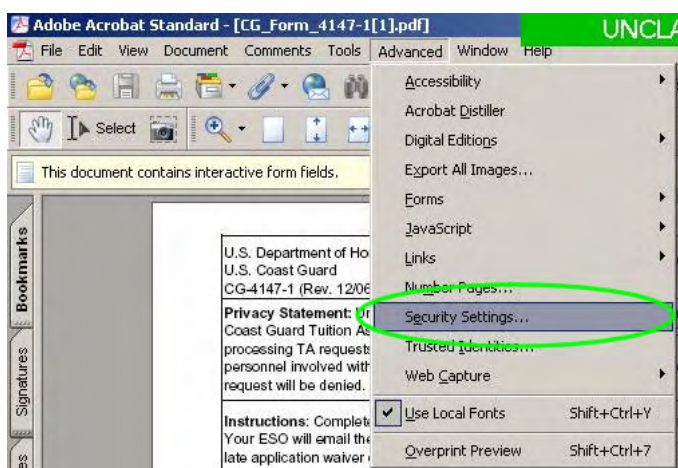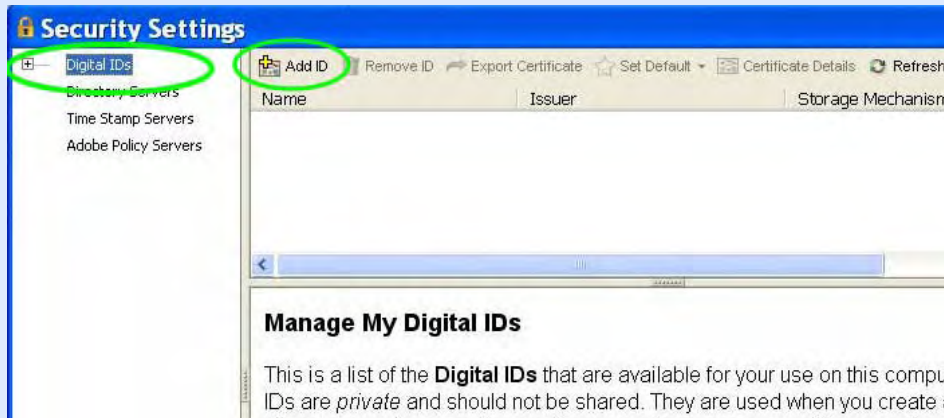# USCG Institute Job Aid: Creating & Applying a Digital Signature
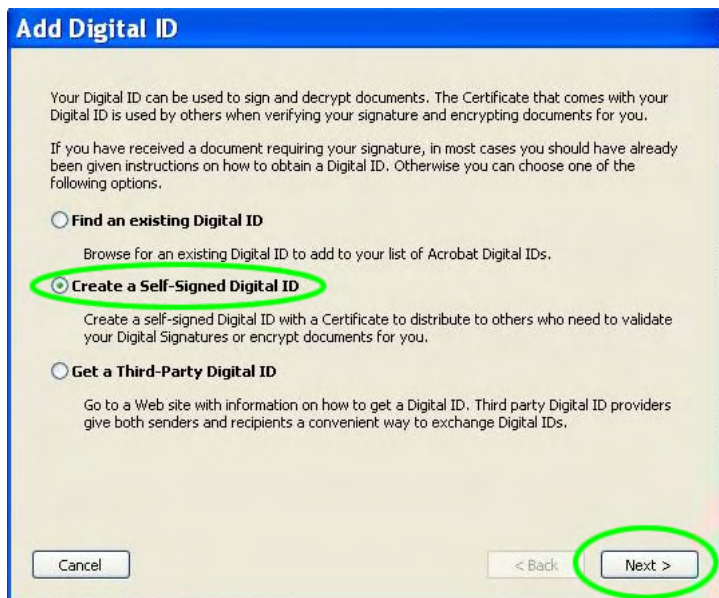
1 Create a Digital Signature in Adobe Acrobat
Open Adobe Acrobat 7.0 Standard.

2 Select the **Advanced** tab.
From the dropdown menu, then select:
Security Settings

3 The **Security Settings** popup will open.

Click on **Digital IDs** in the left menu. The Manage My Digital IDs window will open.

Click on **Add ID** in the top menu.

4 The **Add Digital ID** popup will open.

Click the radio button next to **Create a Self-Signed Digital ID.**

Click the **Next** button to continue.

Add Digital ID

You are about to create a self-signed Digital ID.

You will be the only certifying authority for this Digital ID. Others wishing to validate this Digital ID will need to contact you directly. As a result, this Digital ID may not be appropriate for use in situations requiring third party validation.

Click Next to continue creating this self-signed Digital ID.

Cancel   < Back   Next >

5 The **Add Digital ID** popup will open with an explanation of the Digital ID.

Click the **Next** button to continue.

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 >

6 The **Add Digital ID** popup will open with an explanation of the Digital ID.

Click the radio button next to **New PKCS#12 Digital ID file**.

Click the **Next** button to continue.

7 The **Add Digital ID** popup will open.

Fill out **Name, Organization Unit, Organization Name** and **Email Address**.

Leave **Country/Region** set to US.

Do not click the **Enable Unicode Support** box.

Leave the **Key Algorithm** set to **1024-bit RSA**.

In the **Use Digital ID for:** dropdown menu, select **Digital Signatures and Data Encryption**.

Click the **Next** button to continue.

8 The **Add Digital ID** popup will open.

Click the **Browse** button and select a location to save your digital signature file on your computer.

Enter a **Password**.

Confirm Password by reentering the same password.

Click the **Finish** button. The **Add Digital ID** popup will close.

9 The new Digital ID will appear In the **Security Settings** window.

If the Digital ID does not appear in the list, click the **Refresh** button.

The Digital ID is now ready to be applied to a PDF form as a Digital Signature.
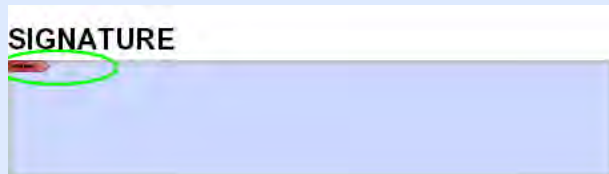
10 Apply a Digital Signature in Adobe Acrobat

Open the pdf form in Adobe Acrobat 6.0 Professional.
(Note: You must close Adobe Reader 7.0 before opening Adobe Acrobat 6.0 Professional.)
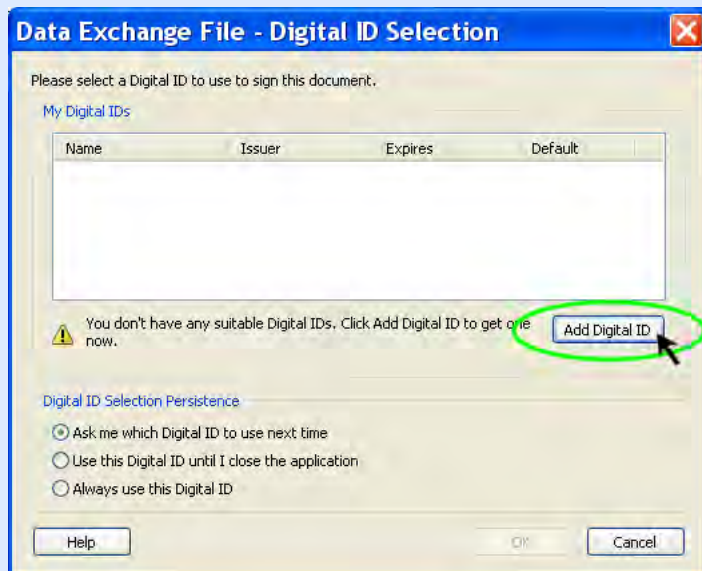

SIGNATURE

11 Locate the **Signature** field. The **Signature** field will have a small red arrow indicating it is setup for a digital signature.

Click in the blue signature box.

Alert - Document Is Not Certified

You are about to apply the first Digital Signature to this document.

If you received this document from someone, it could have been altered without the author's consent. Unless you receive this file from a trusted sender, you may not wish to sign it.

If you created this document, you may wish to apply a Certifying Signature instead of a regular Digital Signature. If unauthorized changes are made to a Certified document the Certifying Signature will be invalidated.

Certify Document...   Continue Signing...   Cancel

12 The **Alert – Document Is Not Certified** popup will appear.

Click the **Continue Signing…** button.

Data Exchange File - Digital ID Selection

Please select a Digital ID to use to sign this document.

My Digital IDs

Name	Issuer	Expires	Default

⚠ You don't have any suitable Digital IDs. Click Add Digital ID to get one now.   Add Digital ID

Digital ID Selection Persistence

⦿ Ask me which Digital ID to use next time
○ Use this Digital ID until I close the application
○ Always use this Digital ID

Help   OK   Cancel

13 The **Data Exchange File – Digital ID Selection** popup will appear.

If you have used your digital signature file before, it will appear in the box under **My Digital IDs**.

If this is the first time you have used your digital signature, click the **Add Digital ID** button.

14 The **Add Digital ID** popup will open.

In the **Import Digital ID File** section, click the **Click here to browse for an existing Digital ID file** button.

Locate and select your saved Digital ID file.

15 The **Data Exchange File – Digital ID Selection** popup will reopen.

Your name should now appear in the **My Digital IDs** list.

Click the **OK** button.

16 The **Certificate Security – Alert popup** will open.

Click the **OK** button as shown in the figure below. You will see a green check mark next to your name in the Signature block indicating that your digital signature is complete.