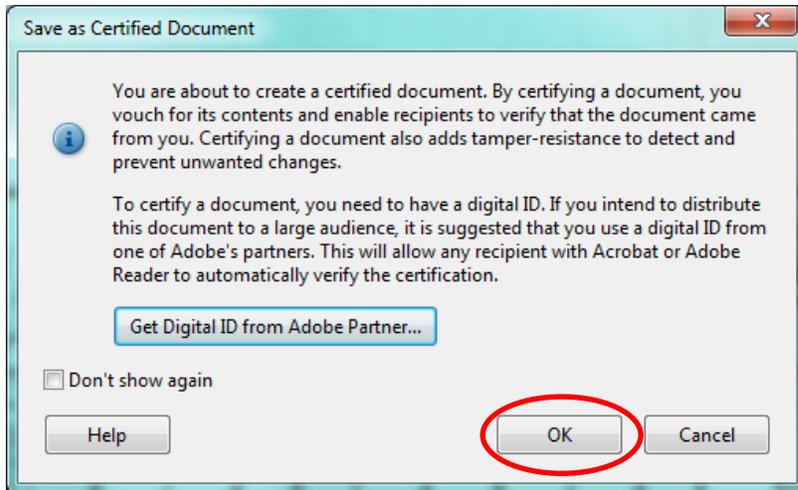
*Option 1*



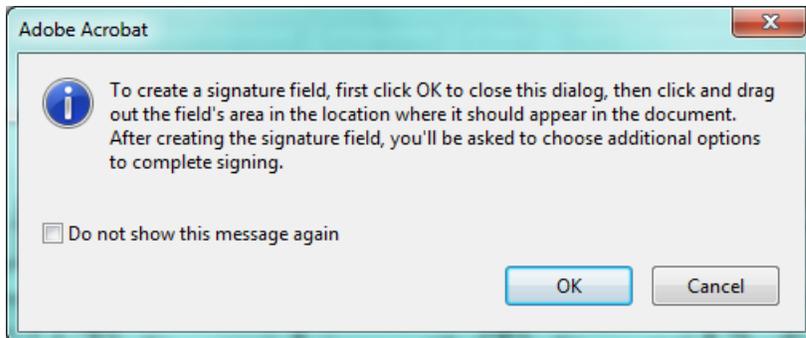
*Option 2*



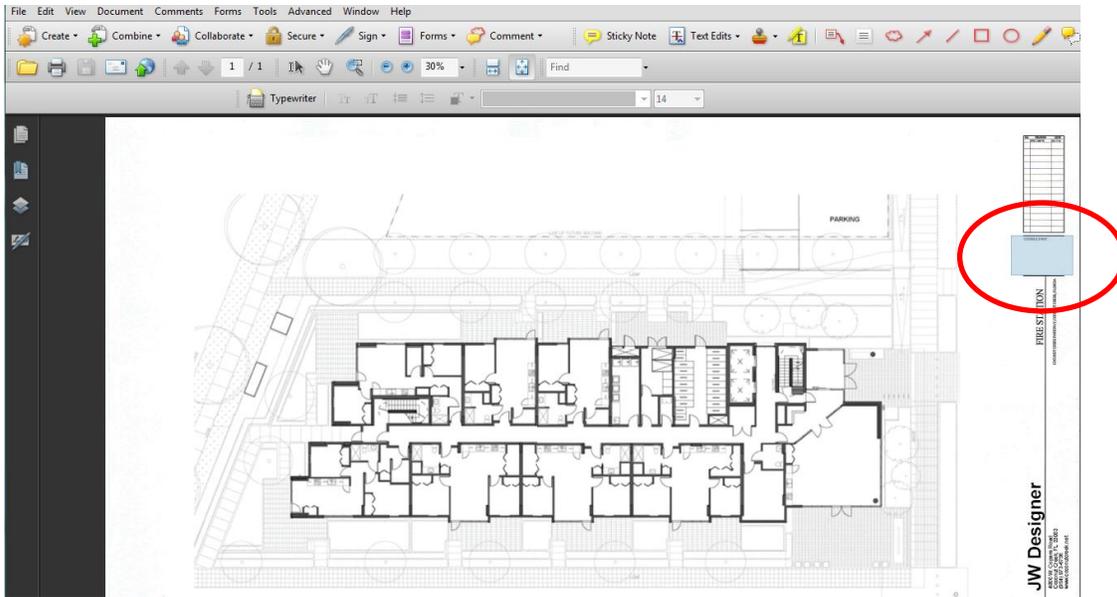
10. Once you select “Certify with Visible Signature,” a new box will appear. Read it, and click OK.



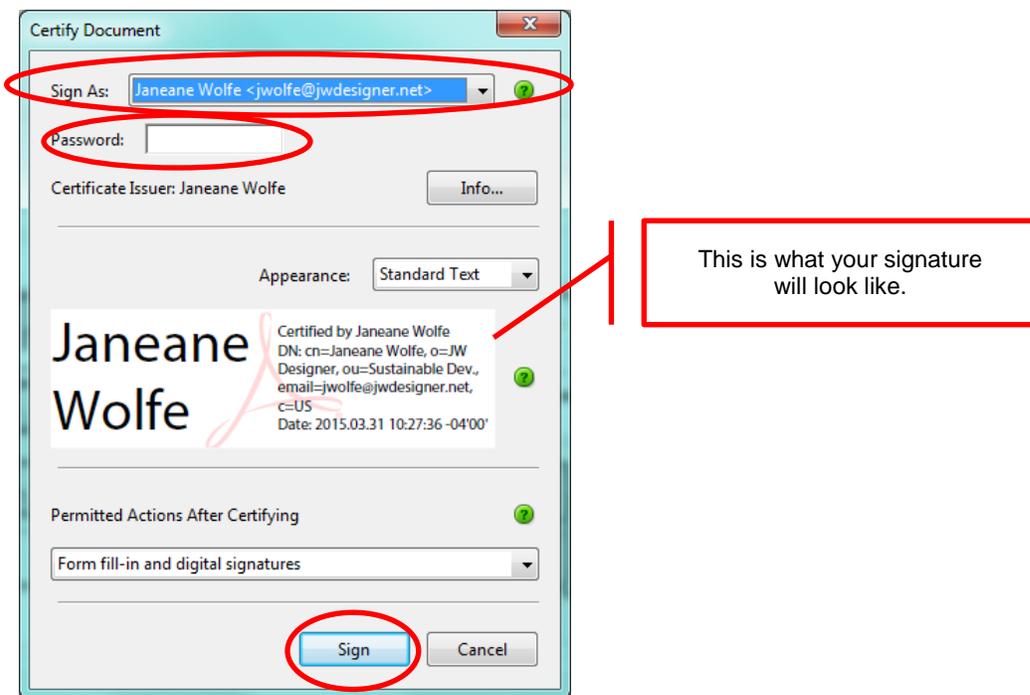
11. Another dialog box appears stating that once you hit ok, your next step will be to click and drag an area where you want to add the signature field (this means that you will automatically have the tool ready to click and drag). Plans are signed along the right side. Do not put your signature over the drawings and be sure to keep the signature in the same location on all drawings.



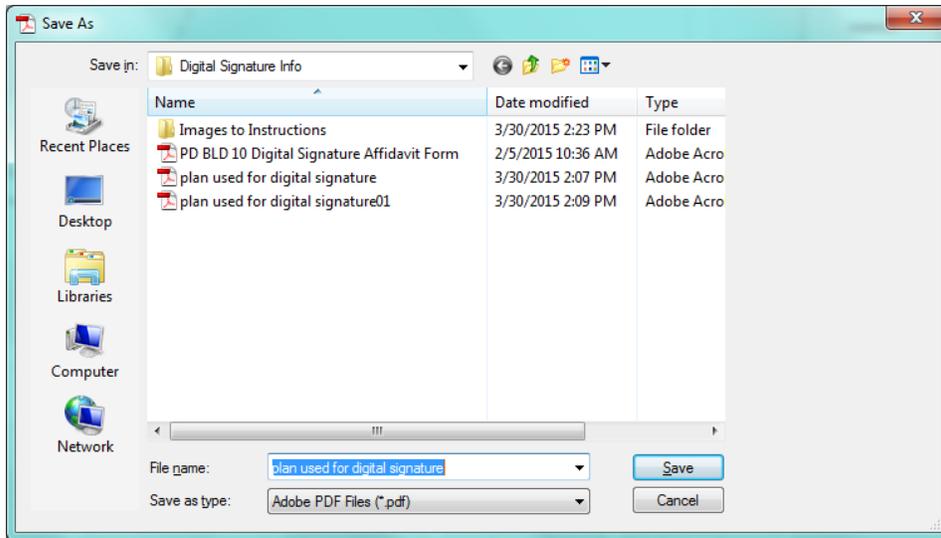
12. The blue box indicates where the signature has been clicked and dragged.



13. Another dialog box will appear, select the appropriate signature from the "Sign As" dropdown, enter your password and click Sign.



14. The "Save As" dialog box will appear. Save the document with the appropriate name (refer to e-Plan User Guide).



15. Your signature will now appear in the box you created, and a blue bar will appear at the top of the document.

