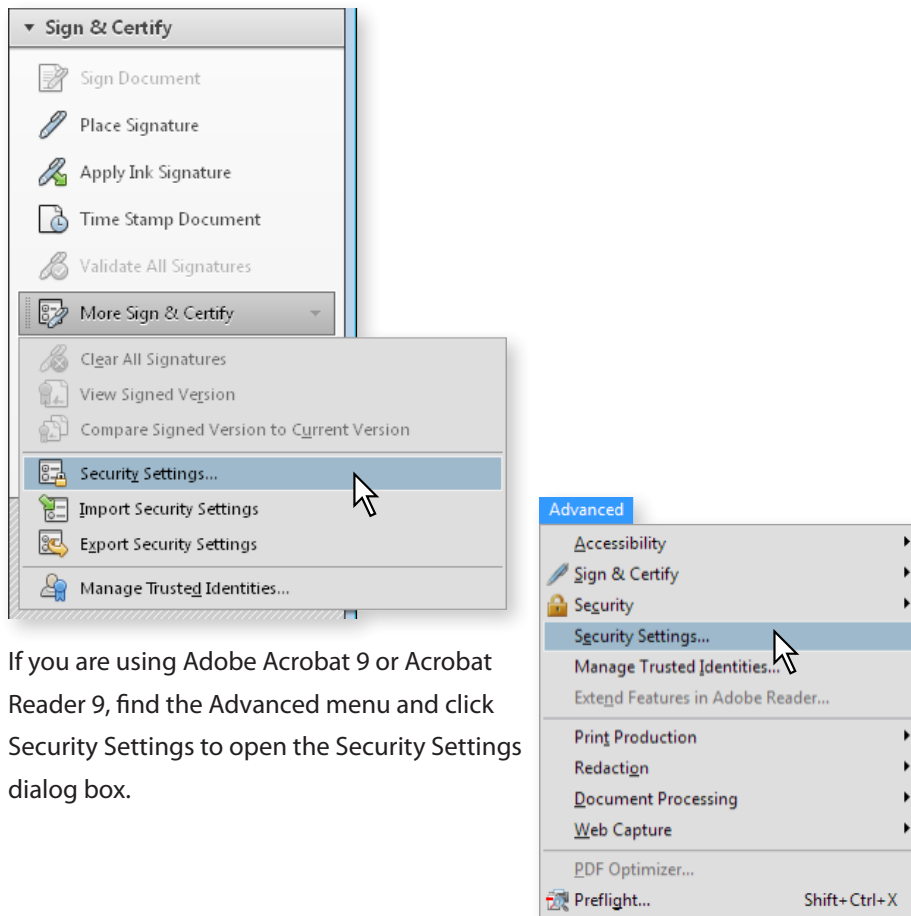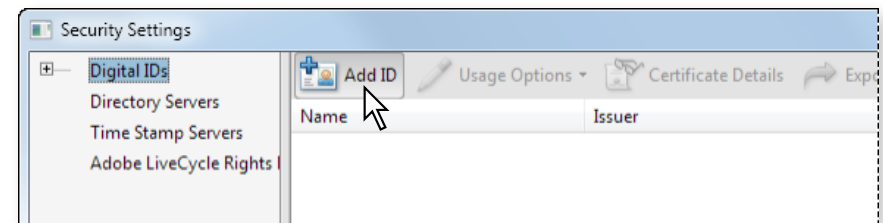## CREATING A DIGITAL ID

These instructions explain how to create a Self-Signed Digital ID in Adobe Acrobat. When used with the signed PDF feature in CrystalControl, this will verify that your data has not been altered after exporting. To verify the identity of the person performing the export, use a Digital ID from a 3rd party trusted source. This Application Note applies to Adobe Acrobat 9, 10 (X) and Acrobat Reader 9, 10 (X). Other versions of Acrobat may require different steps. Please refer to Adobe documentation for specifics.

1 If you are using Adobe Acrobat 10, find the Tools tab and click Sign & Certify. Select More Sign & Certify, then Security Settings.


If you are using Adobe Acrobat 9 or Acrobat Reader 9, find the Advanced menu and click Security Settings to open the Security Settings dialog box.

2 In the Security Settings dialog box, verify that Digital IDs is selected in the options pane. Then click the Add ID button.
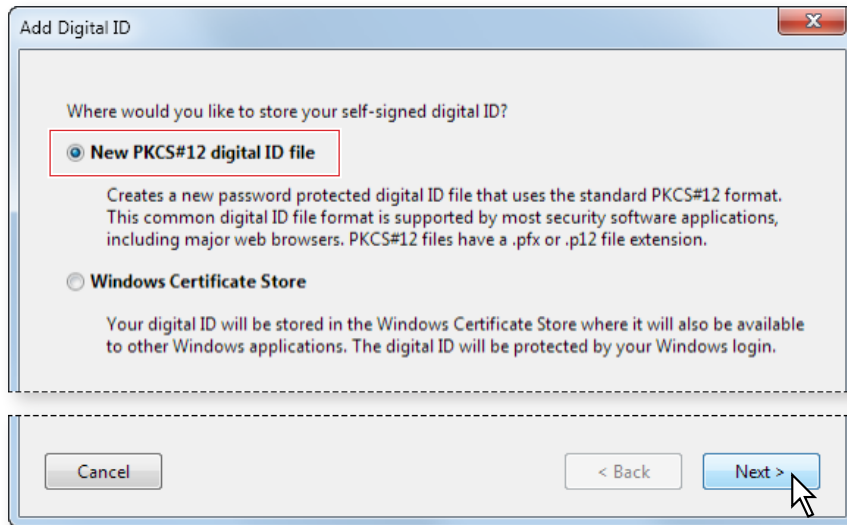

3 In the Add Digital ID dialog box you may choose an existing digital ID or create a new digital ID. Click the option to create a new digital ID and then click Next.
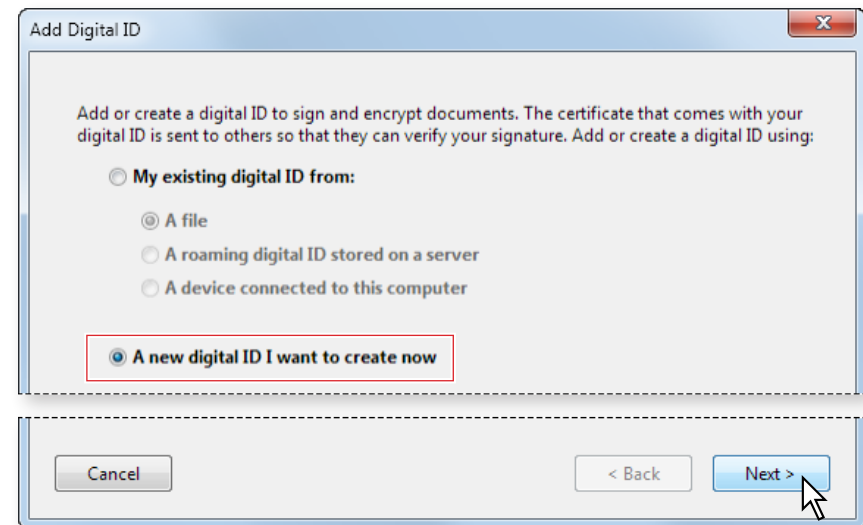
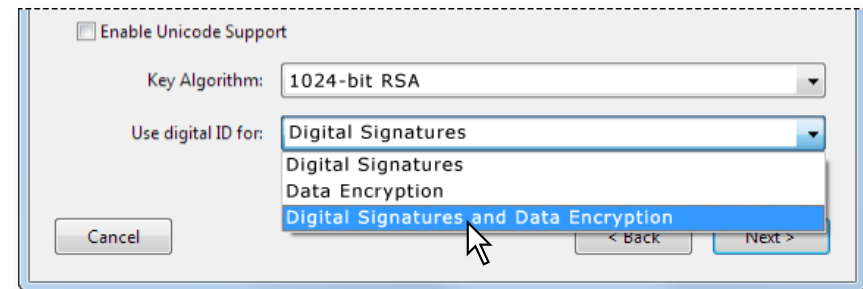**4** Select your digital ID storage method.

We recommend the "New PKCS#12 digital ID file" option.
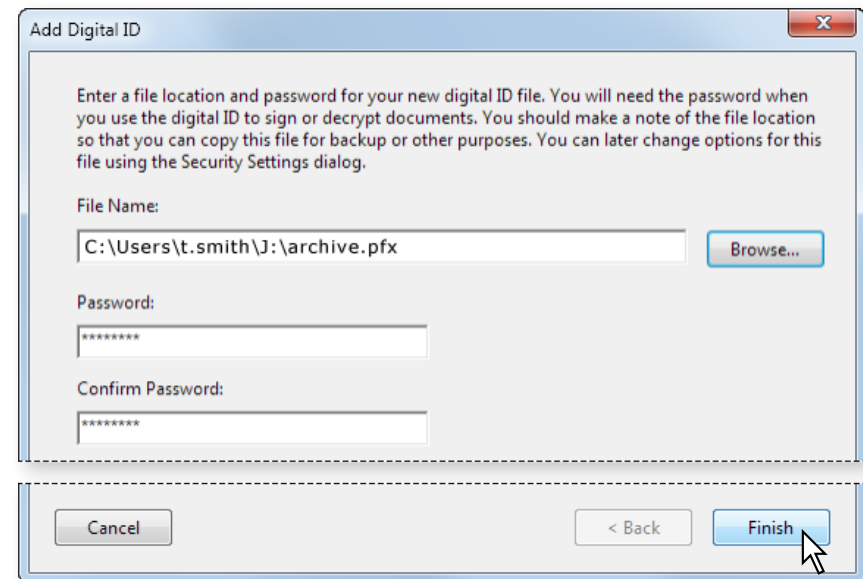

5 Enter your identity information.

6 From the Use digital ID for: dropdown menu, select how you would like your digital ID to be used and click Next.

**7** Select the file name, location, and password for your digital ID and click Finish.

Your Adobe Digital Signature is created. You may now use this to sign digital documents supported by this signature type. See additional documention from Adobe for specific details.

SENDING A SIGNED PDF

If you are sending a Signed PDF to a recipient for the first time, you will need to send your certificate credentials. Without your certificate credentials, your recipient will see a warning message, upon opening your file, indicating the sender's identity cannot be verified.

1 If you are using Adobe Acrobat 10, find the Tools tab and click Sign & Certify. Select More Sign & Certify, then Security Settings.
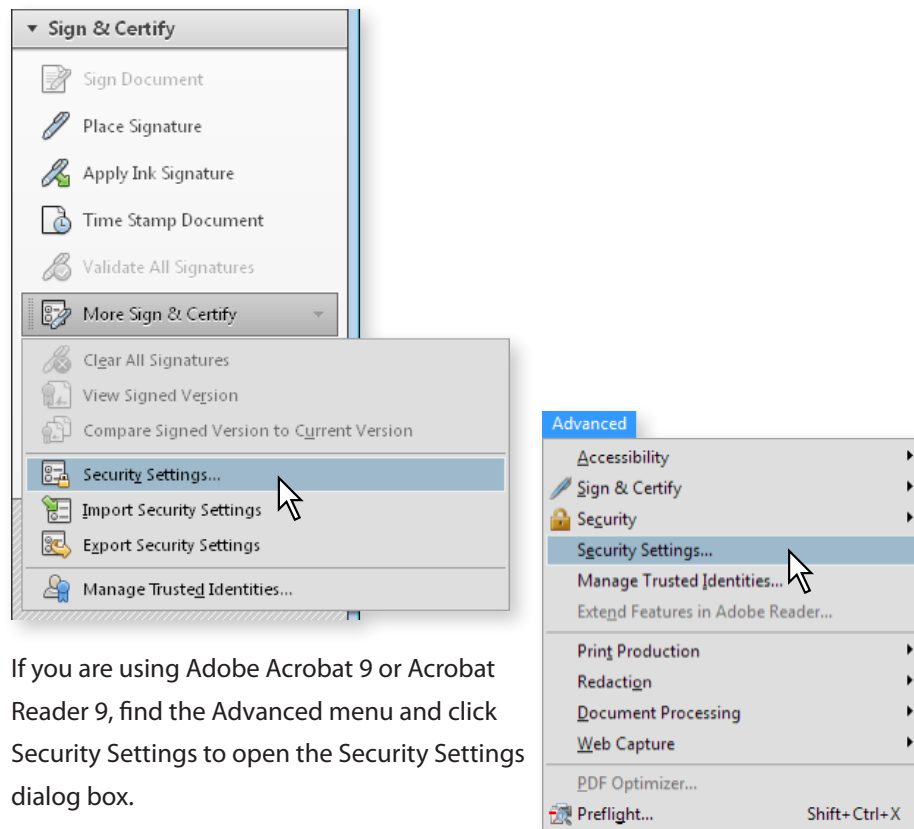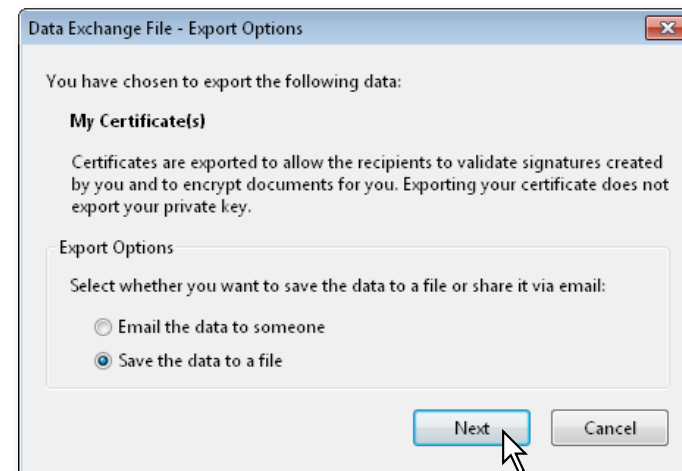
If you are using Adobe Acrobat 9 or Acrobat Reader 9, find the Advanced menu and click Security Settings to open the Security Settings dialog box.

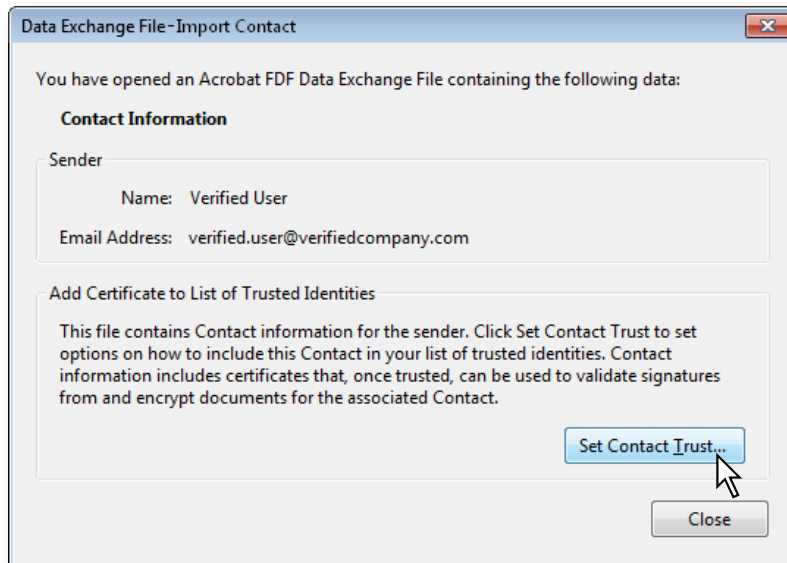**2** Select your Digital ID File and click Export.
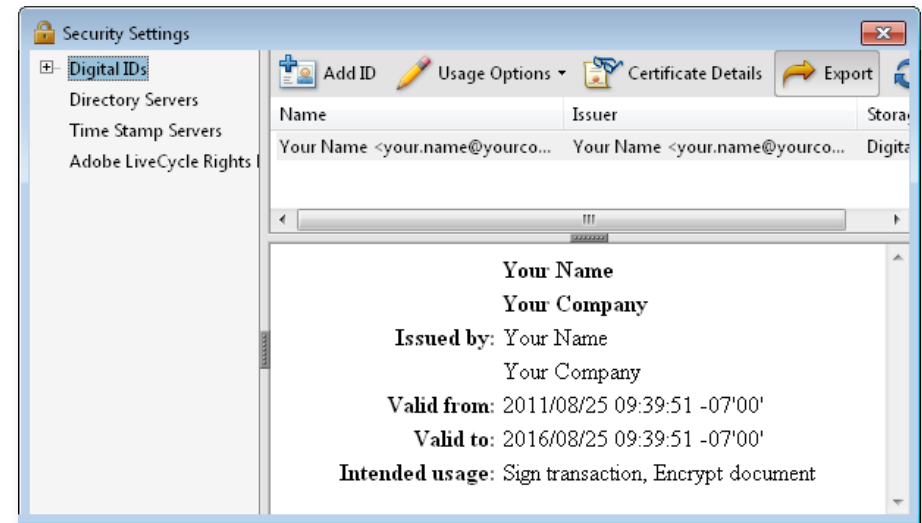
3 Transmit your Certificate Exchange (.fdf) file to your recipient by emailing or saving it to your computer.
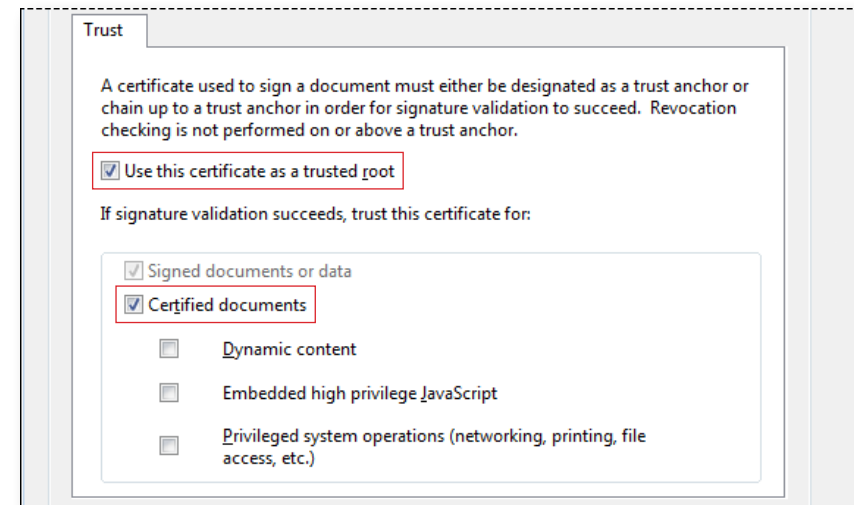
IMPORTING A CERTIFICATE EXCHANGE FILE

1 Locate and double-click the Acrobat FDF Data Exchange File sent to you by the creator of the signed PDF you wish to open. Acrobat will open.

2 Click Set Contract Trust.

3 Select the two options indicated in the graphic. Click OK.

4 You will receive a confirmation message. Click OK.

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