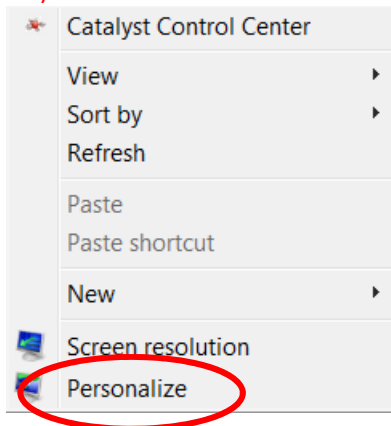


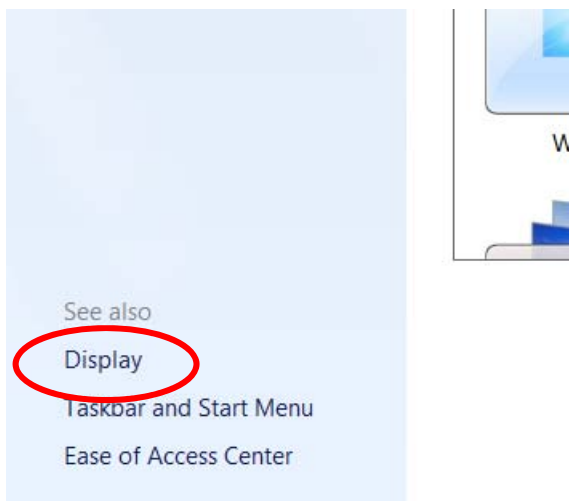
**Note:** Before you begin you will need to make sure that your display settings are set to “smaller – 100% (default)”. **This will make you logoff of your computer to take effect. Save your work!**

N1) Right click on the desktop

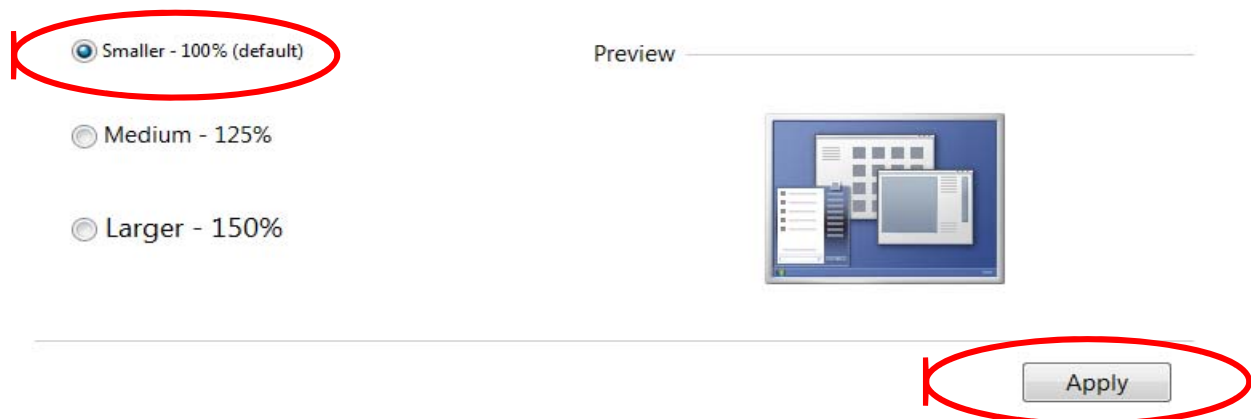
N2) Select “Personalize”



N3) Click on Display, in the bottom left corner




N4) Change the display settings to “smaller – 100% (default)” and select apply (If smaller is already selected and **Apply** is grayed out, proceed to step one)

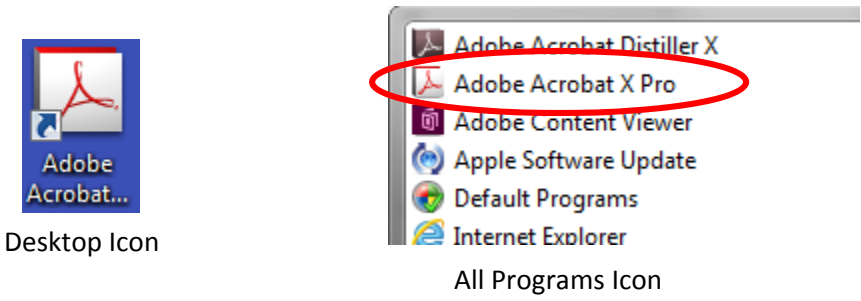


**\*Save your work before selecting “Log off now”**

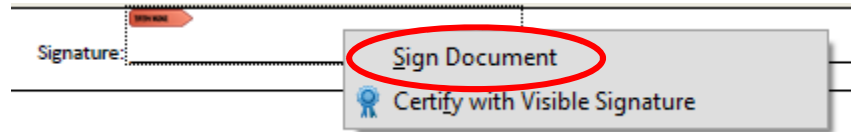
**Adobe Acrobat Digital Signature Setup:**

**These instructions are for use with Adobe Acrobat X Pro that is installed on your computer (NOT THE BROWSER ADD IN). If you cannot find Adobe Acrobat on your machine please contact the helpdesk for support.**

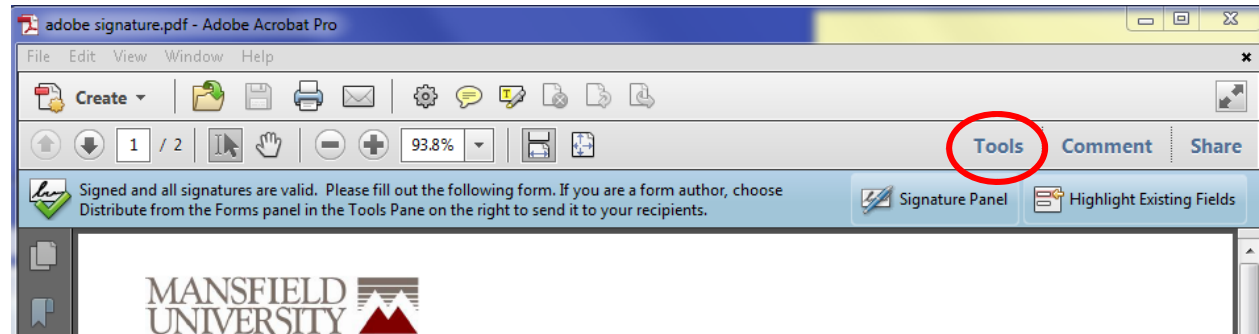
1) Open Adobe Acrobat X Pro (Either from your desktop icons or go to your start menu (  ) → All Programs ( ▶ All Programs ))



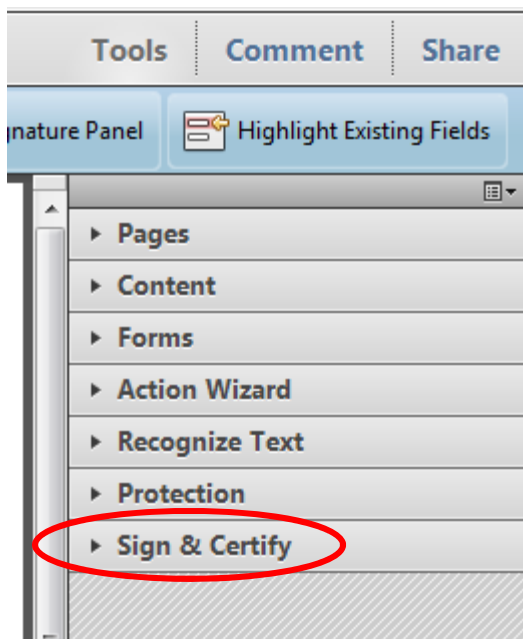
2) If you are opening a document that has the digital signature box in it you may click on the signature box. You may then skip to step 8. **If you do not have a document with a digital signature box in it or are unsure proceed to step 3.**



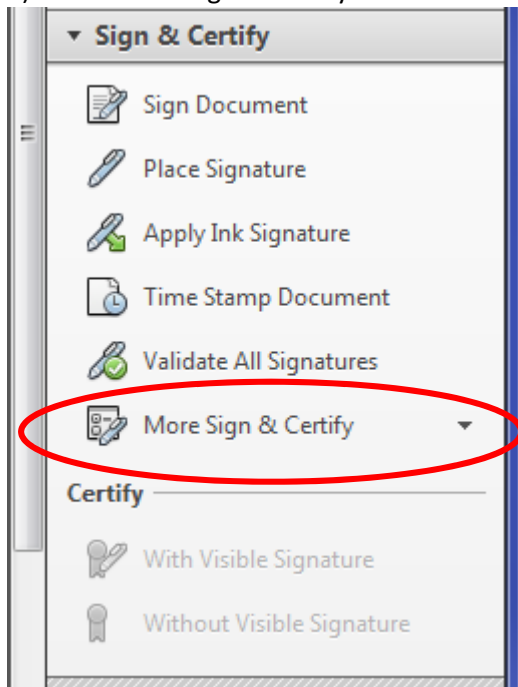
3) Click on Tools



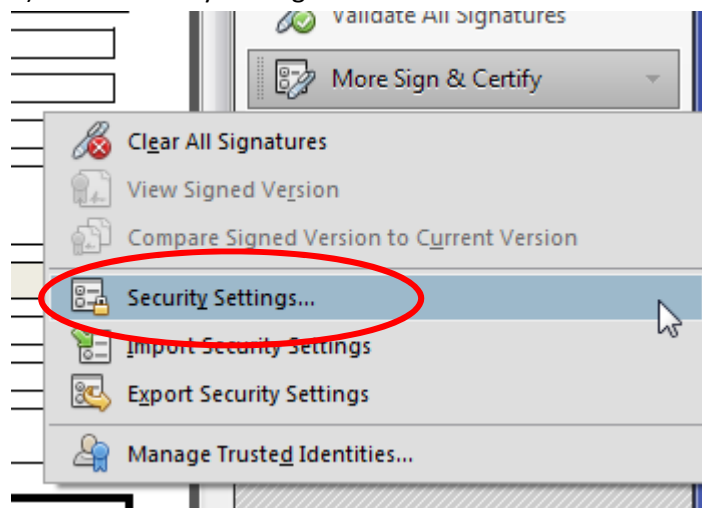
#### 4) Select Sign & Certify



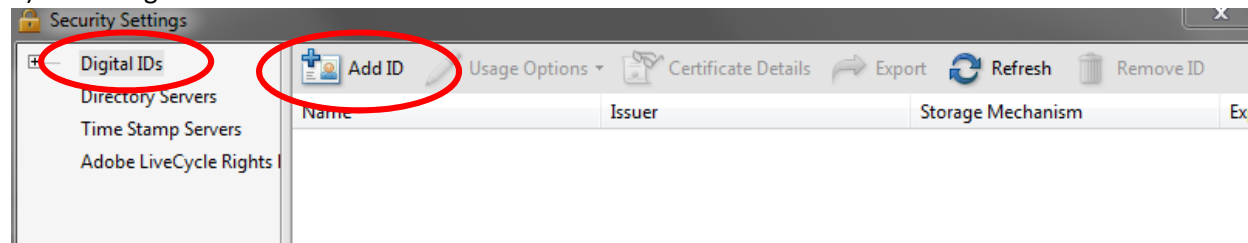
#### 5) Select More Sign & Certify



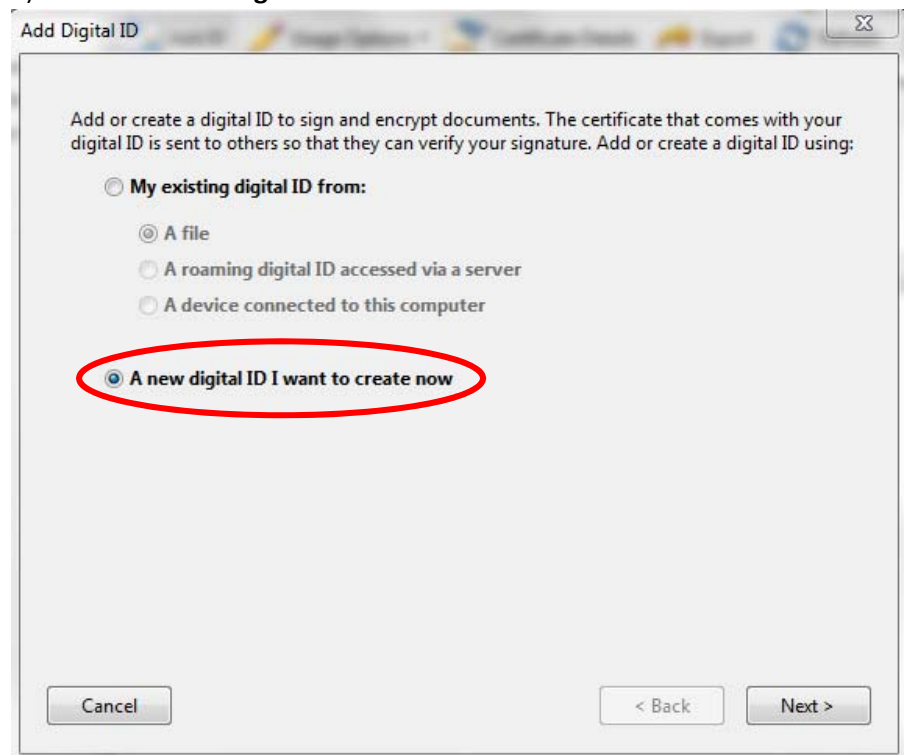
6) Select Security Settings...



7) Select Digital IDs then Select Add ID



8) Select: "A new digital ID I want to create now" then select Next



9) Select: "New PKCS#12 digital ID file" then select **Next**

Add Digital ID

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.

Cancel < Back Next >

10a) **Next:** Fill in the pertinent information (leave the "Enable Unicode Support" box unchecked and the "Key Algorithm" and "Use digital ID for" sections on their default settings) then select **Next**.

Add Digital ID

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

Name (e.g. John Smith): Jon Doe

Organizational Unit: Campus Technologies

Organization Name: Mansfield University

Email Address: jdoe@mansfield.edu

Country/Region: US - UNITED STATES

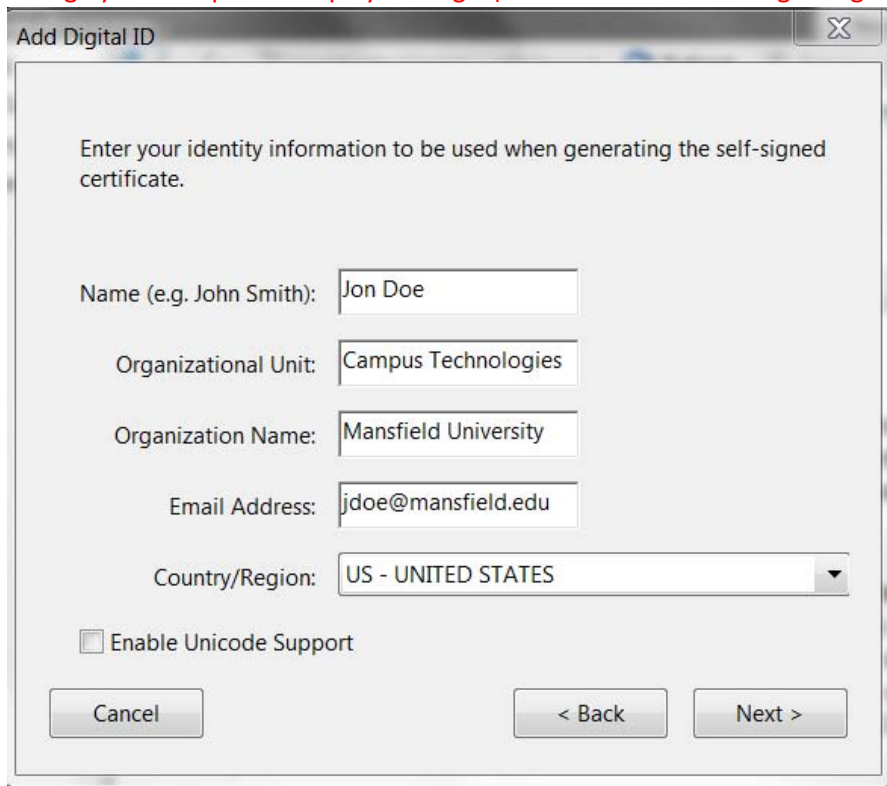
Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

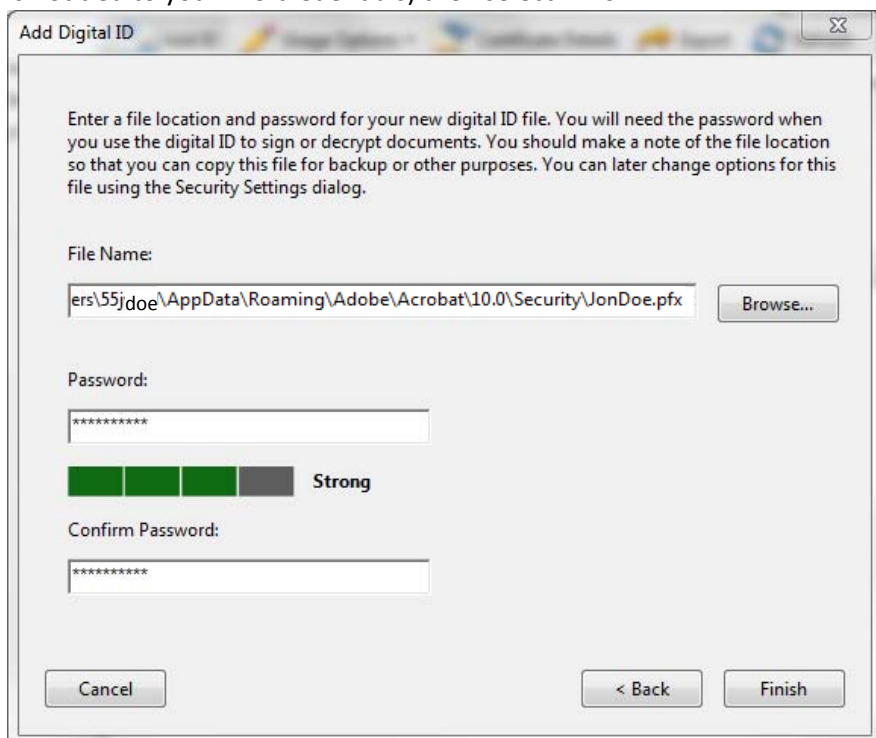
Cancel < Back Next >

10b) If your screen looks like the picture below, instead of what is pictured in 10a then you have to change your computers display settings. (Refer to **Note** at the beginning of the instructions.)



The screenshot shows a Windows dialog box titled "Add Digital ID". The text inside reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields: "Name (e.g. John Smith):" with the value "Jon Doe"; "Organizational Unit:" with the value "Campus Technologies"; "Organization Name:" with the value "Mansfield University"; "Email Address:" with the value "jdoe@mansfield.edu"; and "Country/Region:" with a dropdown menu showing "US - UNITED STATES". At the bottom left, there is a checkbox labeled "Enable Unicode Support" which is currently unchecked. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

11a) You will be asked to create a password for your signature (this can be whatever you want it to be, it is not tied to your MU credentials) then select **Finish**



The screenshot shows the same "Add Digital ID" dialog box, but at a different step. The text inside reads: "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." Below this, there are three input fields: "File Name:" with the value "ers\55jdoe\AppData\Roaming\Adobe\Acrobat\10.0\Security\JonDoe.pfx" and a "Browse..." button; "Password:" with a masked password field (eight asterisks) and a strength indicator showing four green bars and one grey bar, labeled "Strong"; and "Confirm Password:" with another masked password field (eight asterisks). At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

**\*This password cannot be recovered by C.T. If you forget it you will have to create a new signature!**

**\*\*This completes the creation of your digital signature. For application of your signature refer to the “Apply a digital signature to a digital signature enabled pdf:” section**

11b) If your screen looks like the picture below, instead of what is pictured in 11a then you have to change your computers display settings. (Refer to **Note** at the beginning of the instructions.)

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:  
pData\Roaming\Adobe\Acrobat\10.0\Security\JonDoe.pfx

Password:

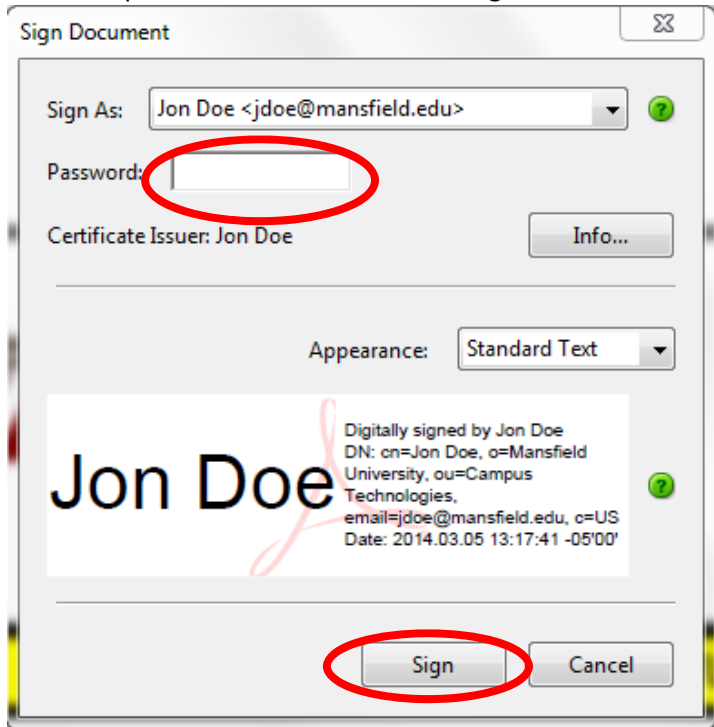
**Not Rated**

**Apply a digital signature to a digital signature enabled pdf:**

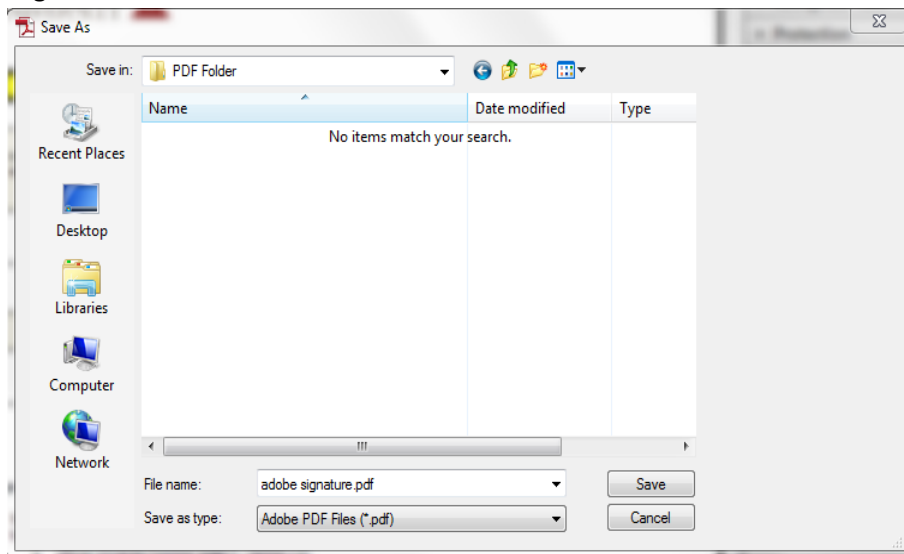
1) Select the signature box that you wish to sign (The box should look like the one pictured)

Signature:

2) Select your signature under the “sign as” drop down. Once you have selected your digital signature, enter the password used to create the signature then select **sign**.



3) After you select **sign**, you will be prompted to choose a location to save the document with your signature.



4) Once you have your document your signature will be shown in the selected signature box.

Signature: Jon Doe Digitally signed by Jon Doe  
DN: cn=Jon Doe, o=Mansfield University, ou=Campus Technologies, email=jdoe@mansfield.edu, c=US  
Date: 2014.03.05 14:15:07 -05'00'