

Digital Signature quick start guide

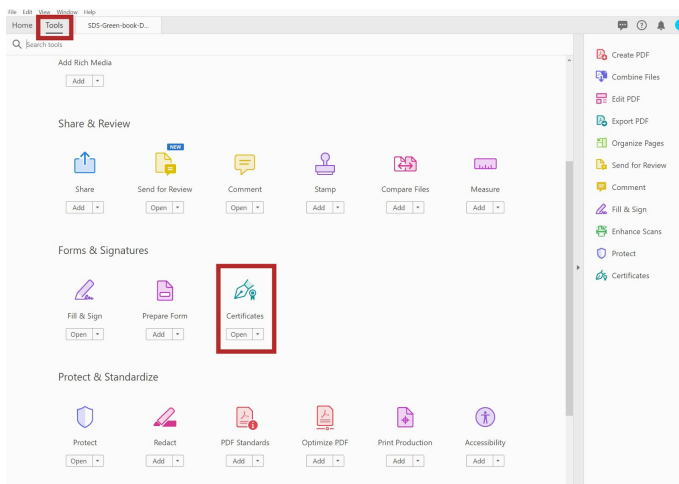
What is a digital signature and how to use it?

A digital signature uses a certificate-based digital ID to authenticate the identity of a signer and binds each signature to a document with encryption

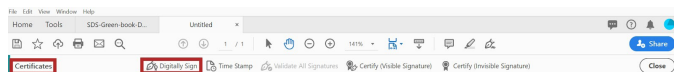
(The following is sourced from Adobe. To learn more about digital signatures go to the [Adobe website](#).)

How to digitally sign a PDF document

1. Open the PDF you want to sign in Adobe Acrobat.
2. Click **Tools > Certificates > Open**. This will open the **Certificates** page.

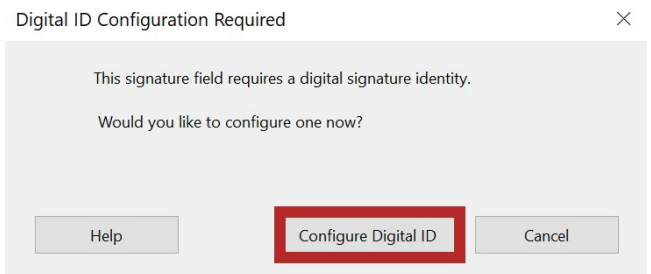


3. Click the first tab titled **Digitally Sign**.



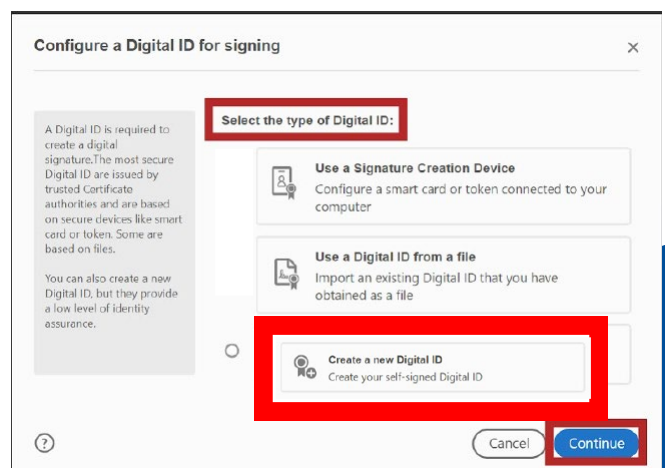
4. You will be asked via a pop-up window to create a signature box by using your mouse to click and drag the area where your signature will be placed.

Note: If you do not have a digital ID, you will need to **configure Digital ID** at this step. This is required to create a digital signature. (see below)



5. You are given several options:

Option 1:



See options 2 & 3 on next page

Option 2 & 3:

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: First and Surname

Organizational Unit: Division eg CS

Organization Name: NSW Department of Education

Email Address: Firstname.Surname@det.nsw.edu.au

Country/Region: AU - AUSTRALIA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Save

6. Click **Continue**.
7. In the **Sign with a Digital ID** window, select the certificate you want to use and click **Continue**.
8. You will be able to drag an area in the document where your digital signature will **Sign**.
9. Click **Continue**.



10. A pop-up window will ask you to save your newly-signed PDF.
11. To review your signed document, reopen the saved PDF file.

More information

- [Digital IDs](#)
- [Setting up certificate-based signatures](#)
- [Validating signatures](#)
- [Best practice](#)
- [Use digital signatures](#)

