

To set up an electronic (Digital) signature for PDF documents:

1. open Adobe Reader
2. click 'Edit'
3. click 'Preferences'
4. click 'Signatures'
5. click 'More' behind *Identities & Trusted Certificates*
6. click 'Add ID'
7. click 'A new digital ID I want to create now.'
8. click 'New PKCS#12 digital ID'
9. enter your signature information and click 'next' (see screenshot)

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

	ASCII	Unicode
Name (e.g. John Smith):	Michele MacDonald	Michele MacDonald
Organizational Unit:		Research & Development
Organization Name:		Iowa City VA Health Care System
Email Address:	michele.macdonald@vz	
Country/Region:	US - UNITED STATES	
<input checked="" type="checkbox"/> Enable Unicode Support		
Key Algorithm:	1024-bit RSA	
Use digital ID for:	Digital Signatures and Data Encryption	

Buttons: Cancel, < Back, Next >

10. Browse for file location to store your certificate ID. I saved it to my personal drive. (see screenshot)

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:
P:\^RESEARCH\Michele-Personal\MicheleMacDonald.pfx

Password:
[Redacted]

Confirm Password:
[Redacted]

Buttons: Cancel, < Back, Finish

Enter and confirm a password.

Click 'Finish'!!

To place an electronic signature:

Open the PDF you wish to sign and-

1. click on the 'sign here' field of the PDF document.
2. In the 'sign as' dropdown box, *hopefully*, is the signature you just created. (You can change the appearance of your signature if you wish) Key in the password you just assigned to your digital ID.
3. Then it will automatically ask you where you want to save this signed PDF. You can either save it in a file you call signed documents, or individual files, or you can just save it to your desktop and then delete it if you don't really need to save a copy—

~and that should be it! 13 easy steps. ☺

The next time I ask you to sign a PDF document, you won't have to go through steps 1-10. You just click on the 'sign here' field of the PDF document, enter a password and done! It's EASY!!