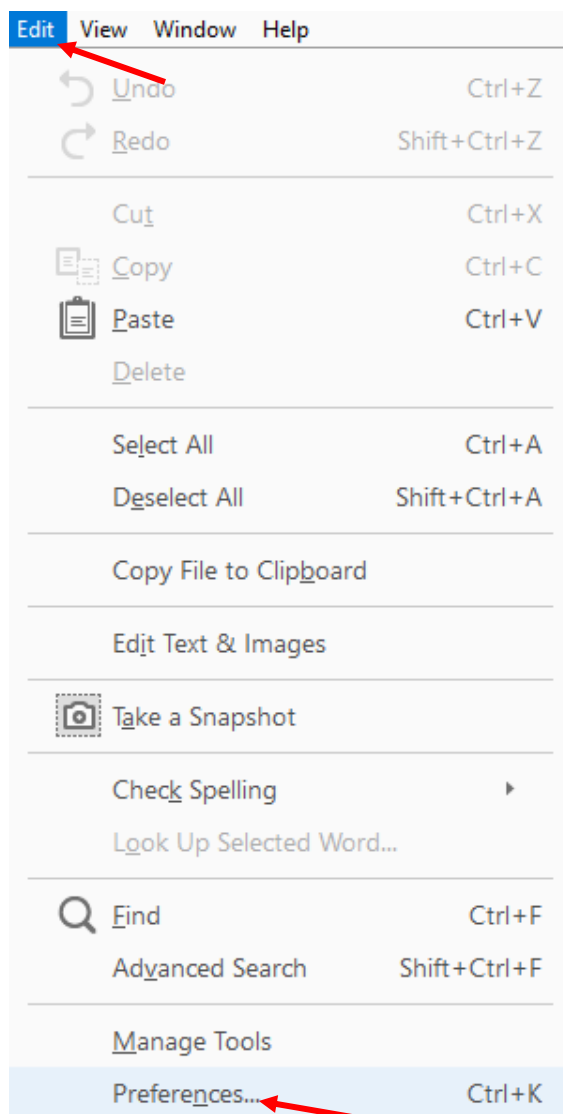


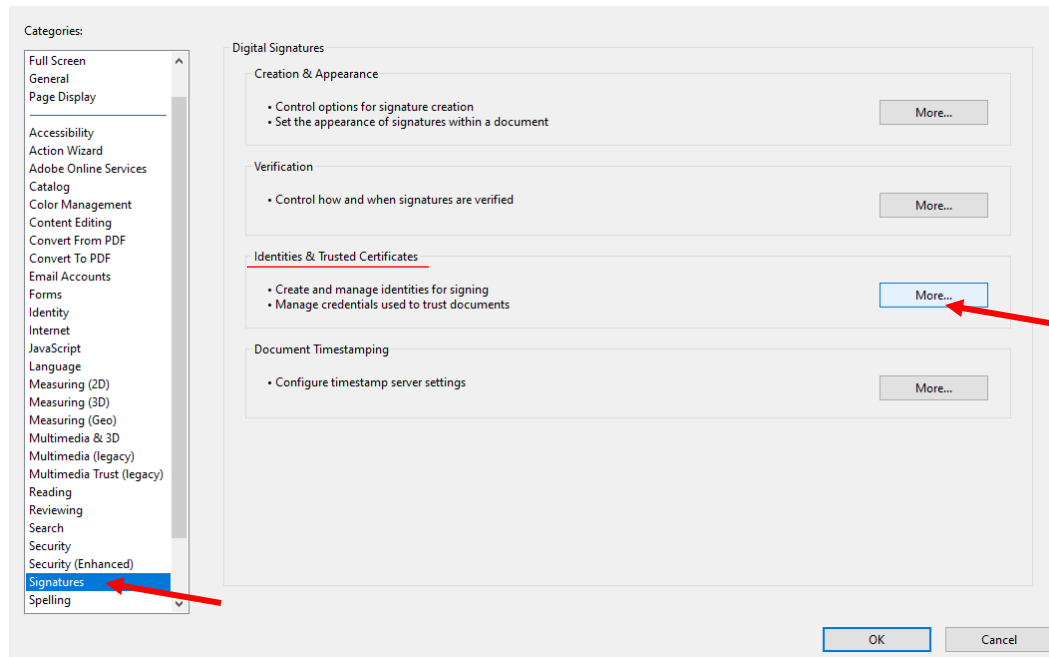
Creating a digital signature (ID) for internal PDF documents (For the programs Adobe Acrobat Reader DC and Adobe Creator)


Create a self-signed digital ID

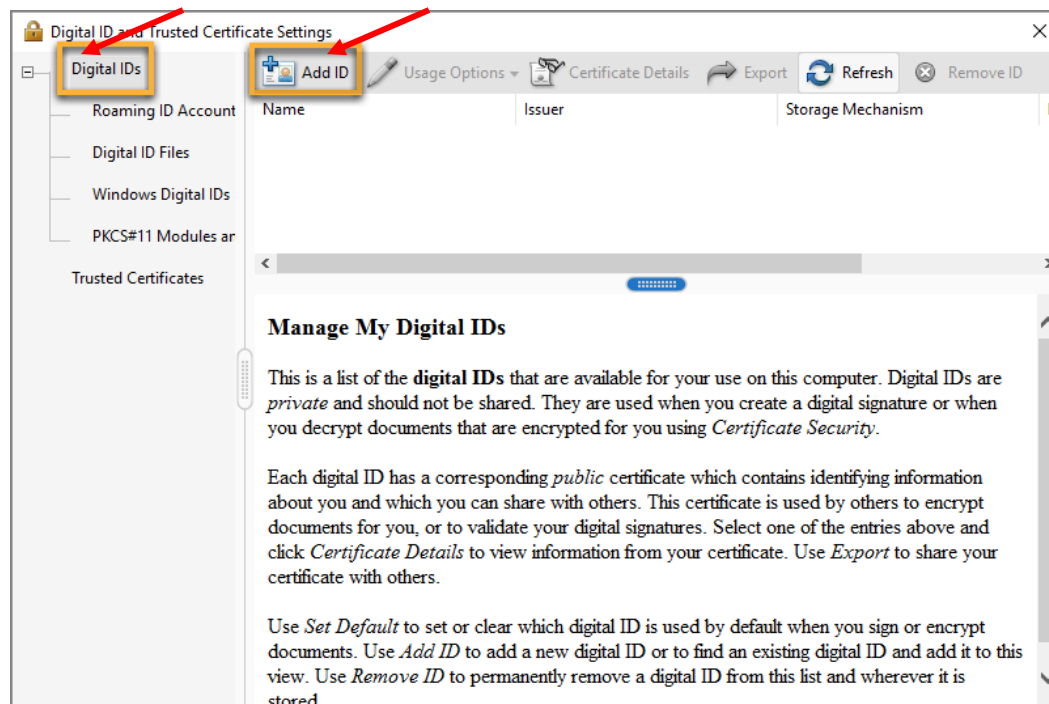
1. In Adobe Acrobat Reader or Creator, click the **Edit** menu and choose **Preferences > Signatures**.



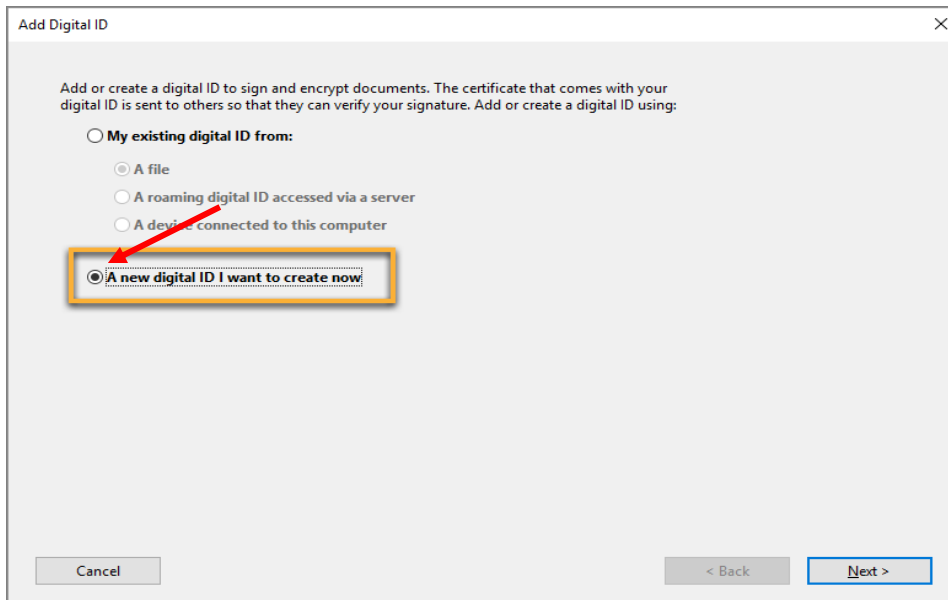
2. On the right, click **More** for **Identities & Trusted Certificates**.



3. Select **Digital IDs** on the left, and then click the **Add ID** button .



4. Select the option "A new digital ID I want to create now", and click Next.



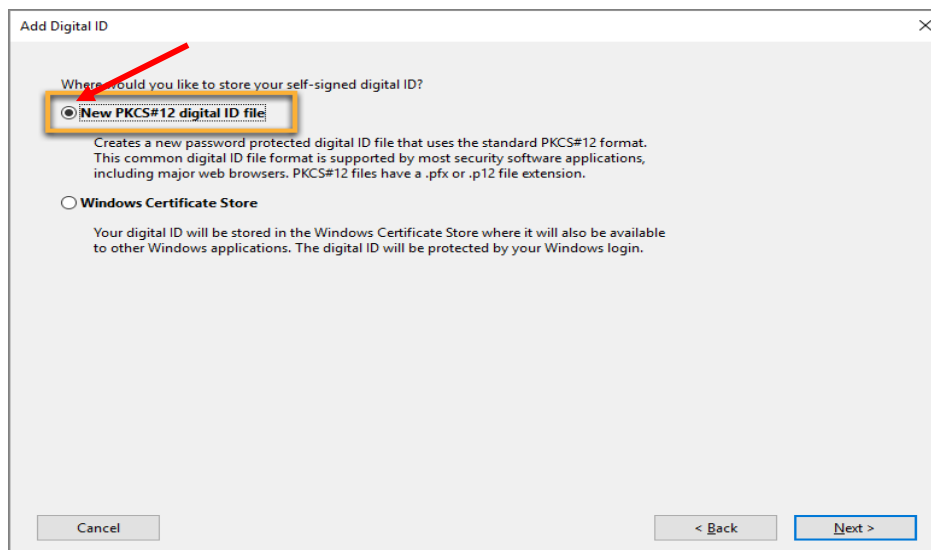
5. Specify where to store the digital ID, and click Next.

New PKCS#12 Digital ID File

Stores the digital ID information in a file, which has the extension **.pfx** in Windows and **.p12** in Mac OS. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

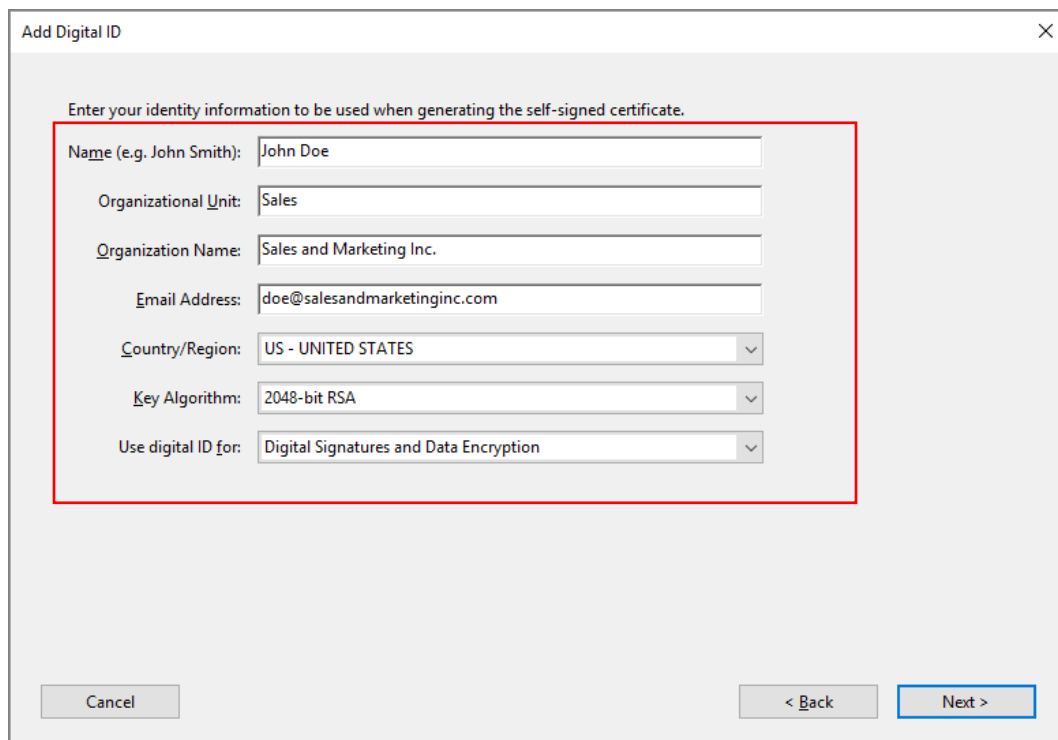
Windows Certificate Store (Windows only)

Stores the digital ID to a common location from where other Windows applications can also retrieve it.



6. Do the following:

1. Type your **name, email address, and other personal information** for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
2. Choose an option from the **Key Algorithm** menu. The **2048-bit RSA** option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
3. From the **Use Digital ID for** menu, choose whether you want to use the digital ID **for signatures**, data encryption, or both.
4. Click **Next**.



The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main instruction reads: "Enter your identity information to be used when generating the self-signed certificate." A red rectangular box highlights the input fields. The fields are as follows:

Name (e.g. John Smith):	John Doe
Organizational Unit:	Sales
Organization Name:	Sales and Marketing Inc.
Email Address:	doe@salesandmarketinginc.com
Country/Region:	US - UNITED STATES
Key Algorithm:	2048-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is highlighted with a blue border.

7. Do the following:

1. Type a **password** for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
2. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.

Please select the following path as save location:

Z:\DigSig\yourName.pfx

3. Click **Finish**.

The screenshot shows a dialog box titled "Add Digital ID". The main text reads: "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." Below this is a red-bordered box containing the input fields. The "File Name:" field contains the path "ers\...t\AppData\Roaming\Adobe\Acrobat\DC\Security\JohnDoe.pfx" and a "Browse..." button. The "Password:" field contains "*****" and a strength meter with three green bars and the label "Strong". The "Confirm Password:" field contains "*****". At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Finish".


If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.

Note:

Make a **backup copy** of your digital ID file. If your **digital ID file** is **lost** or **corrupted**, or if you **forget your password**, you cannot use that profile to add signatures.

Register a digital ID

To use your digital ID, register your ID with Acrobat or Reader.

1. In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**. In Identities & Trusted Certificates, and click **More**.
2. Select Digital IDs on the left.
3. Click the Add ID button  .
4. Choose one of the following options:

A File

Select this option if you obtained a digital ID as an electronic file. Follow the prompts to select the digital ID file, type your password, and add the digital ID to the list.

A Roaming Digital ID Stored On A Server

Select this option to use a digital ID that's stored on a signing server. When prompted, type the server name and URL where the roaming ID is located.


A Device Connected To This Computer

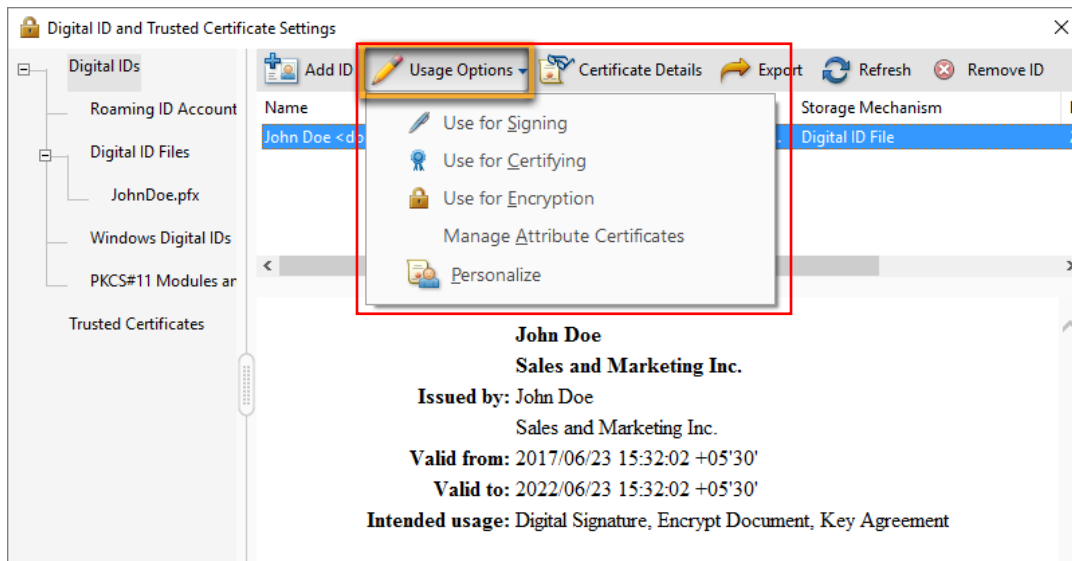
Select this option if you have a security token or hardware token connected to your computer.




5. Click **Next**, and follow the onscreen instructions to **register your digital ID**.

Specify the default digital ID

To avoid being prompted to select a digital ID each time you sign or certify a PDF, you can select a default digital ID.

1. In Acrobat Reader or Creator, click the **Edit** menu and choose **Preferences > Signatures**. In **Identities & Trusted Certificates**, and click **More**.
2. Click **Digital IDs** on the left, and then select the digital ID you want to use as the default.
3. Click the **Usage Options** button , and choose a task for which you want the digital ID as the default. To specify the digital ID as the default for two tasks, click the **Usage Options** button again and select a **second option**.



A check mark appears before selected options. If you select only the signing option, the **Sign icon**  appears next to the digital ID. If you select only the **encryption option**, the **Lock icon**  appears. If you select only the certifying option, or if you select the **signing and certifying options**, the **Blue Ribbon icon**  appears.

Note:

To clear a **default digital ID**, repeat these steps, and **deselect** the usage options you selected.

Source: Adobe Acrobat, at: Manage Digital IDs (08.06.21),
URL: <https://helpx.adobe.com/acrobat/using/digital-ids.html> (16.06.21)

Save handwritten signature and insert it into the digital ID

(For the programs Adobe Acrobat Reader DC and Adobe Creator)

1. First, please sign carefully on a medium size white sheet of paper, ideally in black or dark blue.
2. Open file e.g. in Word, cut signature to size, then save as PDF file in

Z:\DigSig\signature.pdf

3. In the document to be signed, click with the **left mouse button** on the **blue fillable signature field**. Now **select the desired digital ID** for signing and click on "**Continue**".

Advance payments should be applied by using the separate form "[Application for Advance Payment](#)".

→ For fieldwork, please fill in the estimated costs per cost calculation on a separate form and have it approved by the person in charge of cost unit.


With my signature, I declare that the business trip will take place within the term of my contract. I have informed myself about the current [safety instructions and entry regulations](#) of the destination.


<input type="text"/> date / signature traveler	<input type="text"/> date / name in block letters & signature person in charge of cost unit
<input type="text"/> date / signature dive coordinator	<input type="text"/> date / name in block letters & signature head of department

Please contact the Travel Management for travel bookings. (E-Mail: travel@leibniz-zmt.de)
After the trip, please complete and submit the [application for reimbursement](#)

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

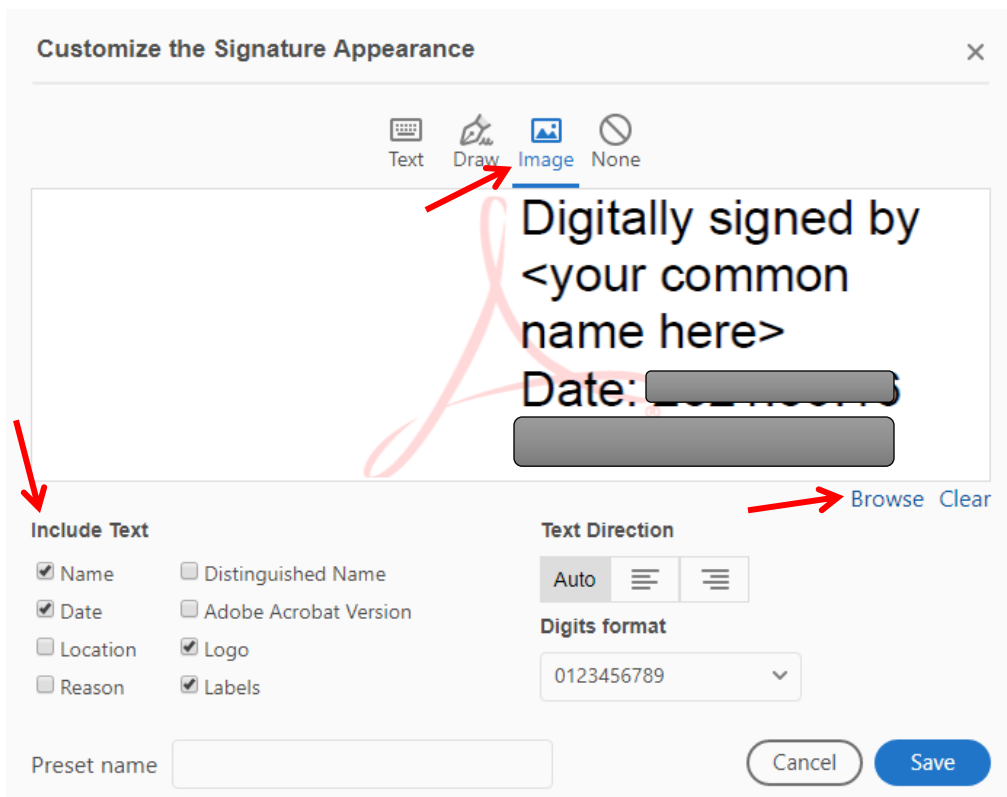

Issued by: [View Details](#)


Issued by: [View Details](#)

4. Now click on "Create" at the top right of the window.

The screenshot shows a digital signing window titled "Sign as [redacted]". At the top right, there is a close button (X). Below the title bar, there is an "Appearance" dropdown menu set to "Standard Text". To the right of this menu is a "Create" button, which is highlighted by a red arrow. The main content area displays a preview of the signature: a white box containing the text "Your Name" is positioned over the text "Digitally signed by [redacted]". Below this, the text "Date:" is followed by a redacted input field. At the bottom right of the preview area, there is a link "View Certificate Details". Below the preview, there is a section for reviewing the document content, with the text "Review document content that may affect signing" and a "Review" button. At the very bottom, there is a red-bordered input field with the placeholder text "Enter the Digital ID PIN or Password...". To the right of this field are two buttons: "Back" and "Sign".

5. Click on "Image" at the top center of the window and then on the right side of the middle of the window on "Browse".



6. Select the previously saved PDF file of your own signature and click on open.
7. Now the handwritten signature is inserted into the digital ID.
8. Under "Include text" (see image under point 5), you can now select which data should be displayed in the digital ID. Then click on save and the insertion of the handwritten signature in the digital ID is finished.