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.

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Ad	l Digital ID	Х
i		
	I want to sign this document using:	
	○ My existing digital ID from:	
	A file	
	A roaming digital ID accessed via a server	
	○ A device connected to this computer	
/	A new digital ID I want to create now	
1		
1		
	Cancel Sark Next >	1
		1

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:

ç							
	Add Digital ID	×					
j							
	Where would you like to store your self-signed digital ID?						
	New PKCS#12 digital ID file						
1	Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.						
	○ Windows Certificate Store						
/	Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.						
_		ł					
	Cancel < Back Next >						

The top option is fine for now, and is selected by default. Click 'next'.

av	Som I ninds						
Add	Digital ID	X					
i							
Enter your identity information to be used when generating the self-signed certificate.							
	Na <u>m</u> e (e.g. John Smith):	Fenna van Engelen					
(Organizational <u>U</u> nit:	Industrial Design					
	Organization Name:	Eindhoven University of Technology					
	<u>E</u> mail Address:	f. <mark>a.w.engelen@tue.nl</mark>					
	<u>C</u> ountry/Region:	NL - NETHERLANDS					
	Key Algorithm:	1024-bit RSA 🗸					
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption					
-							
-							
-	Cancel	< Back 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'.

d	/ Soπ I ninds			
Ac	ld Digital ID			×
j	Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a not so that you can copy this file for backup or other purposes. You can later ch file using the Security Settings dialog.	the password when te of the file location lange options for this		
	File Name:			
	\AppData\Roaming\Adobe\Acrobat\11.0\Security\FennavanEngelen.pfx	B <u>r</u> owse		
	Password:			
-	-			
	Cancel		< <u>B</u> ack	<u>F</u> inish

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:

- Cian		\sim
sign	Document	^
Si	gn As: Fenna van Engelen (Fenna van Engelen) 2025.04.24 🗸 🗸	2
P	assword:	
C	ertificate Issuer: Fenna van Engelen I <u>n</u> fo	
-		-
	Appearance: Standard Text 🗸	
F	Digitally signed by Fenna van Engelen DN: cn=Fenna van Engelen, DN: cn=Fenna van Engelen, o=Eindhoven University of Technology, ou=Industrial Design, email=f.a.w.engelen@tue.nl, c=NL Date: 2020.04.24 15:54:35 +02'00'	
•	Click Review to see if document content may affect signing	
	<u>S</u> ign Cancel	

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

🔁 Save As										×
← → ~ ↑ « co	ommon (\\idfiler) (l:) > Education > Education A	dministration > Edu	cation program > Pro	jects (EO) → Proj	jects 2020-2021 > F1-2021 >	Formulieren	√ Č	Search Formulierer	n	,c
Organize 👻 New fold	der									?
Brievenboek 🖈 ^	Name	Date modified	Туре	Size						
📙 (Re-)Assessm 🖈	🔁 Handshake Form F1-2021 - digital form	24/04/2020 15:45	Adobe Acrobat D	90 KB						
20192020	🔁 Handshake Form F1-2021 - digital form.p	24/04/2020 15:44	Adobe Acrobat D	85 KB						
	🔁 Handshake Form F1-2021.pdf	24/04/2020 15:41	Adobe Acrobat D	70 KB						
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Save as type: Adol	be PDF Files (*.pdf)									~
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Click 'save'.

Step 4: Success!

Now, your signature is visable in the form.



Send it on towards the person who asked for it!