

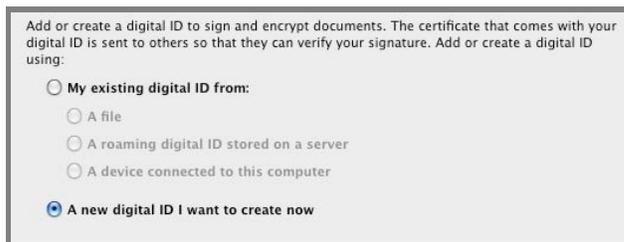
## Signing a document electronically

You don't need to print out and sign a document. Adobe®Acrobat®makes it easy to sign electronically. Like a handwritten signature, a digital signature is uniquely yours. Unlike traditional signatures, digital signatures can contain additional information, such as the date and time of signature and the reason for signing.

### 1. Obtain a digital ID.

If you don't already have a digital ID, create a self-signed digital ID in Acrobat. A self-signed digital ID includes an encrypted private key for signing or decrypting documents and a public key in a certificate used to validate signatures and encrypt documents.

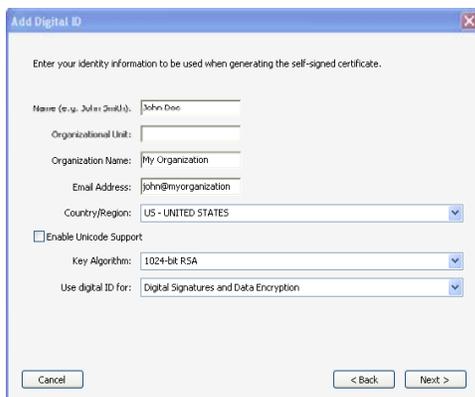
To create a self-signed digital ID, choose Tools from the right hand side of the menu bar, then select Sign & Certify. Select More Sign & Certify, and choose Security Settings. Select Digital IDs from the menu on the left of the pop-up panel, and choose Add ID button in the toolbar. Select A New Digital ID I Want To Create Now, and continue through the wizard.



### Create a new digital ID.

**Note:** In Windows, select where you'd like to store your digital ID, and click Next.

Type the personal information for your digital ID, including your name. When you certify or sign a document, the name appears in the Signatures panel and in the signature field. Name your digital ID and create a password for it that contains at least six characters, with no punctuation marks or special characters. Click Finish. Before you forget, make a backup copy of your digital ID file, in case the original is lost or damaged.



Enter your identify information for the digital ID.

2. Sign the PDF document.

To actually sign the document, click the signature field, if there is one, or choose Sign & Certify in the Tools pane, then Sign Document and draw a signature field on the page.

