MANUAL

Digital signing of pdf documents with Adobe Reader

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1. Prerequesties for signing a pdf document

This manual describes digitally signing pdf documents with the Adobe Reader application. This feature in Adobe Reader is available in version 11 or newer. Latest version of Adobe Reader can be downloaded from following location:

http://www.adobe.com/support/downloads/product.jsp?platform=windows&product=10

Before starting the procedure for signing a pdf document, it is necessary to make the following preparations:

1.1 Check the certificate

- ✓ If your certificate is on a PKI token (Verba Sign K2, Verba Sign Pro2 or Verba Seal S2), please insert the PKI token in your PC and check whether it is visible through the Internet Explorer web browser. In Internet Explorer, please click on **Tools->Internet Options->Content->Certificates**. In the Personal tab, your certificate should be listed (Figure 1). In case the certificate is not listed, please check whether you have the necessary drivers installed for your PKI token (Gemalto ID Prime or Gemalto Java), as stated in the corresponding manual How to start using a certificate issued on a Gemalto IDPrime PKI token with Internet Explorer or How to start using a certificate issued on a Gemalto Java PKI token.

- ✓ If your certificate is generated on a hard disk (Verba Sign K1, Verba Sign Pro1 or Verba Seal S1), please check whether it is located in the certificate store of the Internet Explorer web browser. In Internet Explorer, please click on **Tools->Internet Options->Content->Certificates**. In the Personal tab, your certificate should be listed (**Error! Reference source not found.**). In case your certificate is not listed, please import it in Internet Explorer, fowowing the FAQ "How to import a certificate in Internet Explorer from .pfx or .p12 backup file?"

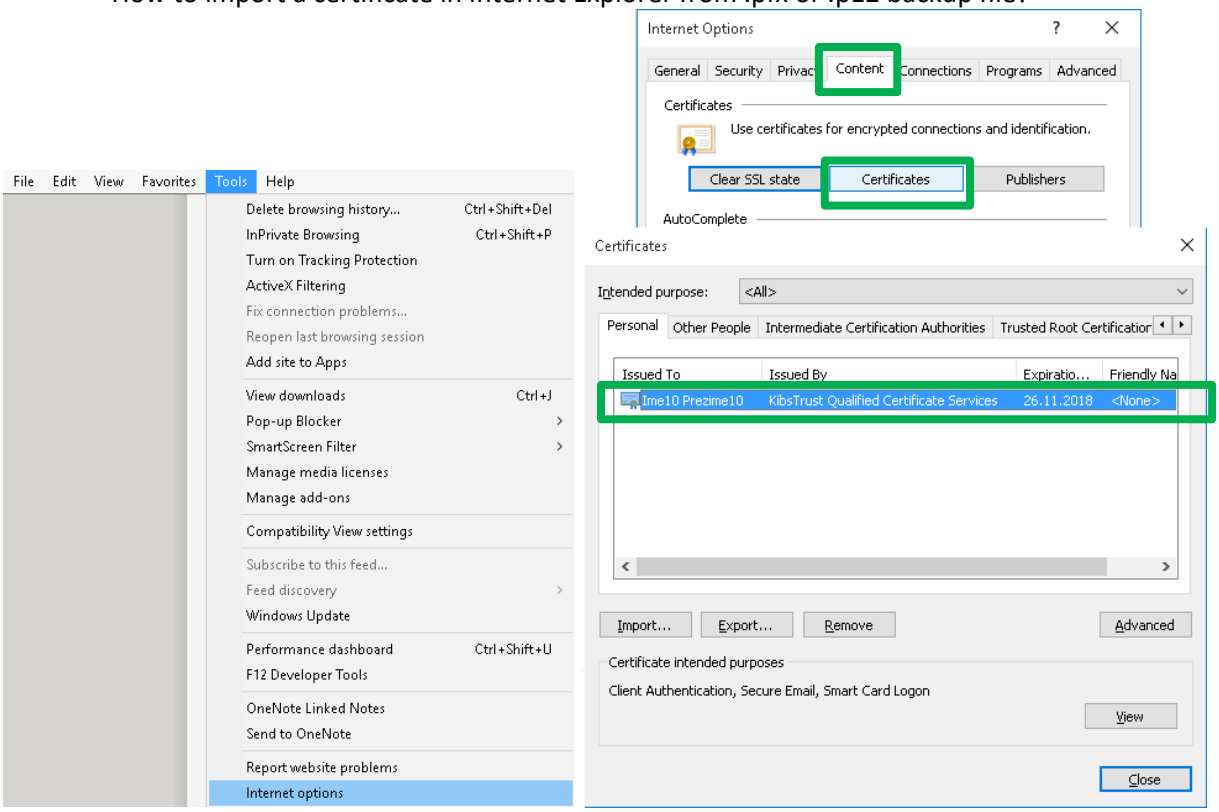

Figure 1

1.2 Setting up Adobe Reader

Adobe Reader has it own root certificate store (Trusted Certificates). This root certificate store differs from the one used by the Windows operating system. To avert the problems that might arise from the process of validating the signature with which a document has been signed, it is necessary to integrate these two stores, by following these steps:

1. In Adobe Reader, select **Edit->Preferences…** (Figure 2)

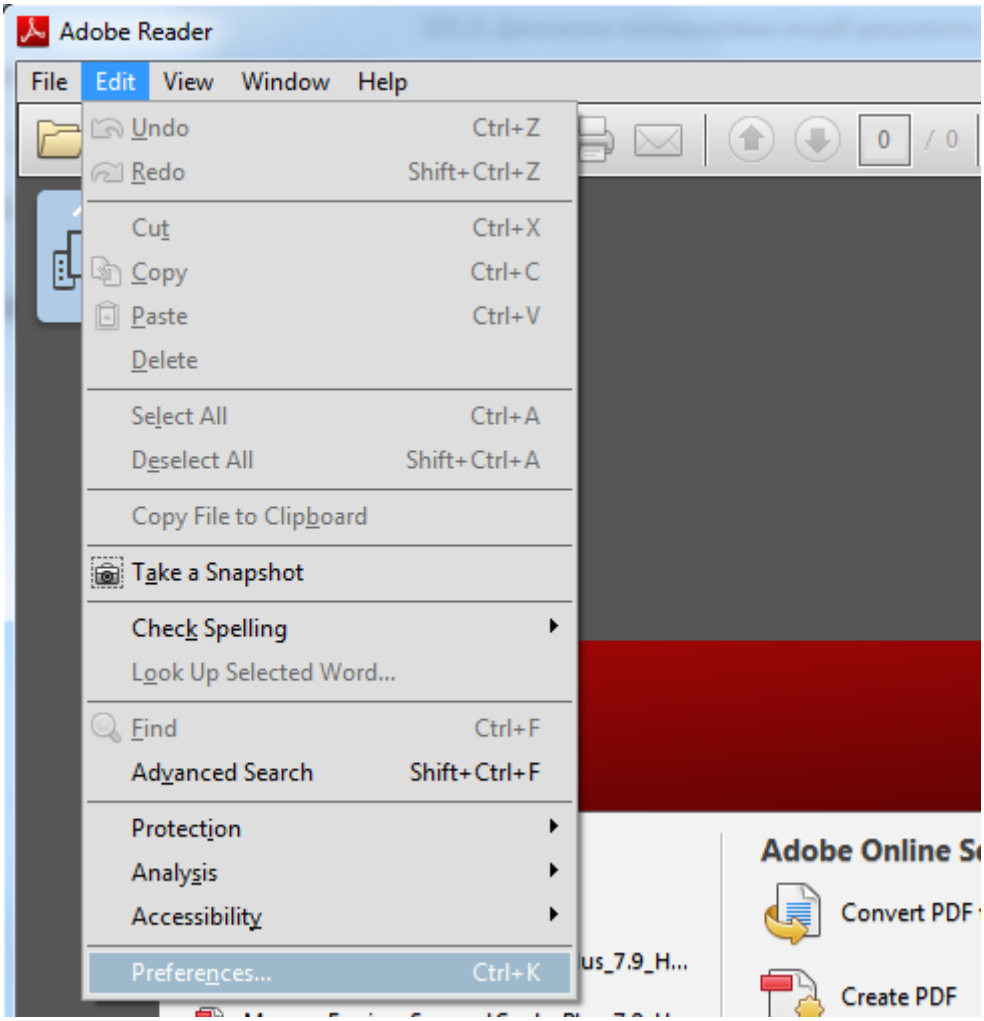

Figure 2

2. From the right hand side select **Signatures**. In the **Verification** part, please click on **More**… (**Error! Reference source not found.**).

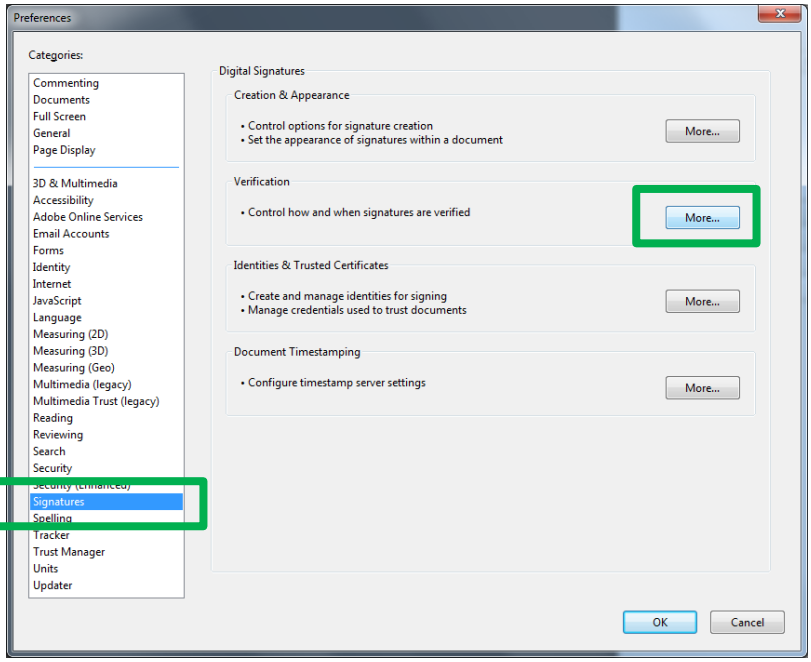

Figure 3

3. In the new window, in the **Windows Integration** part, please enable the **Validating Signatures** option (Figure 4). To close the windows, please click on **OK** two times.

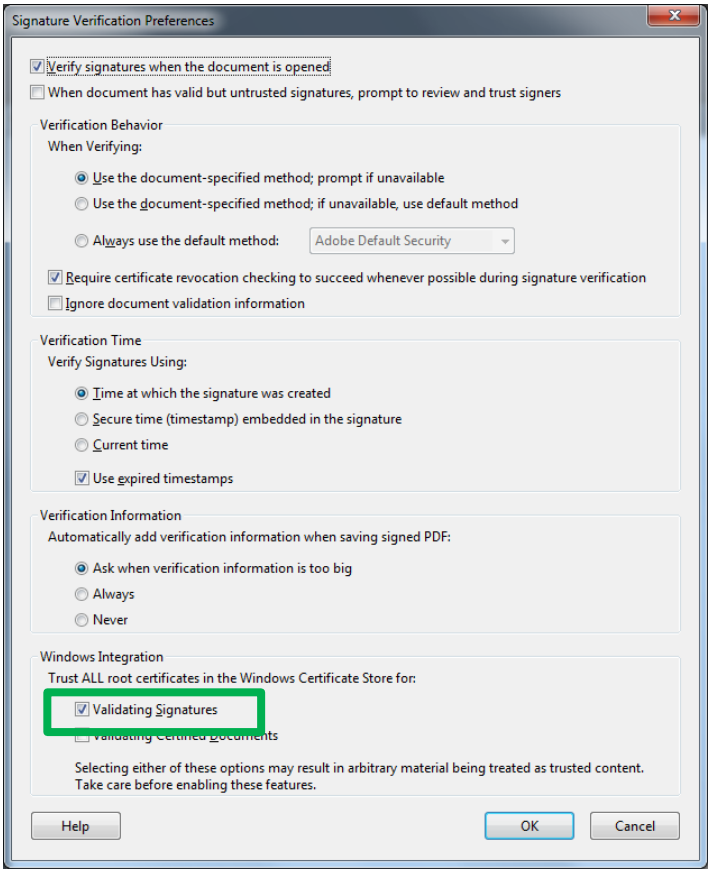

Figure 4

2. Digitally signing a pdf document

The procedure for signing a pdf document with Adobe Reader is consisted of the following steps:

1. Through Adobe Reader, please open the pdf document, which needs to be digitally signed. From the menu on the right hand site, please select **Fill&Sign->Work with Certificates->Sign with Certificate**. (Figure 5)

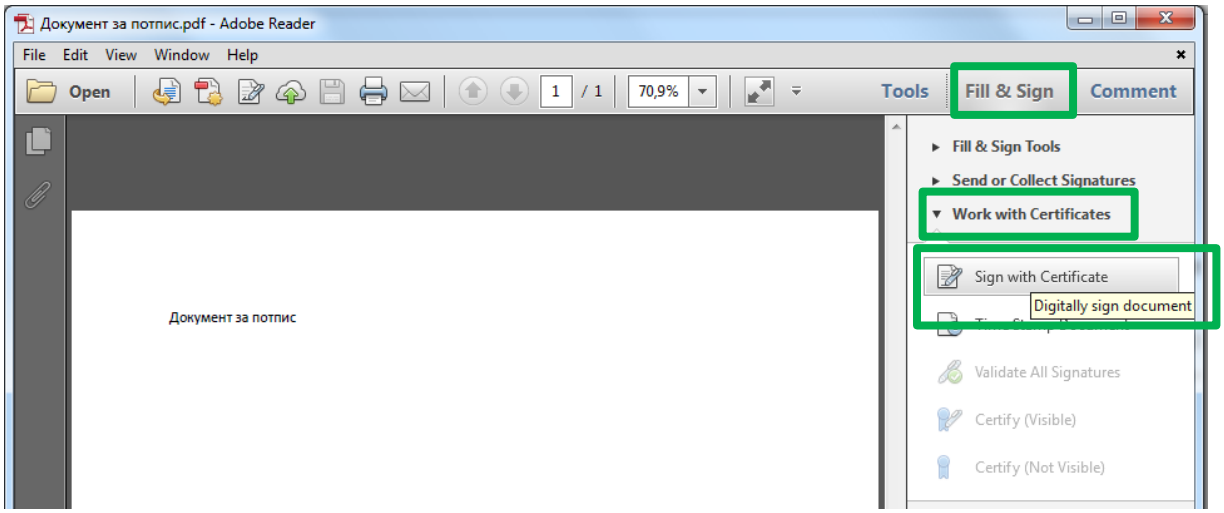

Figure 5

2. A new window opens, as shown on Figure 6. Please select **Drag New Signature Rectangle…** and then in the document frame, please draw a rectangle where the signature should be visible (Figure 6).

Figure 6

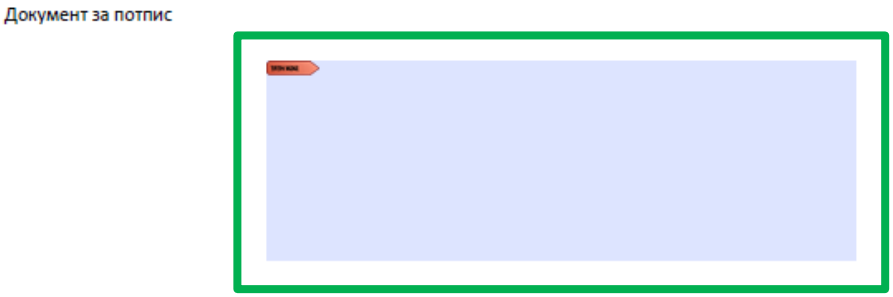

Figure 7

3. After drawing the rectangle, a new window automatically appears, as shown Figure 8. In **Sign As**, please choose the certificate and in the middle, the visual appearance of the signature is shown. To sign the document, please click **Sign**.

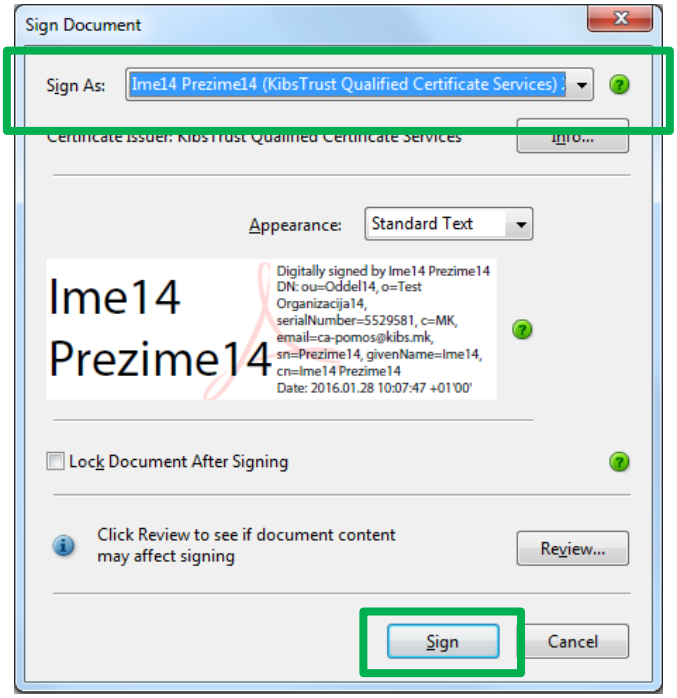

Figure 8

4. Then, a window appears for saving the signed document. Please select the location and click **Save** (Figure 9).

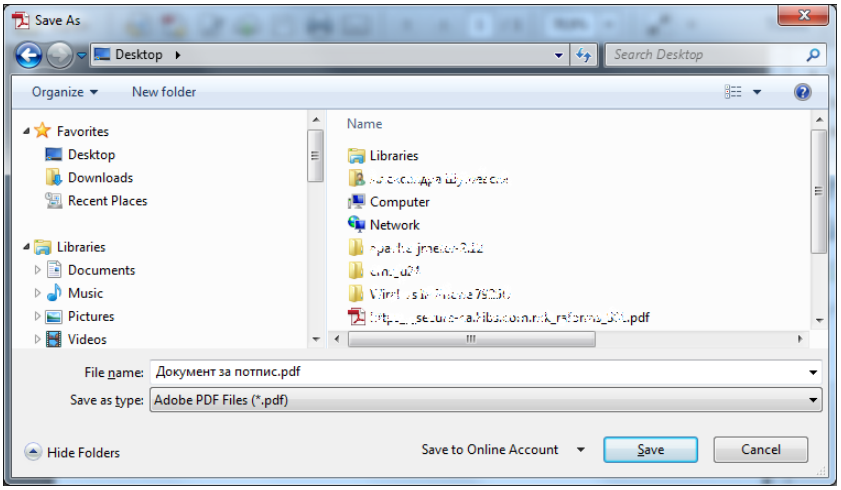

Figure 9

5. The next step for signing a document is inserting the PIN, if the certificate is on a token or inserting a password, if the certificate is on a disk (Figure 10).

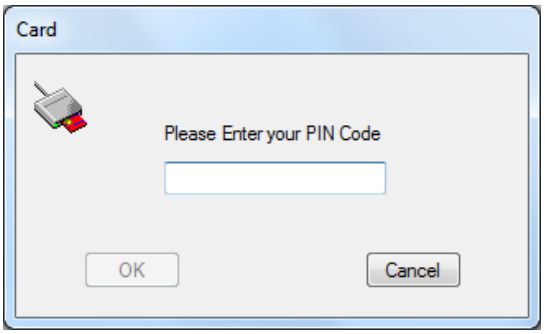

Figure 10

6. After inserting the PIN or password, the document is digitally signed. On the document, the visual signature is shown, while in the upper part of the document there is a blue strip with a green sign (Figure 11), which confirms that the document is signed with a valid signature (Signed and all signatures are valid).

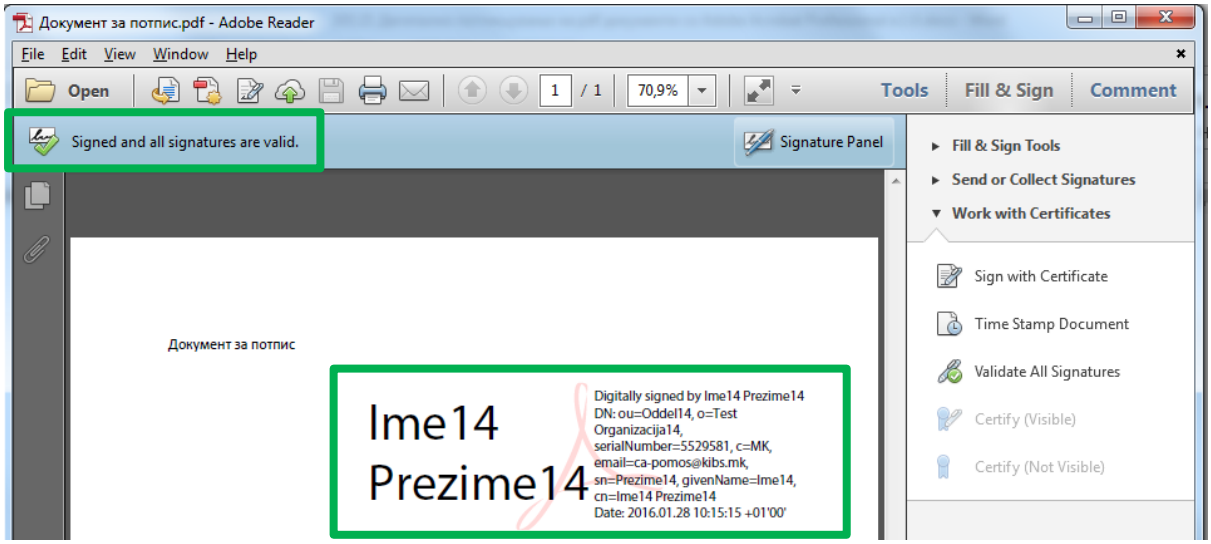

Figure 11

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