# Digital IDs (E-Signatures) in Adobe Acrobat

This document includes instructions for performing the following actions in Adobe Acrobat Pro DC, Version 2019.008.20071.

- download a PDF
  - o <u>Chrome</u>
  - o <u>Firefox</u>
  - o Internet Explorer
- create a digital ID
- delete a digital ID

### Download the PDF

1. To create a digital ID, the form must be downloaded to the signer's (hereafter referred to as "you") computer. The following instructions will guide you in downloading a form from the three main browser options, <u>Chrome</u>, <u>Firefox</u>, and <u>Internet Explorer</u>.

a. Download using Google Chrome:

i. Click on the icon of the underlined down arrow in the top right-hand corner of the screen.



ii. Save the form to the folder of choice. **TIP:** The Graduate College recommends creating a specific "forms" folder and saving all forms in that location.

iii. Open the form by going to the folder; do not click on the form that shows in the bottom toolbar. The form will not be fully fillable, as it will open in Google Chrome.

b. Download using Firefox:

i. Click on either the "Open with Different Viewer" button in the top right-hand corner or the icon of the page with a down arrow. Both will prompt a popup asking you to open or save the form.

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ii. On the popup, click on "Open With Adobe Acrobat (default)". Do not choose "Save As", as this will automatically save the document to your "Downloads" folder instead of providing the option of choosing your designated "forms" folder.

iii. Once the PDF opens, save it to a preferred folder (see a.ii).

c. Download using Internet Explorer/IE:

i. When the form is opened in IE, it will be fillable. Once it has been filled out, the document will need to be saved to the computer.

ii. To save, click on the floppy disk icon in the top left-hand corner. Select your "forms" folder, and click "Save".

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#### **Create a Digital ID**

- 1. Open the PDF needing a signature.
- 2. Click the "Enable All Features" button in the yellow bar at the top of the screen.
- 3. Click on "Prepare Form" from the menu on the right-hand side of the screen.

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4. Click "More" and select "Highlight Existing Fields". All fields requiring content will be displaying in light blue/purple.

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6. Fill out the information in the highlighted fields as requested.

7. Click on the signature line in the document. It has an orange arrow.



8. A popup box will appear with the option to create a digital signature identity. Click on "Configure Digital ID". Click Next.

This signatu	re field requires a digital signature ide	ntity.
Would you	like to configure one now?	

9. Select the bottom option, "Create a new Digital ID," from the menu. Click Continue.

Digital ID is required to	Select	the type	of Digital ID:
rate a digital gnature. The most secure igital ID are issued by usted Certificate uthorities and are based n secure devices like smart	•	ē,	Use a Signature Creation Device Configure a smart card or token connected to your computer
rd or token. Some are ased on files. Du can also create a new igital ID, but they provide low level of identity	0	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
surance.	۲	Ro	Create a new Digital ID Create your self-signed Digital ID

10. Next, you'll select where you want to save your new digital ID. Click the "Save to File" option. Click Continue.

Digital IDs are typically issued by trusted providers that assure the validity of the identity.	۲	9	Save to File Save the Digital ID to a file in your computer
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.	0	ł	Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications
Consult with your recipients if this is an acceptable form of authentication.			

11. You must enter your first and last name in the name field and your Texas State email address in the email field. (The oganizational unit and organization name fields are optional.) Select the United States for the country and leave the last two options as shown below (they are the default options). Click Continue.

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 Organizational Unit Organization Name Email Address Country/Region Key Algorithm	Enter Name Enter Organizational Unit Enter Organization Name Enter Email US - UNITED STATES 2048-bit RSA	•
	Use Digital ID for	Digital Signatures	~

12. To store the digital ID in a specific folder (again, we recommend the "forms" folder so it's all in one place), click "Browse" and select the folder. Next, apply a password for the digital ID and confirm the password. Click Save. **TIP:** Make sure to save the password in a safe and accessible location. Once a password is created, it cannot be changed without re-entering the old password.

Add a password to protect	Your Digital ID will be saved at the following location :
Digital ID. You will need this password again to use the Digital ID for signing.	C:\Users\akw34\AppData\Roaming\Adobe\Acrobat\DC Browse
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
	Confirm the password:

- 13. Congrats! Your digital ID has been created!
- 14. To sign the form, choose the digital ID that you want to use for signing. Click Continue.

Sign with a Digital ID		×
Choose the Digital ID that yo	u want to use for signing:	Refresh
Issued by:	Digital ID file) 2023.11.09	View Details
0	Configure New Digital ID	Cancel Continue

15. The selected digital ID will appear. Enter your digital ID password in the red box in the bottom lefthand corner.

Appearance Standard Text	~	Create
Your First Name	Digital	lly signed our Name
	Date:	2018 11 09
Your Last Name	10:02:	09 -06'00'
Your Last Name	10:02:	09 -06'00' View Certificate Detail
Your Last Name	10:02:	09 -06'00' View Certificate Detail

16. Once you click "Sign", a popup will open to save the form. Select the appropriate folder for the form, and save it to your computer. **TIP**: Rename the form to "document name-signed, e.g. Thesis Proposal-signed."

17. The form is now signed. You can now send it on the appropriate parties.

#### Thesis Proposal Form

Submit **one copy** of this form with **original or electronic signatures and proposal attached** to The Graduate College. It is the student's responsibility to make sure The Graduate College receives this form. Failure to submit the thesis proposal prior to completing a thesis could delay graduation.

Student Name:		Texas State ID:	
Major:		Degree:	
Student Signature:	Digitally signed by Date: 2018.11.09 10:13:44 -06'00'	Date:	
Tentative Thesis Title:			

## **Delete a Digital ID**

- 1. Open a pdf that is a fillable form.
- 2. Click on the Edit menu on the top toolbar, and select "Preferences" from the dropdown.

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3. Once the Preferences menu is open, select signatures from the categories on the left. Then, click on the "More" button to the right of Identities & Trusted Certificates. Click OK.

Categories:         Commenting Documents Full Screen General Page Display       Digital Signatures         Stable Multimedia Accessibility Action Wizard Catalog Color Management Convert From PDF Email Accounts Forms Identity Internet JavaScript Language Measuring (2D) Measuring (2D)       Digital Signatures (Create and manage identities for signature creation · Set the appearance of signatures are verified · Control how and when signatures are verified · Control true the signature of th	Preferences		×
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4. A popup box will open. Select the digital ID that you want to delete and click "Remove ID".



5. A popup window opens to confirm your choice. Click "Ok."



6. Enter the password for the digital ID to confirm deletion. Click "Ok".

Digital ID Authentication	×
Access to this digital ID requires password authentication.	
Digital ID: Certificate Deta	ils
Password:	
OK Cancel	

7. This digital ID has been deleted.