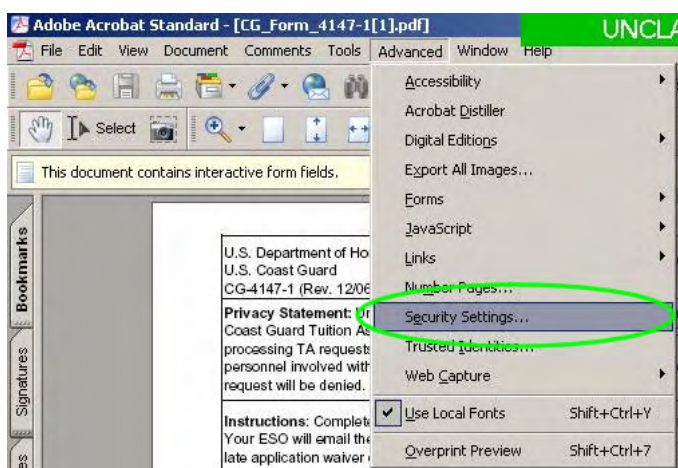


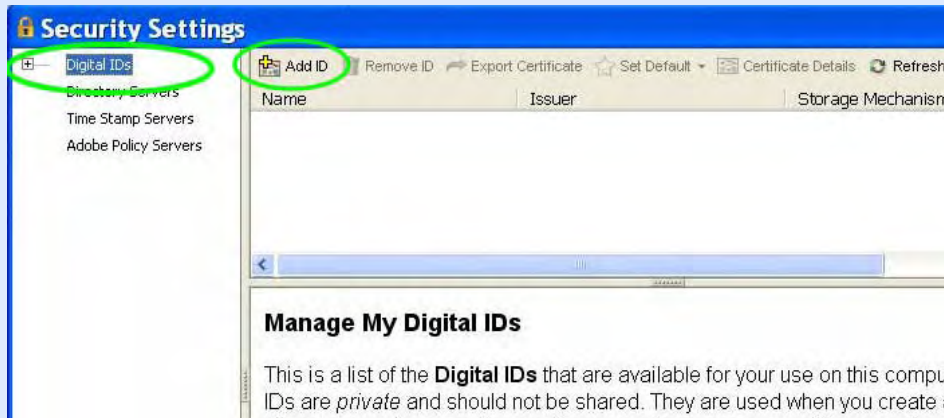


USCG Institute Job Aid: Creating & Applying a Digital Signature

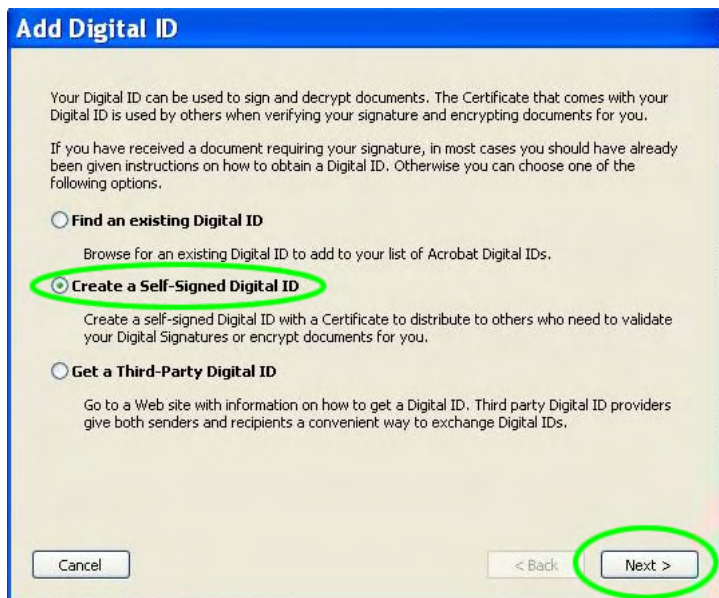
1 Create a Digital Signature in Adobe Acrobat Open Adobe Acrobat 7.0 Standard.



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.



USCG Institute Job Aid: Creating & Applying a Digital Signature

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.



USCG Institute Job Aid: Creating & Applying a Digital Signature

Add Digital ID

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:

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.

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 by going to the menu **Advanced > Security Settings**.

File Name:

Password:

Confirm Password:

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.

Security Settings

Security Settings window showing Digital IDs. The **Digital IDs** tab is selected. The list shows one Digital ID with Name **John Smith** and Issuer **John Smith**. The **Refresh** button is circled in green.

Name	Issuer	Storage Mechanism
John Smith	John Smith	Windows Certificate

Manage My Digital IDs

This is a list of the **Digital IDs** that are available for your use on this computer. Digital IDs are *private* and should not be shared. They are used when you create a digital signature.

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.

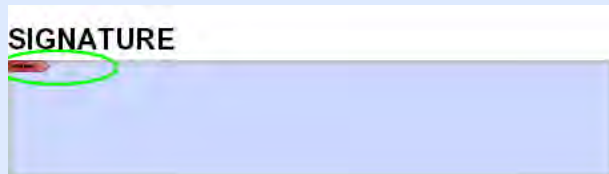


USCG Institute Job Aid: Creating & Applying a Digital Signature

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.)



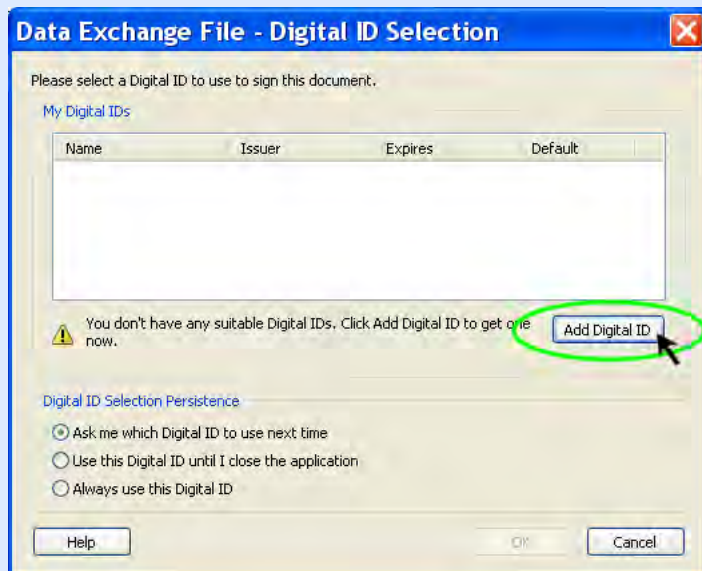
11 Locate the **Signature** field. The **Signature** field will have a small red arrow indicating it is setup for a digital signature.

Click in the blue signature box.



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

Click the **Continue Signing...** button.



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.



USCG Institute Job Aid: Creating & Applying a Digital Signature

Add Digital ID

Your Digital ID can be used to sign and decrypt documents. The Certificate that comes with your Digital ID is used by others when verifying your signature and encrypting documents for you.

If you have received a document requiring your signature, in most cases you should have already been given instructions on how to obtain a Digital ID. Otherwise you can choose one of the following options.

Get a Third Party Digital ID



Click here to open a Web site with information on how to get a Digital ID

Third party Digital ID providers give both senders and recipients a convenient way to exchange Digital IDs.

Create a Self-Signed Digital ID



Click here to create a self-signed Digital ID now

If you create a Self-Signed Digital ID, you will need to distribute your Certificate to those who need to validate your Digital Signatures or encrypt documents for you.

Import Digital ID File



Click here to browse for an existing Digital ID file

Help

Close

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.

Data Exchange File - Digital ID Selection

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

My Digital IDs

Name	Issuer	Expires	Default
Jane A. Doe	Jane A. Doe	2011.12.15 20:3...	

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

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.

Certificate Security - Alert



You have successfully signed this document.

Do not show this message again

OK

SIGNATURE

 Jane A Doe

Digitally signed by Jane A Doe
DN: cn = Jane A Doe + us, o = US Coast
Guard, ou = CG
Reason: I attest to the accuracy and integrity of this
document
Date: 2008.12.10 10:31:20 -0500

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.