

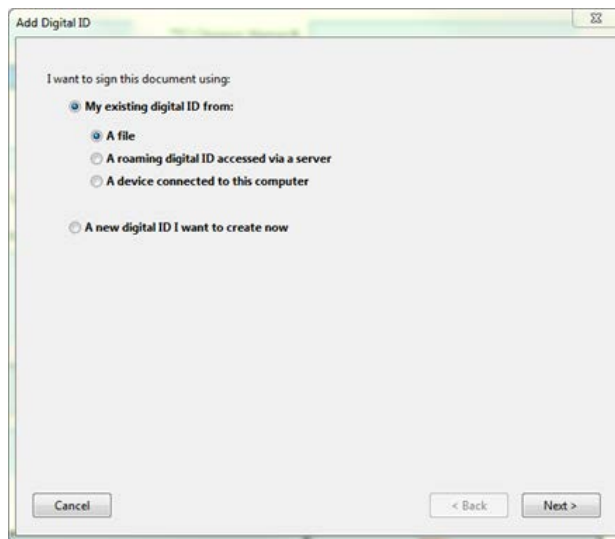
# e-Signature Quick Reference

This quick reference card takes you through the main tasks of working with signatures in PDF documents.

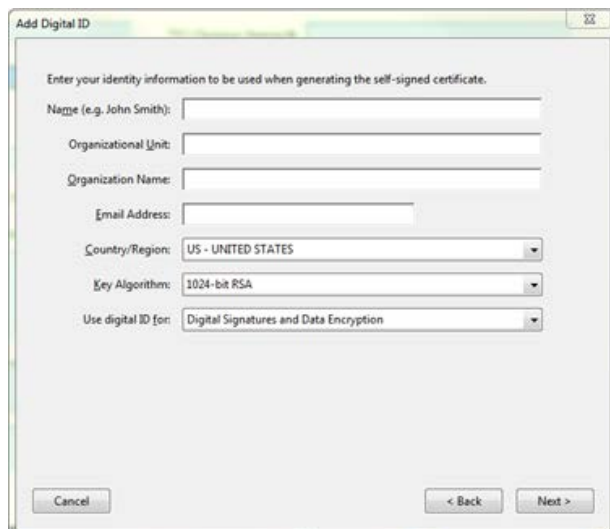
## Creating Your First e-Signature

If you do not already have an e-signature, you can create one the first time you sign a document.

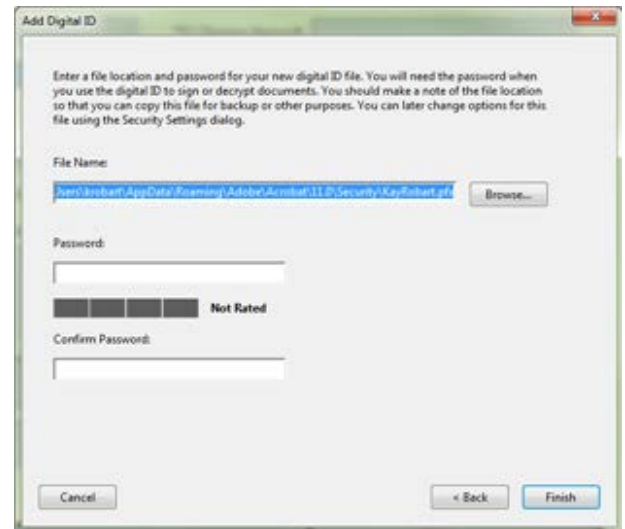
1. Click your mouse in the signature block.



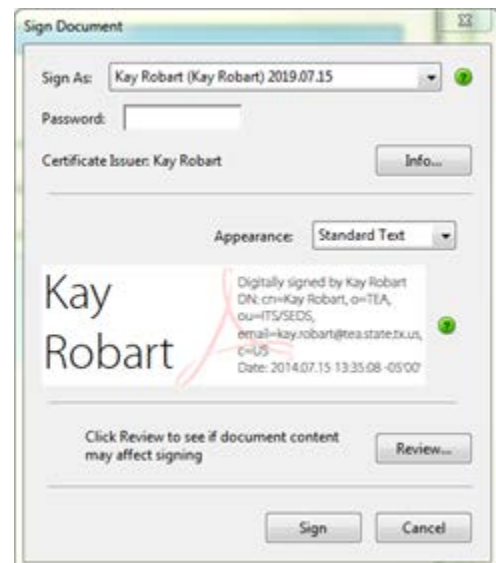
2. Click **A new digital ID I want to create now** and click **Next**.
3. Click **New PKCS#12 digital ID file** and click **Next**.



4. Type your name, organizational unit, organization name, and email address. Leave the rest of the fields as they are, and click **Next**.



5. If you do not wish to use the default location, click **Browse** and find a location for your file.
6. Type and retype a password. The boxes underneath rate it for protection. Try to type a strong password that contains upper- and lowercase letters, numbers, and special characters.
7. Click **Finish**.



The box that appears is your electronic signature box, which will appear each time you sign a document.

## Signing a Document

1. Click in a signature box.

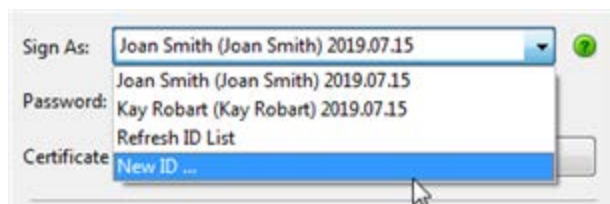


2. Type your password.
3. Click **Sign**. A browser box opens so that you can save your document. You can save it there or move it to another location.
4. Click **Save**. Your electronic signature appears in the blank.

## Creating an e-Signature for Someone Else

If you have permission to sign for someone else, you must first create an e-signature for them.

1. Click in the signature box.
2. In **Sign As**, select **New ID**.

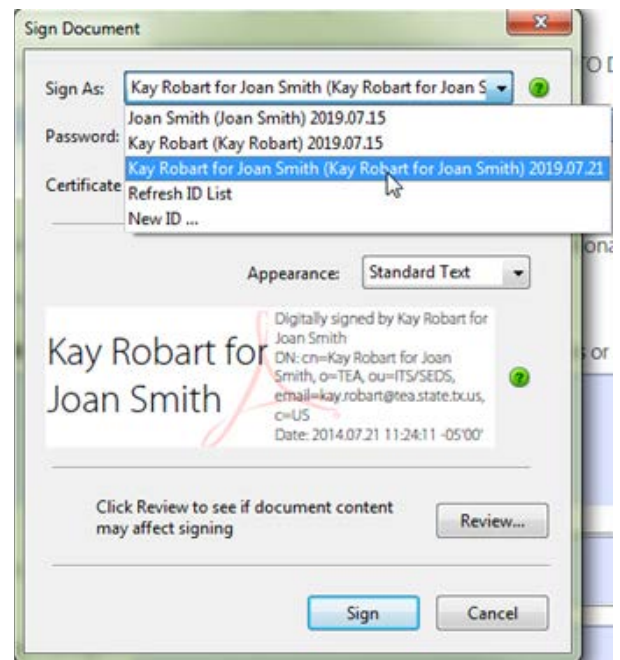


3. Follow the steps under "Creating Your First e-Signature" beginning with Step 2.
4. In Step 4, type <Your Name> for <Other Person's Name> in the **Name** field.
5. Complete the rest of the steps as instructed.

## Signing a Document for Someone Else

If you have permission to sign a document for someone else, follow these instructions.

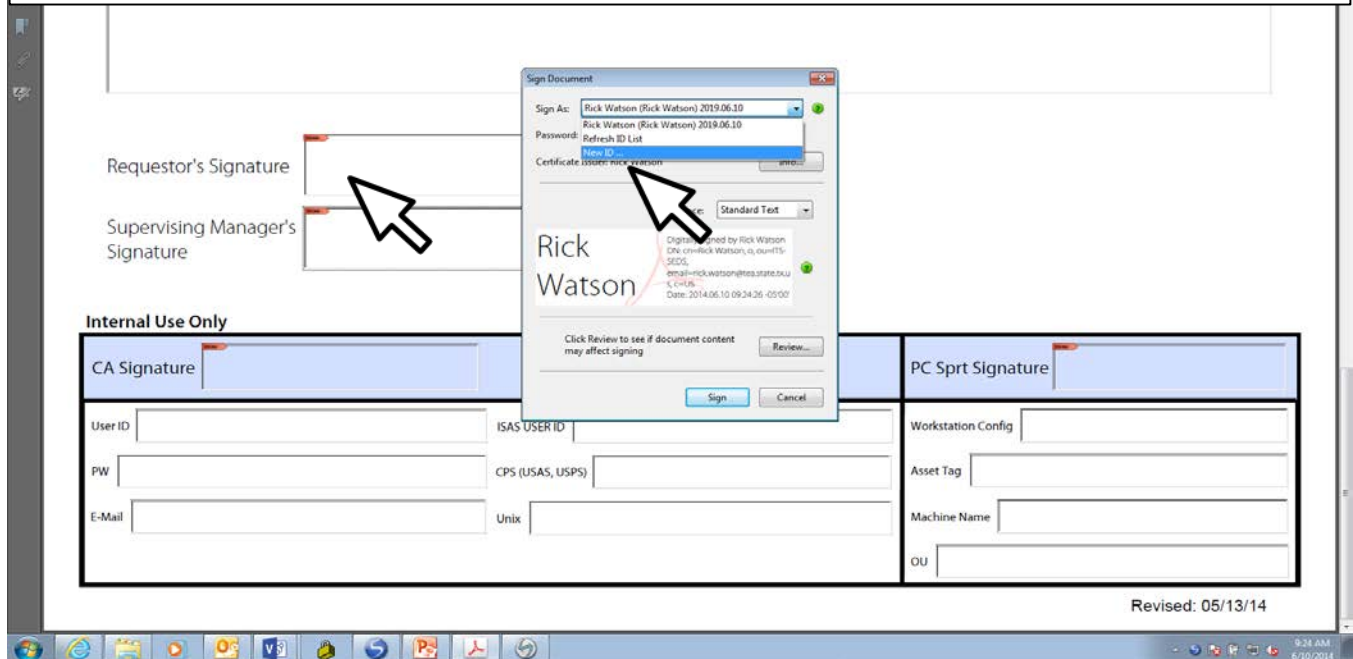
1. Click in a signature box.
2. Select <Your Name> for <Other Person's Name> in the **Sign As** menu.



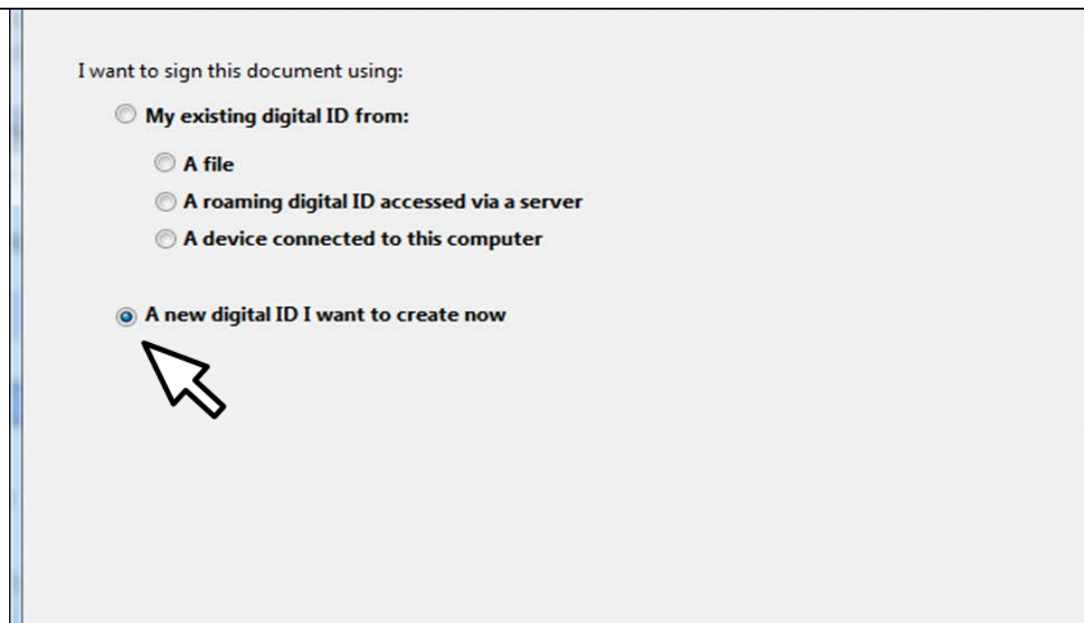
3. Type the password designed for this sign-in.
4. Click **Sign**.
5. Choose a location for the document.
6. Click **Save**.

## E-Signature (Forgot My Password)

1. If you forgot your password, click on an e-sig block, click on the **Sign As** box, and select **New ID**.



2. Choose **A new digital ID I want to create now**, then click on **Next**.



### 3. Choose the **New PKCS#12 digital ID file** option, then click on **Next**.

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

### 4. Enter the requested information.

- No changes to last two fields

### 5. Click on **Next**.

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:

Key Algorithm:

Use digital ID for:

6. Use the **Browse** button to save your digital ID file to your hard drive.
7. Set and confirm a password.
8. Click on **Finish**.

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:

sellison\AppData\Roaming\Adobe\Acrobat\11.0\Security\ShawanaEllison.pfx

Browse...

Password:

Not Rated

Confirm Password:

9. Click on OK.

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:

C:\Users\Shawana\Documents\ShawanaEllison.pfx

Password:

\*\*\*\*\*

Confirm Password:

\*\*\*\*\*

Acrobat Security

A digital ID File with this name already exists. Would you like to replace the existing file?

OK Cancel