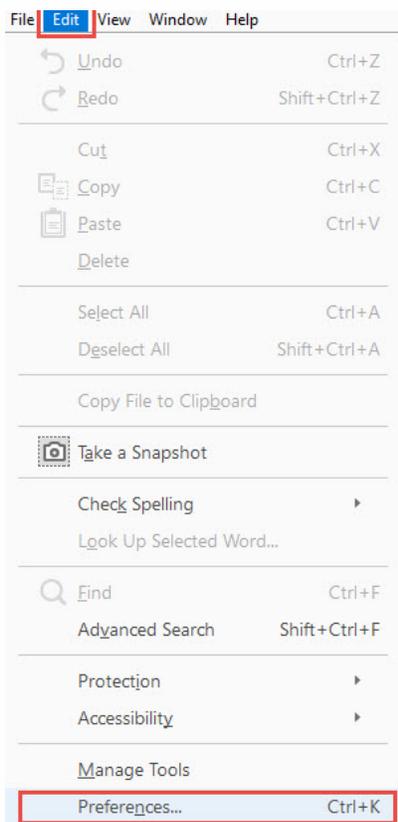




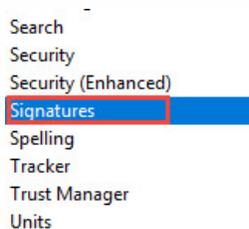
Adobe Acrobat

Creating a New Digital Signature

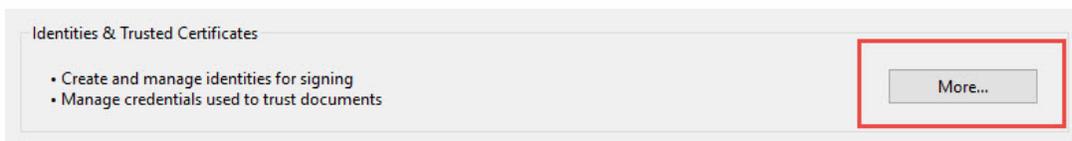
1. Select the "Edit" menu and click on "Preferences".



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

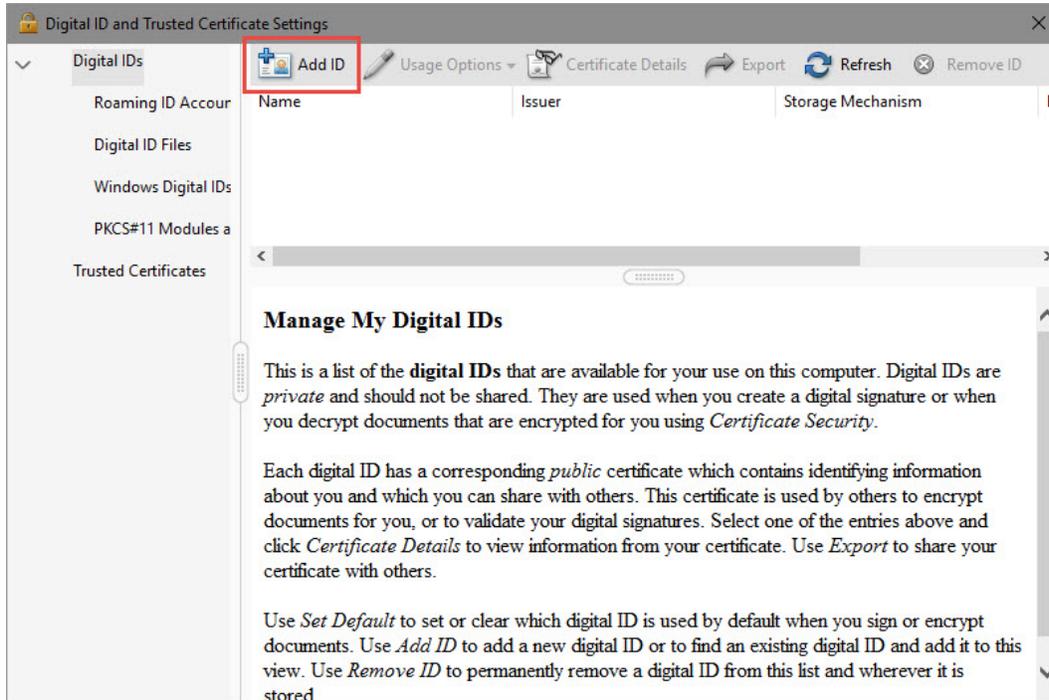


3. Click on "More" next to the "Identities & Trusted Certificates".

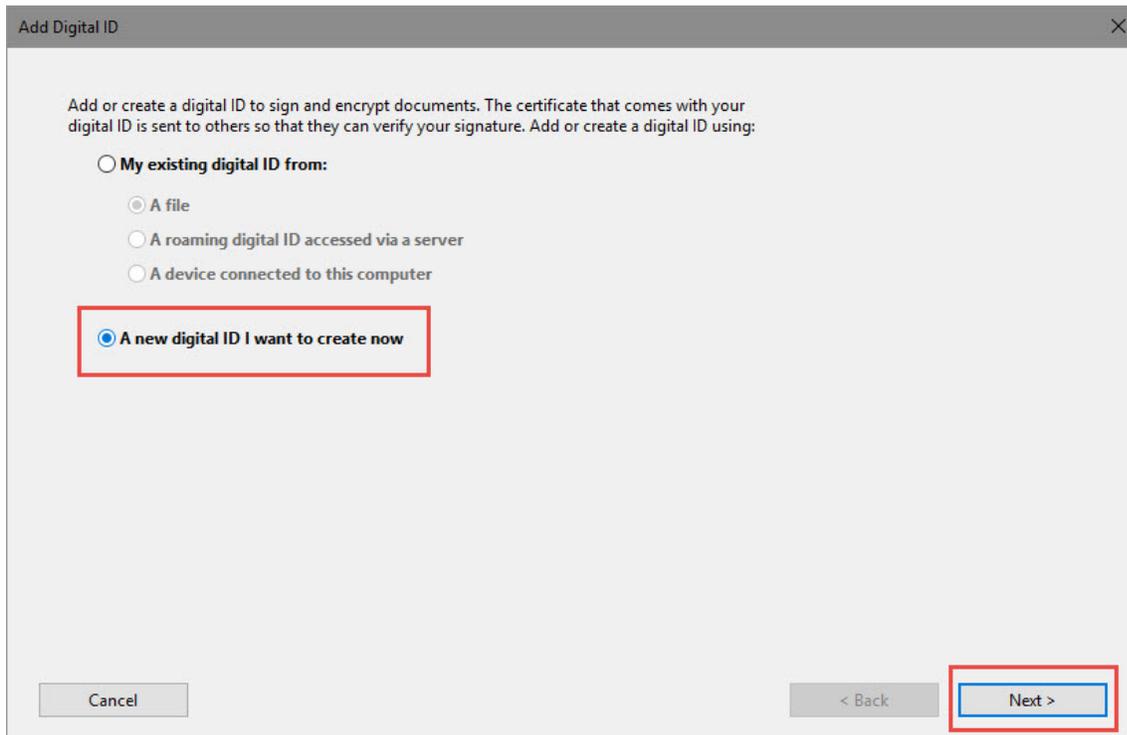




4. In the window, click on “Add ID”.



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





6. Click on “Windows Certificate Store”. Then click “Next”.

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" and "Windows Certificate Store". The "Windows Certificate Store" option is selected and highlighted with a red box. Below this option, a smaller box explains that the digital ID will be stored in the Windows Certificate Store and protected by the Windows login. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is highlighted with a red box.

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

The screenshot shows the same "Add Digital ID" dialog box, but now it asks for identity information. The text says, "Enter your identity information to be used when generating the self-signed certificate." There are several input fields: "Name (e.g. John Smith):" with "Your Name" entered; "Organizational Unit:" (empty); "Organization Name:" (empty); "Email Address:" with "District Email Address" entered; "Country/Region:" with a dropdown menu showing "US - UNITED STATES"; "Key Algorithm:" with a dropdown menu showing "2048-bit RSA"; and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Finish". The "Finish" button is highlighted with a red box.



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

