

## Adobe Acrobat Creating a New Digital Signature

1. Select the "Edit" menu and click on "Preferences".

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2. On the menu to the left, click on "Signatures".



3. Click on "More" next to the "Identities & Trusted Certificates".



If you have any questions about these directions please contact the PSD IT Support Center at 970-490-3456



4. In the window, click on "Add ID".



5. In the "Add Digital ID" box, click on "A new digital ID I want to create now" button. Then click "Next".

Add Digital ID	×
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:	
○ My existing digital ID from:	
A file	
• A roaming digital ID accessed via a server	
○ A device connected to this computer	
A new digital ID I want to create now	
Cancel < Back Next >	]

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6. Click on "Windows Certificate Store". Then click "Next".



- 7. In the next window, fill in the recommended fields:
  - a. Name.
  - b. Email Address.
  - c. Click on the "Finish".

Add Digital ID				×
Enter your identity inform	ation to be used when generating the self-signed ce	rtificate.		
Na <u>m</u> e (e.g. John Smith):	Your Name			
Organizational <u>U</u> nit:				
Organization Name:				
<u>E</u> mail Address:	District Email Address			
<u>C</u> ountry/Region:	US - UNITED STATES	~		
<u>K</u> ey Algorithm:	2048-bit RSA	~		
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~		
Cancel			< Back	Finish

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## 8. Close the window and you're all set!

<u></u>	Digital ID and Trusted Certific	ate Settings						×
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Issued by: Poudre School District								
Valid from: 2018/07/05 10:21:29 -06'00'								
	Valid to: 2023/07/05 10:21:29 -06'00' Intended usage: Digital Signature, Encrypt Document, Key Agreement							
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