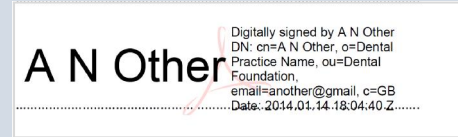# Placing a digital signature using

![Adobe logo] Adobe Acrobat Reader DC

A digital signature is a small box of text that you can place on a document to verify that you have 'signed' the document. It does not usually look like a handwritten signature.
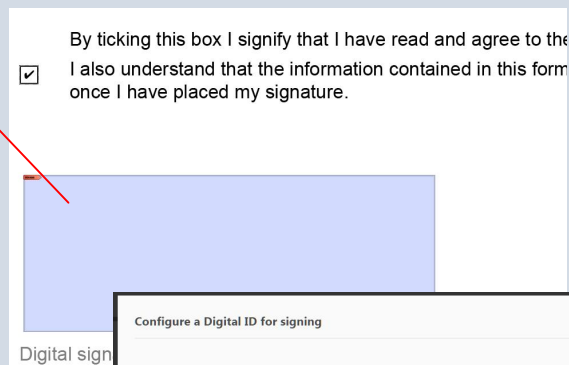
Here is a picture of a digital signature. When it is placed in a document it carries hidden information which verifies who has placed the signature and can confirm that the document has not been altered.

A N Other
Digitally signed by A N Other
DN: cn=A N Other, o=Dental
Practice Name, ou=Dental
Foundation,
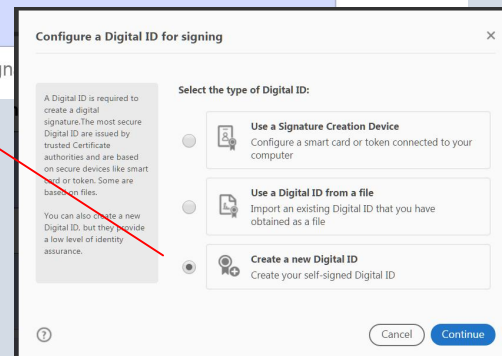email=another@gmail, c=GB
Date: 2014.01.14 18:04:40 Z

It works with either Windows or Mac OSX version of Adobe Acrobat Reader, but NOT on a tablet or phone.

Please follow the instructions in this document so that you can apply a digital signature to your forms.
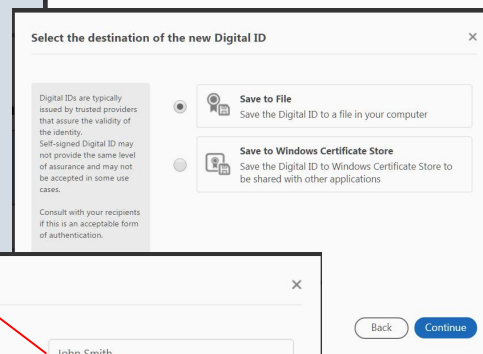

Click on the digital signature field in your document.

By ticking this box I signify that I have read and agree to the
☑ I also understand that the information contained in this form
once I have placed my signature.

Digital sign...

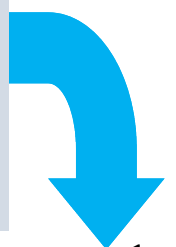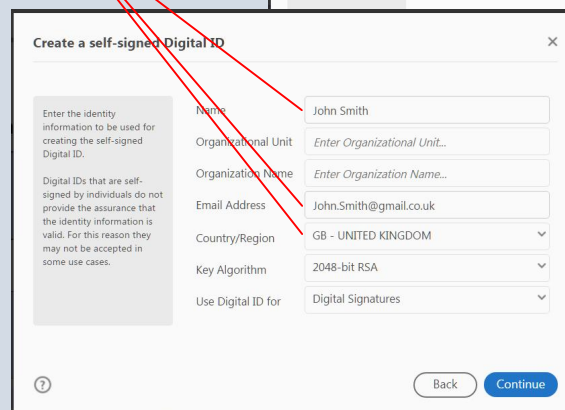If you have not previously created one, you will be asked to create a new digital ID ('Create a new Digital ID')

If you have placed a signature before you will miss the next few steps and be given a box to allow you to choose and enter your digital signature.

Configure a Digital ID for signing ×

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

Cancel   Continue

In the next box select the storage destination and then in the following box enter your details: Your name and your email address are essential, Your Practice Name is optional; Your country *is 'GB—United Kingdom'*. Now click on the 'Next' button.

Select the destination of the new Digital ID ×

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

● **Save to File**
Save the Digital ID to a file in your computer

○ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back   Continue

Create a self-signed Digital ID ×

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	John Smith
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	John.Smith@gmail.co.uk
Country/Region	GB - UNITED KINGDOM
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

You must now enter and confirm a password for your Digital ID to save it.

Save the self-signed Digital ID to a file ×

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\Peter\AppData\Roaming\Adobe\Acrobat\DC\   Browse

Apply a password to protect the Digital ID:

••••••••

Confirm the password:

••••••••

Back   Save

You are now given a list of available Digital IDs. If you have created a Digital ID before, you will be taken straight to this list.

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

○ John Smith (Digital ID file)   View Details
     Issued by: John Smith, Expires: 2022.05.28

Configure New Digital ID   Cancel   Continue

The next task is to select and verify the signature with your password. You will be then invited to save the document. Do this, but change the file name to include your name and also to indicate it has been signed: i.e. 'PartA.johnsmith.signed.pdf'.

Sign as "John

Appearance   Standard Text   Create

John Smith

Digitally signed by John Smith Date: 2017.05.28 07:06:06 +01'00'

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   Review

••••••••   Back   Sign

The signature will appear now in the document. Please remember that the from will become 'locked' and unalterable once your signature is placed.

By ticking this box I signify that I have read and agree to the
I also understand that the information contained in this form
once I have placed my signature.

☑

John Smith

Digitally signed by John Smith
DN: cn=John Smith, o, ou, email=johnsmith@me.com, c=GB
Date: 2017.11.01 10:14:20 Z

Digital signature here