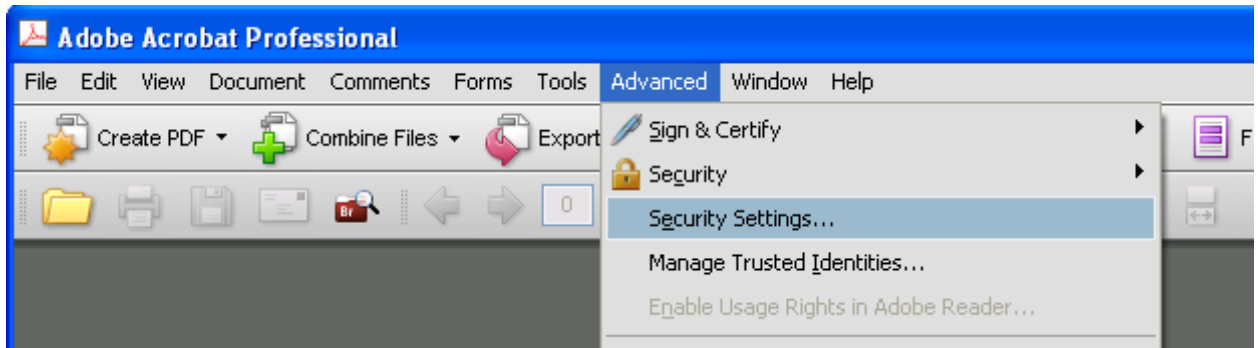
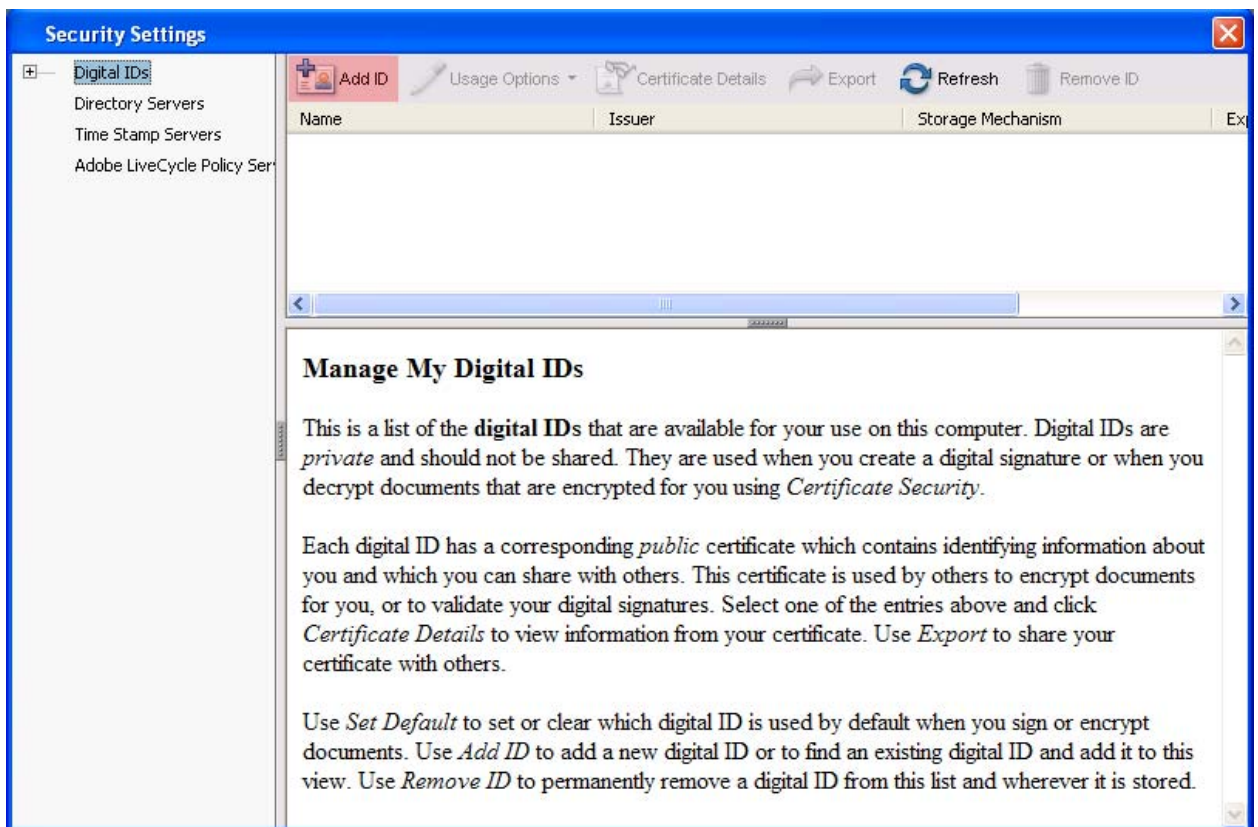


Creating a Digital ID in Adobe Acrobat

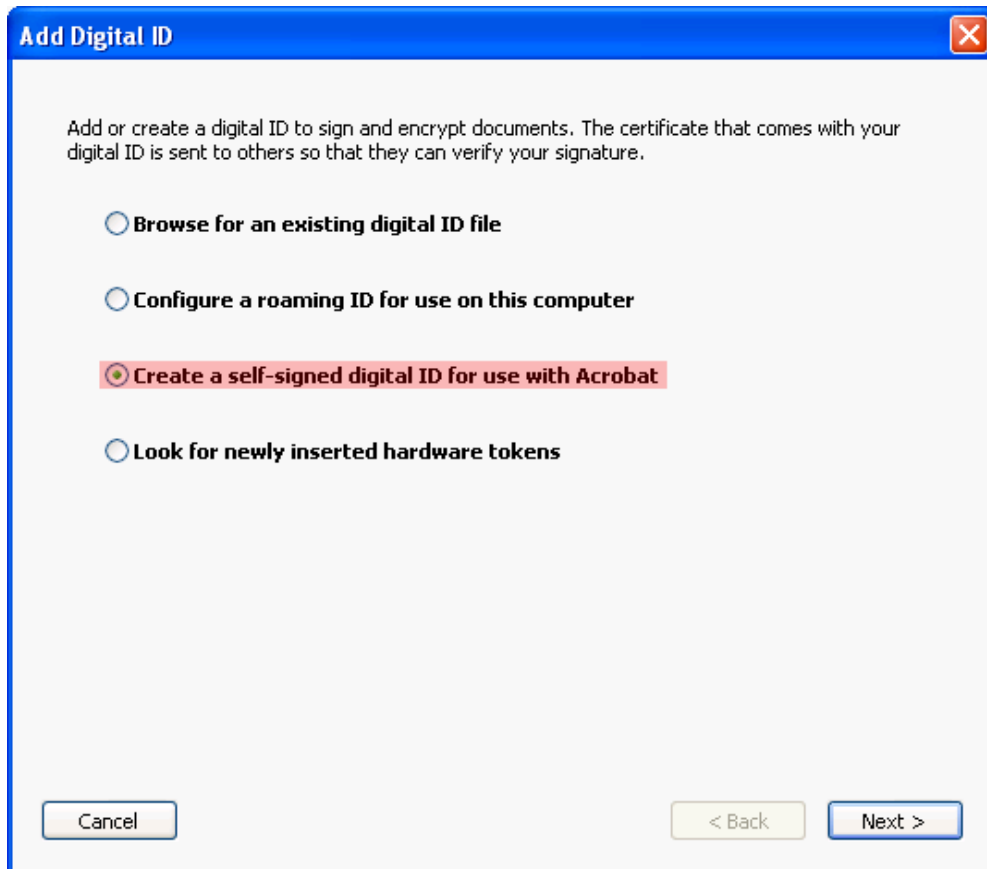
1. Click on “Advanced” -> “Security Settings”
(If using Adobe Reader “Document” ->“Security Settings”)



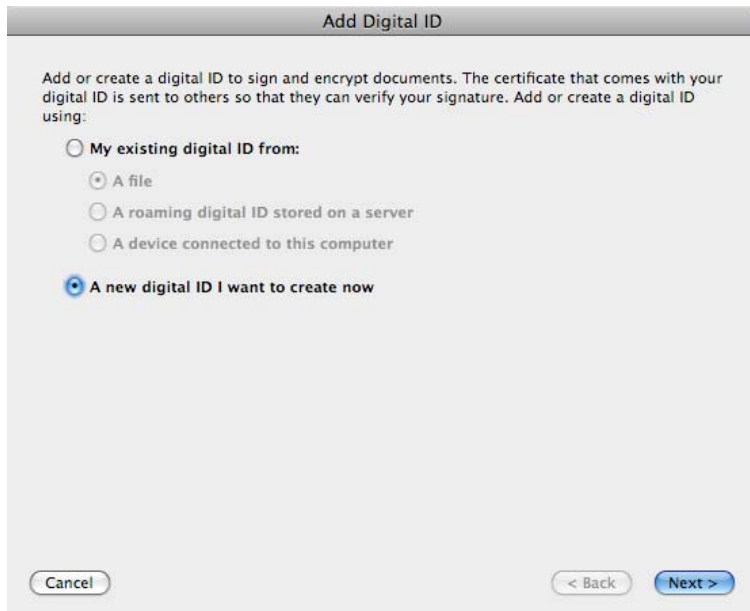
2. Click on “Add ID” under the “Digital IDs” item (default)



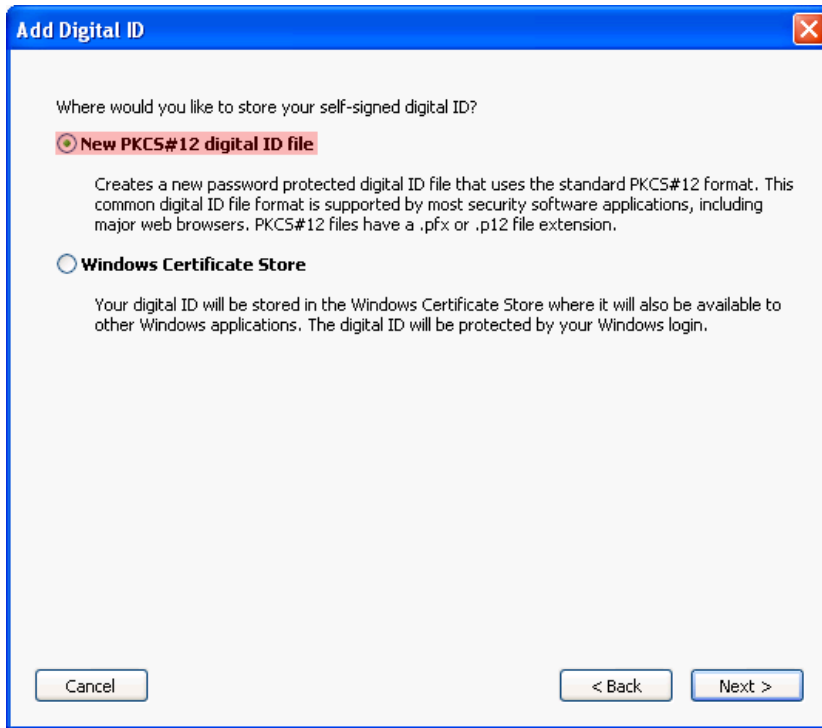
3. Select “Create a self-signed digital ID for use with Acrobat” and click “Next”



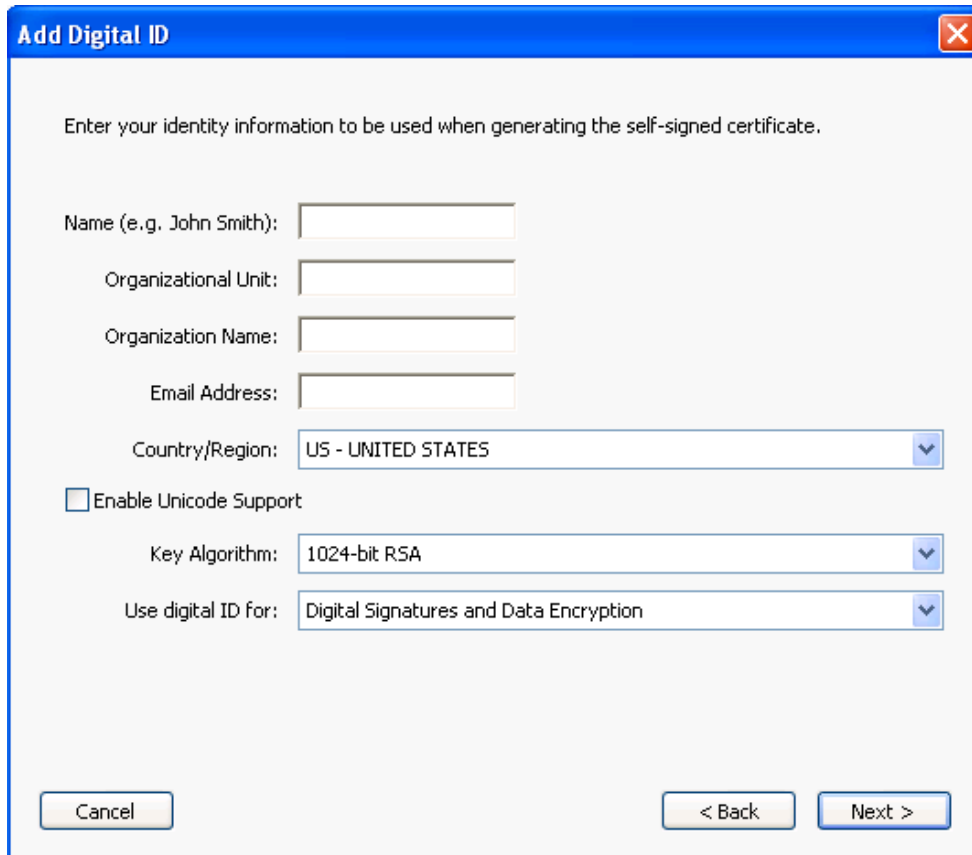
On Mac Acrobat 9 Professional or Adobe Reader 9 you will see this dialog. Select “A new digital ID I want to create now” and click “Next”



4. ****MAC CAN SKIP TO STEP 5**** Select “New PKCS #12 digital ID file” and click “Next”



5. Enter your information and click “Next”. Leave “Key Algorithm” and “Use digital ID for” as shown below.



Add Digital ID [Close]

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

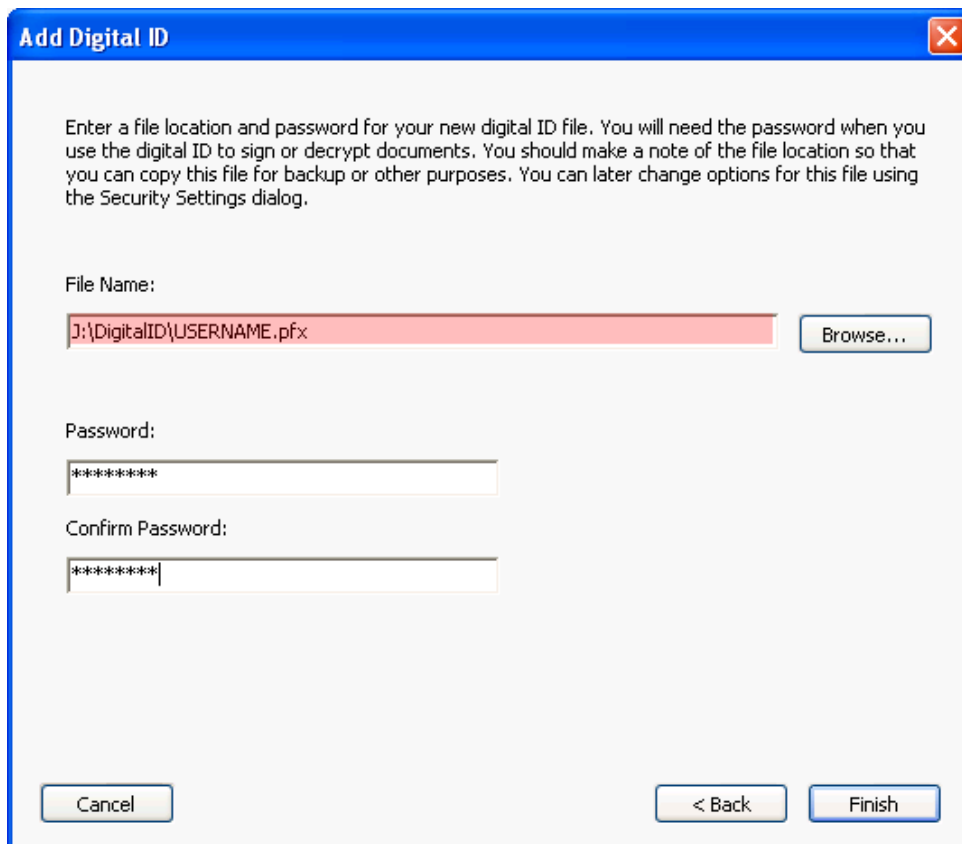
Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

6. Select a place to save your digital ID on your “J” drive, and enter a password. Click “Finish”



Add Digital ID [Close]

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:

Password:

Confirm Password:

7. You should now see your digital ID in the list and can now sign documents using it.

The screenshot shows the 'Security Settings' dialog box with the 'Digital IDs' section expanded. A table lists a digital ID with the following details:

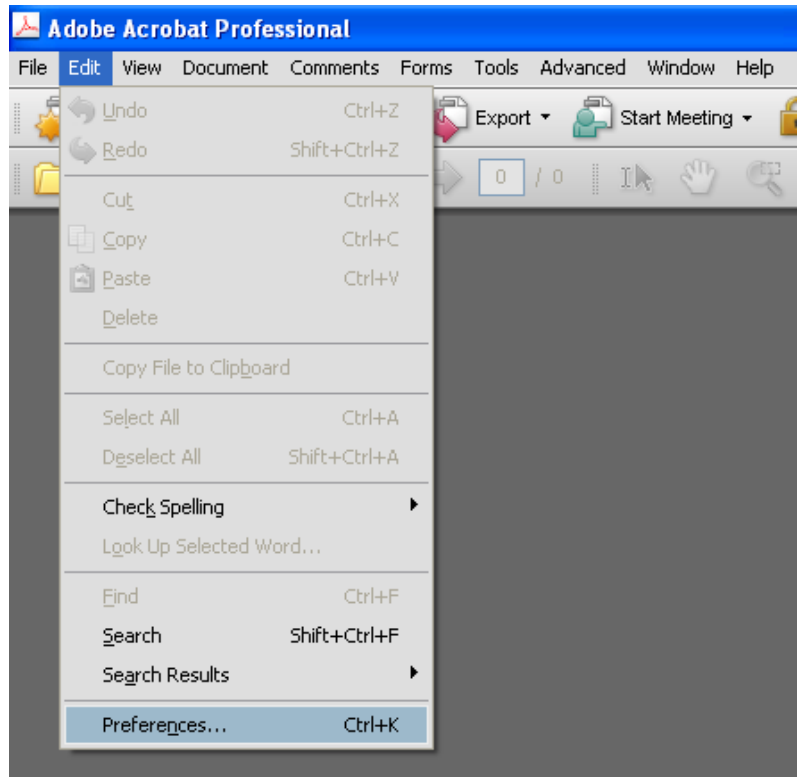
Name	Issuer	Storage Mechanism	Exp
Name <USERNAME@uwplatt.edu>	Name <USERNAME@uwplatt.edu>	Digital ID File	201

Below the table, the details of the selected digital ID are displayed:

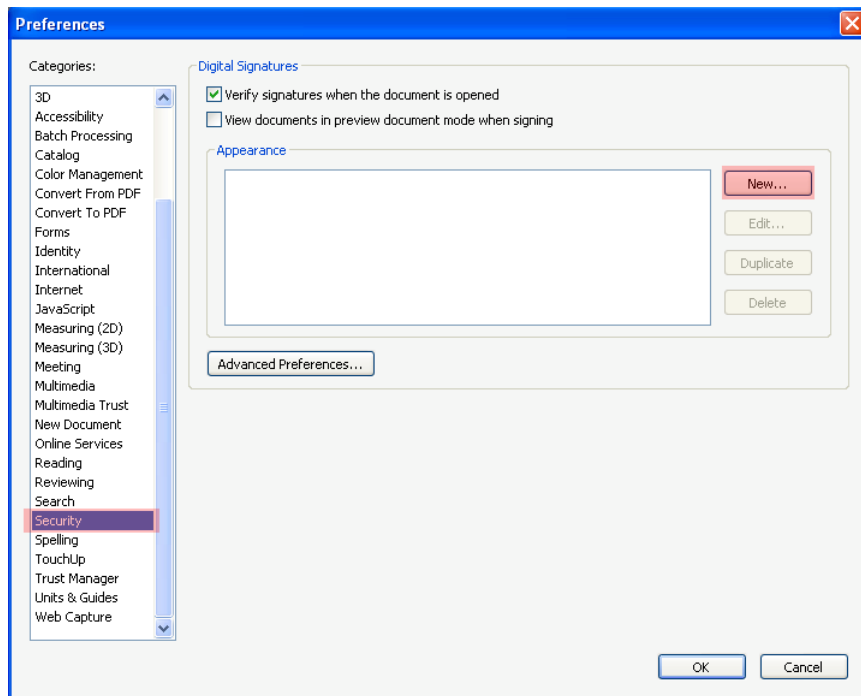
Name
Org Name
Issued by: Name
Org Name
Valid from: 2009/09/08 14:33:48 -05'00'
Valid to: 2014/09/08 14:33:48 -05'00'
Intended usage: Sign transaction, Encrypt document

Creating an Appearance

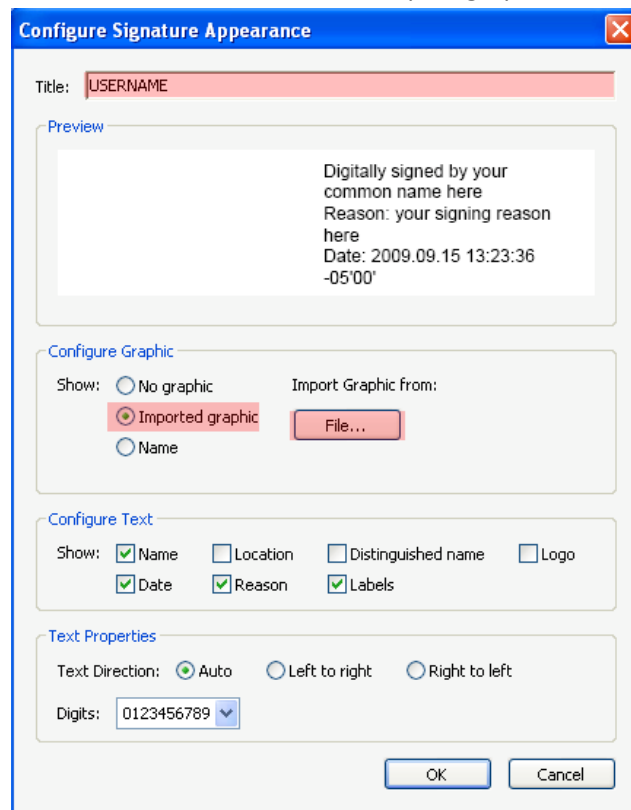
1. Select "Edit" -> "Preferences" on Mac "Acrobat" -> "Preferences"



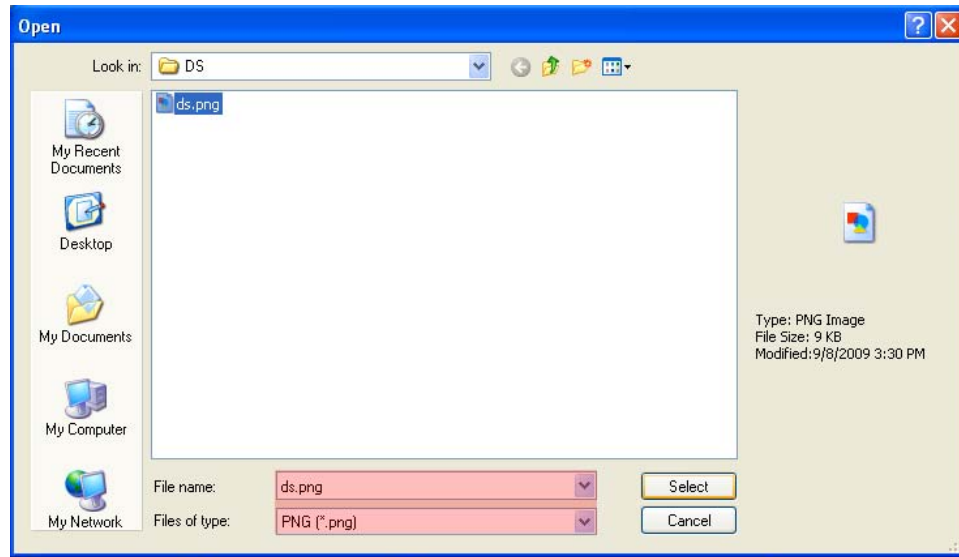
- From the list on the left Select “Security” and then click “New” next to the “Appearance” section.



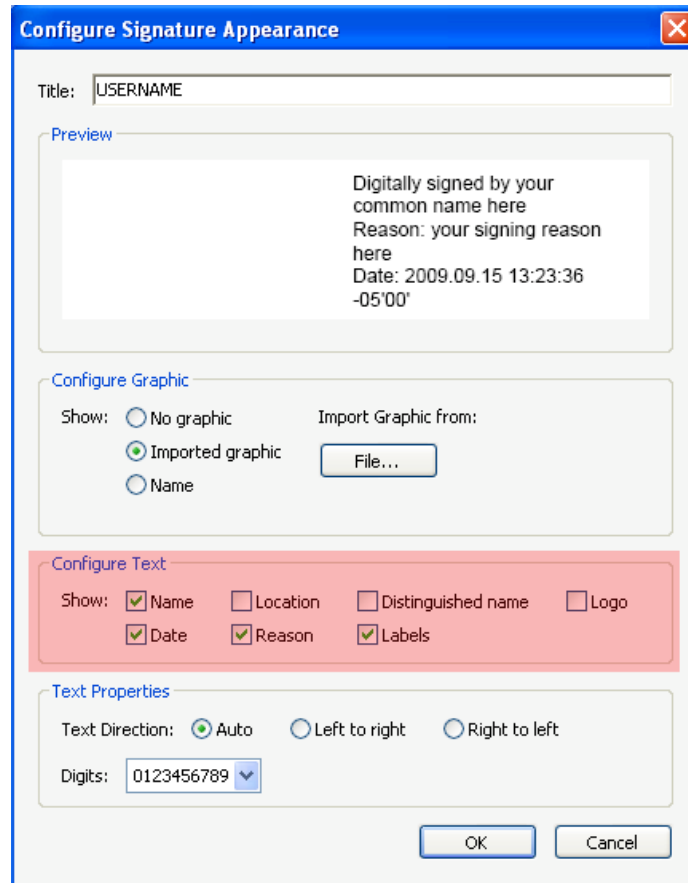
- Enter your username into the “Title” field and select import graphic below and click “File”



4. Select your Digital Signature Image you will need to change the file type to “PNG” or whatever the image type it is.



5. Make sure the Configure Text section matches the one below, and click “OK”



6. Appearance is now ready, close out of the dialog boxes by clicking “OK” and you can proceed to sign your documents.