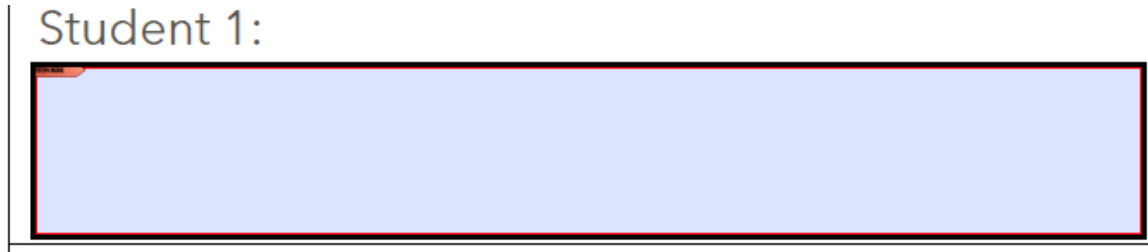# How to create an Adobe Acrobat Digital ID

To sign .pdf-files, one needs an Adobe Acrobat Digital ID. How to make one is detailed below.

**Step 1: Click on a field in Adobe that requires a signature.**

A field that needs a signature can be deduced from the tiny red flag in the top-left corner. Double click the field to create a signature.

The following pop-up will emerge. You can select whether you would like to sign this form using a new signature or an existing one. First, I'll show you how to create a new one.
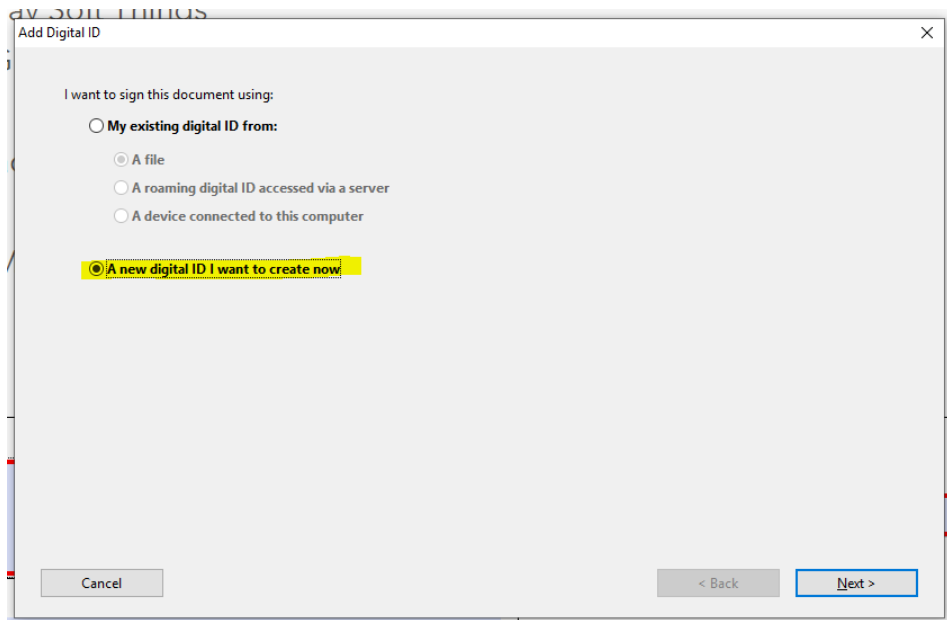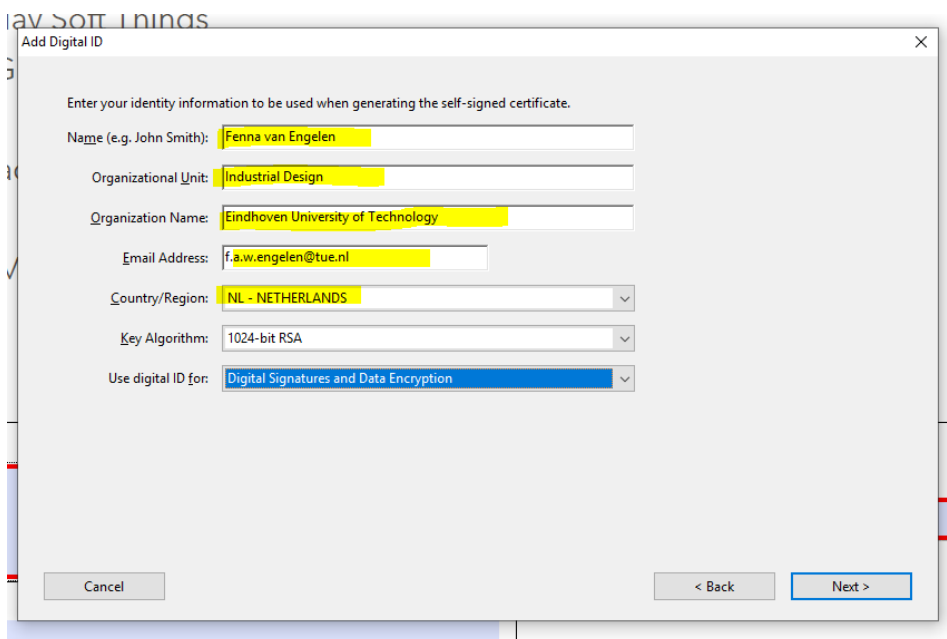

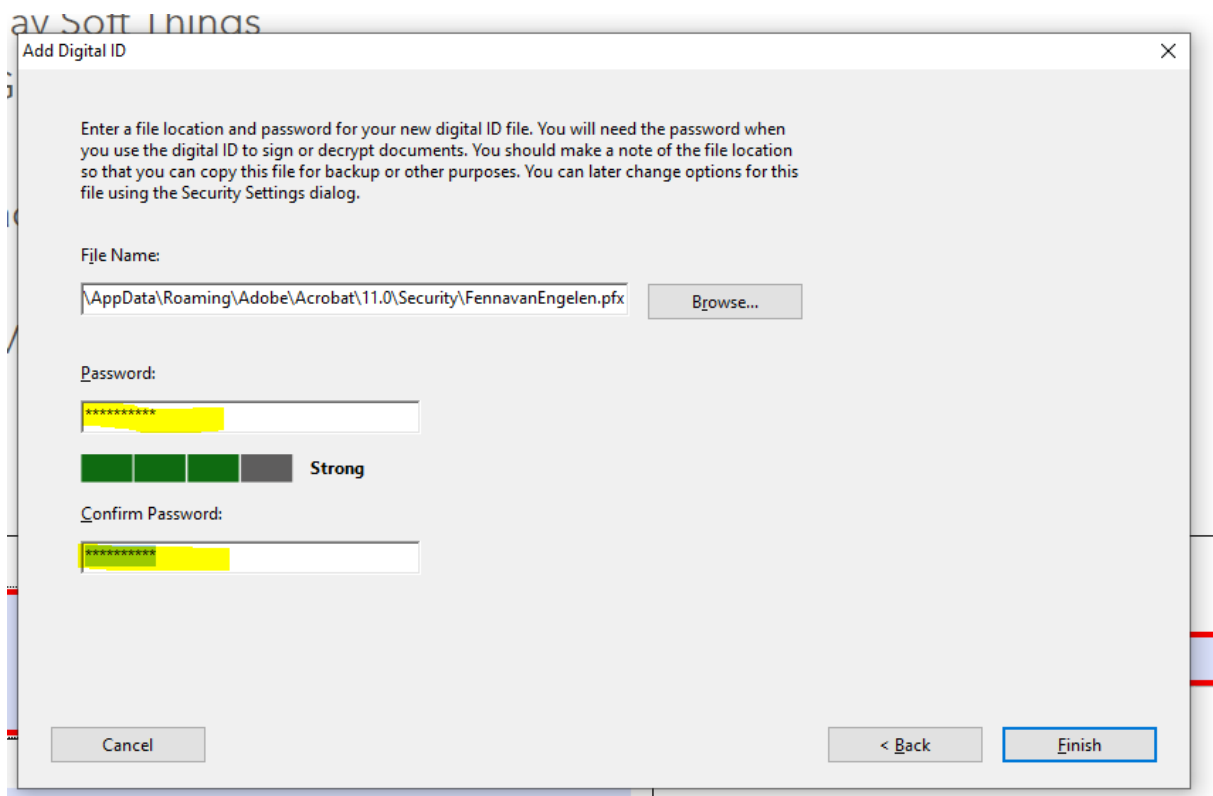**Step 2: Create a new Adobe ID. (if you already have an Adobe ID, go to step 3)**

Click 'next' on the pop up above to start the process. The next pop-up will appear:
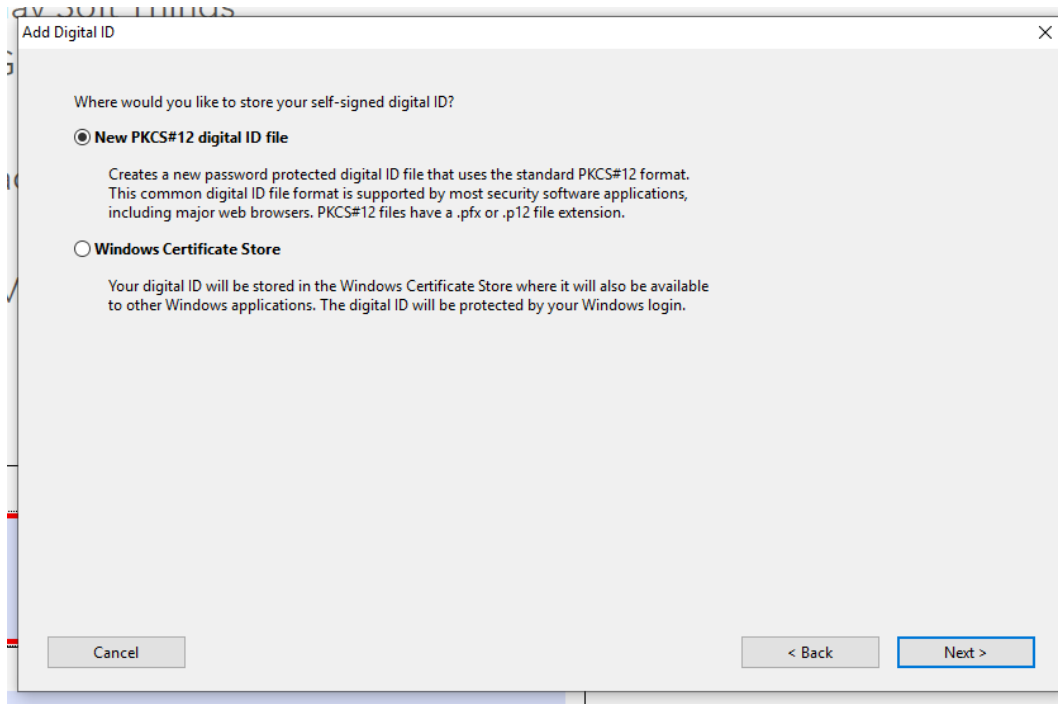
The top option is fine for now, and is selected by default. Click 'next'.

Fill out the correct information in the highlighted boxes. The two other boxes ("Key Algorithm" and "Use digital ID for:") are filled out by default. These are fine options. Click 'Next'.

Add Digital ID ✕

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

\AppData\Roaming\Adobe\Acrobat\11.0\Security\FennavanEngelen.pfx   Browse...

Password:

****

▮▮▮▮ **Strong**

Confirm Password:

****

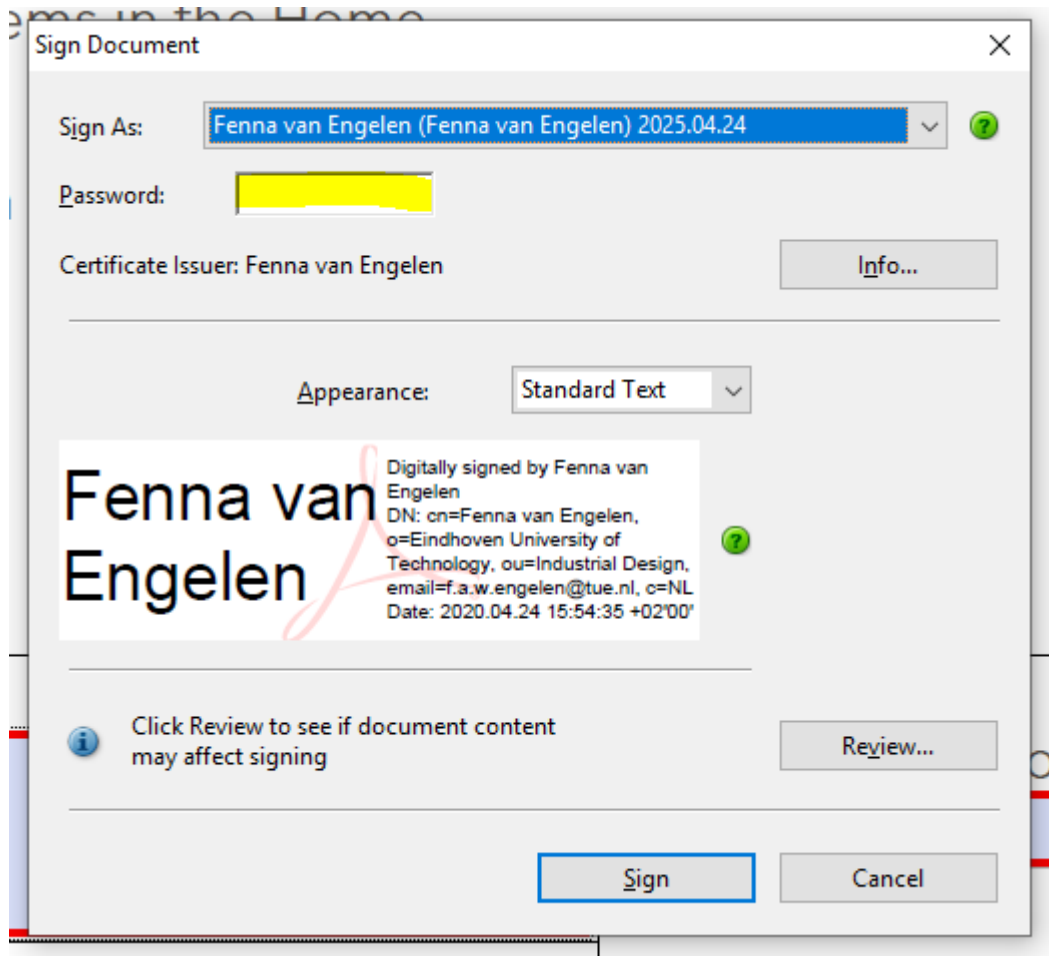Cancel   < Back   Finish

Adobe will ask for a place to store the digital ID file. You can adjust this if you like. You also have to fill out a password. This password is necessary everytime you want to sign something in a form like this.

Fill out a password that is strong enough, and click 'Finish'.

Step 3: Sign the document with digital signature

The following pop-up will appear:

At the highlighted area, fill out the password for the signature. If you have multiple signatures, please be sure to pick the right one from the drop-down list at 'Sign As'. Once your password is filled out, click 'Sign'.

Adobe will immediately ask you to 'save' your document using this pop-up. A good rule of thumb is to save the document while including in the document name who has signed it, for further reference
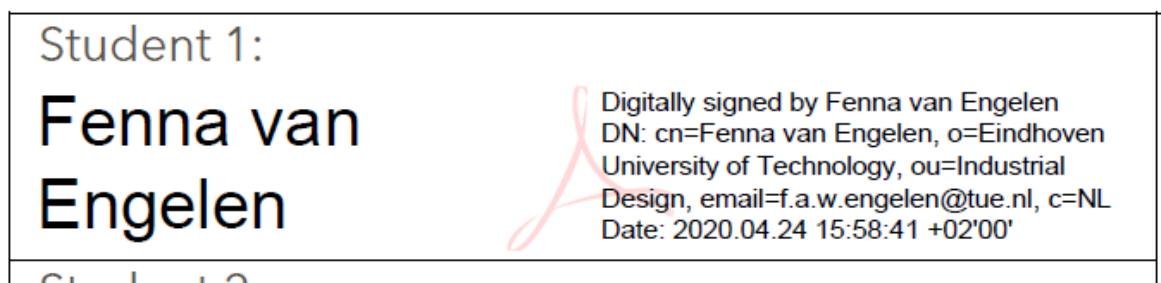
.
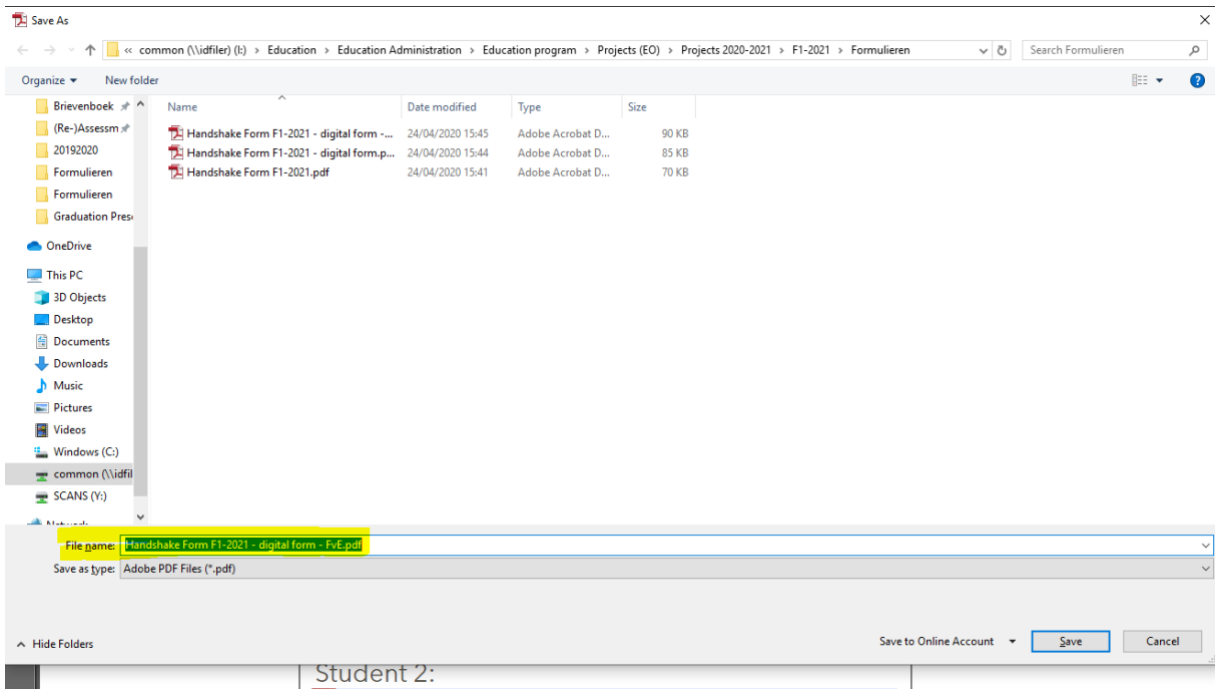
Click 'save'.

Step 4: Success!

Now, your signature is visable in the form.

Send it on towards the person who asked for it!