





Creating and Applying Adobe Digital Signature

NOTES


Creating and using Adobe signatures can be done in both Adobe Reader and Adobe Acrobat.

Create a Digital Signature in Adobe Reader




Step	Action	Notes
1.	Open Adobe Reader or Adobe Acrobat	<p>Click Start button  > All Programs> Adobe Reader or Adobe Acrobat</p> <ul style="list-style-type: none">  Adobe Acrobat  Adobe Acrobat  Adobe Reader
2.	Select Preferences	Click " Edit " button at the top of the screen and choose " Preferences " from the bottom of the drop down
3.	Select Signatures	Under Preferences choose " Signatures " > " Identities & Trusted Certificates " and click " More "
4.	Create your signature	Click "Add ID" Select " A new Digital ID I want to create now " and click Next Ensure " New PKCS#12 digital ID file is selected. Click Next
5.	Completing digital information	<p>Fill out the required fields as shown in the example below and click Next</p> <div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="font-size: small; margin: 0;">Add Digital ID ✖</p> <p style="font-size: x-small; margin: 5px 0 0 20px;">Enter your identity information to be used when generating the self-signed certificate.</p> <p style="margin: 5px 0 0 20px;">Name (e.g. John Smith): <input type="text" value="Angie Brown"/></p> <p style="margin: 5px 0 0 20px;">Organizational Unit: <input type="text" value="Laboratory Services"/></p> <p style="margin: 5px 0 0 20px;">Organization Name: <input type="text" value="Alberta Health Services"/></p> <p style="margin: 5px 0 0 20px;">Email Address: <input type="text" value="angie.brown@albertahealthservices.ca"/></p> <p style="margin: 5px 0 0 20px;">Country/Region: <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100%;" type="text" value="CA - CANADA"/></p> <p style="margin: 5px 0 0 20px;">Key Algorithm: <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100%;" type="text" value="1024-bit RSA"/></p> <p style="margin: 5px 0 0 20px;">Use digital ID for: <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100%;" type="text" value="Digital Signatures and Data Encryption"/></p> <p style="margin: 10px 0 0 20px; display: flex; justify-content: space-between;"> <input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> </p> </div>

Printed copies are UNCONTROLLED unless signed by an authorized lab personnel below.

(Authorized individuals are: lab personnel designated in their zone/program or provincial role to produce print copies)

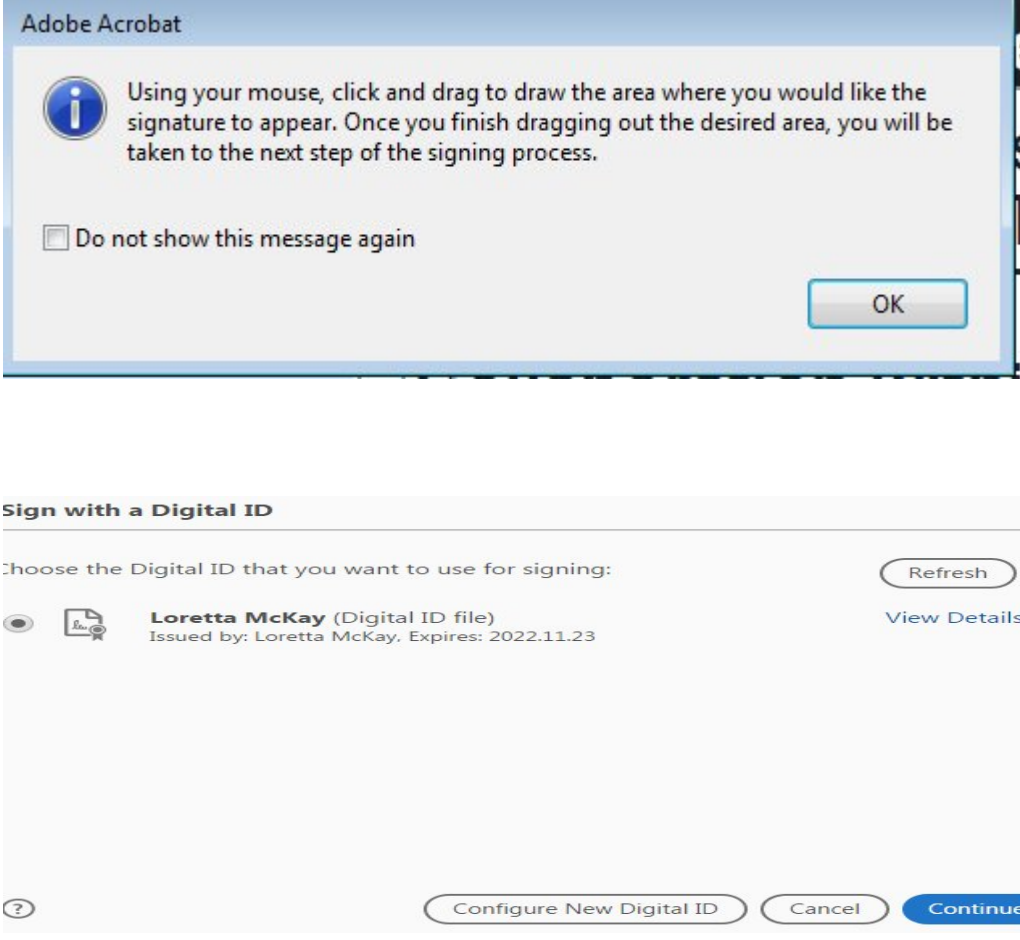

6.	Enter a file location and create a password for your signature (must be at least 6 characters long)	<p>If you forget this password, you will have to create a new digital signature. There is no password recovery mechanism when you lose the password for our digital signature. Click Finish.</p> <p>This has created a digital signature within Adobe that will look something like this.</p> <div data-bbox="464 512 1304 648" style="border: 1px solid black; padding: 5px;">  <p>Digitally signed by Angie Brown DN: cn=Angie Brown, o=Alberta Health Services, ou=Laboratory Services, email=angie.brown@albertahealthservices.ca, c=US Date: 2017.11.22 09:40:04 -07'00'</p> </div>
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Sign a PDF in Adobe Reader/Acrobat

Step	Action	Notes
1.	Open an Adobe Reader or Adobe Acrobat document	Open the Adobe document that you wish to add your signature on.
2.	Open the signature panel Adobe Acrobat 2017	<p>Click "Sign" on the right side of the screen.</p> <div data-bbox="456 1157 883 1241" style="border: 1px solid gray; padding: 2px;"> Tools Sign Comment </div> <p>Click on Tools in top menu then Click on Certificates Icon Click on Digitally Sign</p>
3.	Place signature	<p>Choose "Place Signature".</p> <div data-bbox="456 1581 859 1877" style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding: 2px;">  Place Signature </div> <div style="border-bottom: 1px solid gray; padding: 2px;">  Place Signature </div> <div style="border-bottom: 1px solid gray; padding: 2px;">  Place Initials </div> <div style="border-bottom: 1px solid gray; padding: 2px;"> Change Saved Signature </div> <div style="padding: 2px;"> Clear Saved Signature </div> </div>

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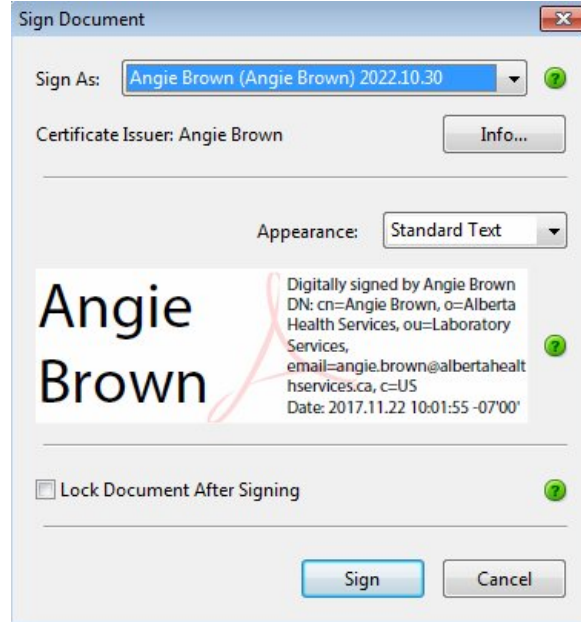
(Authorized individuals are: lab personnel designated in their zone/program or provincial role to produce print copies)

<p>4.</p>	<p>Applying an Digital Signature</p> <p>Adobe Acrobat 2017</p>	 <p>Choose the applicable signature and click on Continue</p>  <p>Enter digital ID PIN or password and click on Sign</p> <table border="1" data-bbox="454 1774 1526 1890"> <tr> <td>Save signed document</td> <td>You will be prompted to save the newly "signed" document.</td> </tr> </table>	Save signed document	You will be prompted to save the newly "signed" document.
Save signed document	You will be prompted to save the newly "signed" document.			

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Click “**Drag New Signature Rectangle**” and drag the text box in the location where you want your electronic ID to be placed. This will bring up the “**Sign Document**” box that will display the signature that will be place in the text box.



5.	Sign document	Click “ Sign ” to apply the signature to the Adobe document.
6.	Save signed document	You will be prompted to save the newly “signed” document.