


## How to Create Electronic Signatures in Adobe Acrobat and Adobe Reader

When you create a new digital ID, it stores an encrypted private key for signing or decrypting documents and a public key contained in a certificate. Use the certificate to validate signatures and encrypt documents.

1. Do one of the following:
  - In **Acrobat (the full program)**, choose Advanced > Security Settings.
  - In **Reader (the free download)**, choose Document > Security Settings.
2. Select Digital IDs on the left, and then click the Add ID button .
3. Select A New Digital ID I Want To Create Now, and click Next.
4. Specify where to store the digital ID, and click Next.

### New PKCS#12 Digital ID File

Stores the information in a file that you can send to others. This file has a .pfx extension in Windows and .p12 in Mac OS. The files can be used interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

### Windows Certificate Store (Windows only)

Stores the digital ID where other Windows applications can also retrieve it.

5. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
6. (Optional) To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values in the appropriate boxes.
7. Choose an option from the Key Algorithm menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
8. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both. Click Finish.

You can export and send your certificate file to contacts who can use it to validate your signature.

**Important:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add or validate signatures.

