How-To:
Digitally Sign Documents with Netrust Token using Adobe Acrobat Reader

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Table of Contents

1/ Before you begin

This guide explains how you can digitally sign PDF files using Adobe Acrobat Reader.

2/ How to digitally sign a document using Adobe Acrobat Reader

1. Insert your Netrust token into your computer.

2. Open your PDF file.

3. Click "View more", then select "Use a certificate" under "All tools".
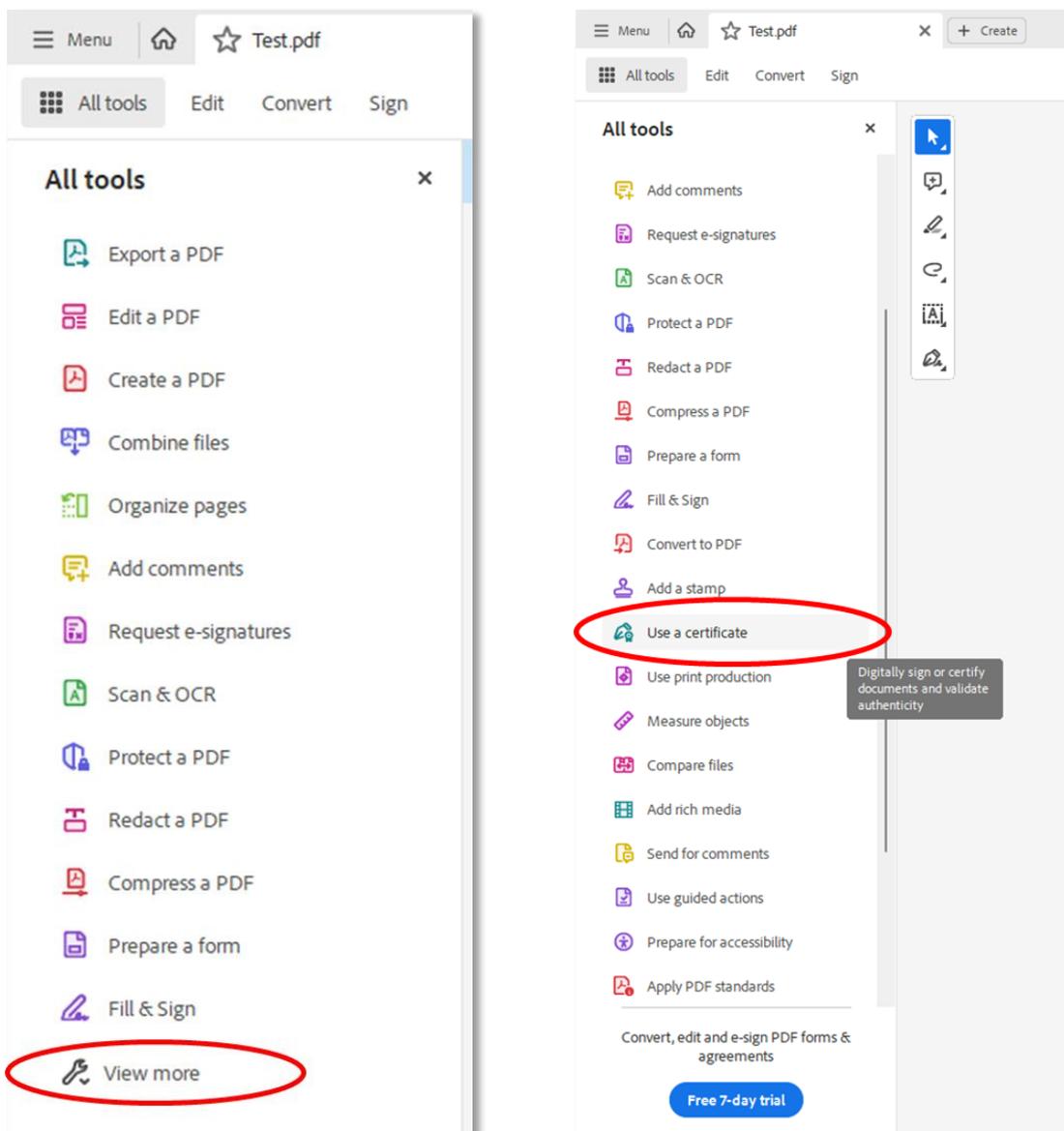
4. Click "Digitally sign".
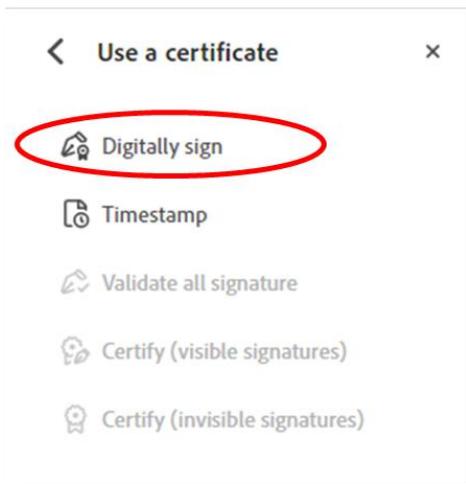
5. Click "OK".
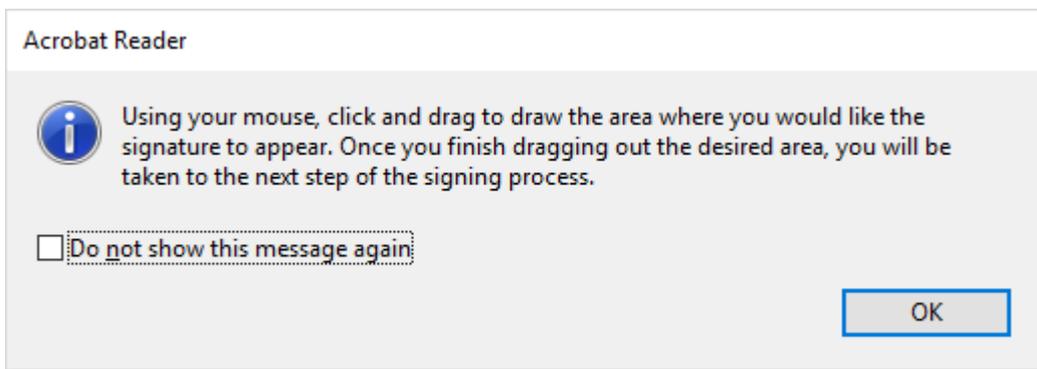
6. Click and drag to draw the area where you want to digitally sign.
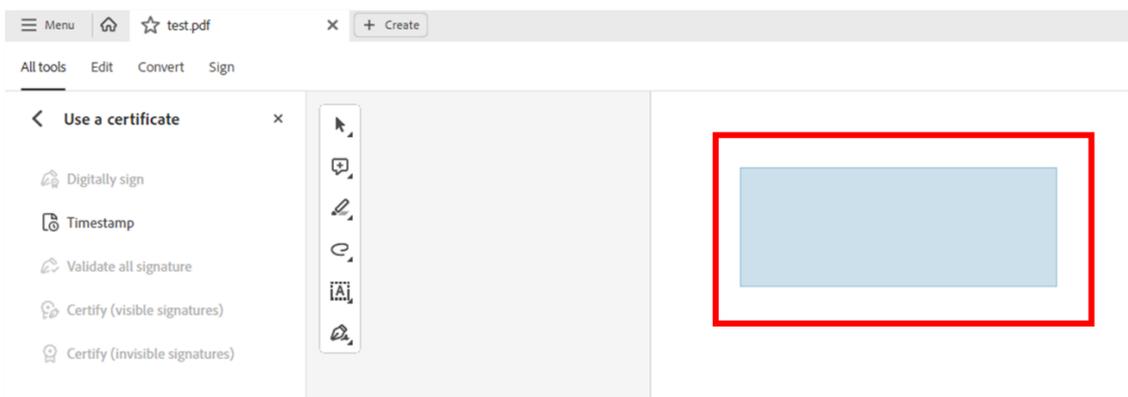
7. Choose the Digital ID (certificate from your token) that you want to use for signing and then click "Continue".
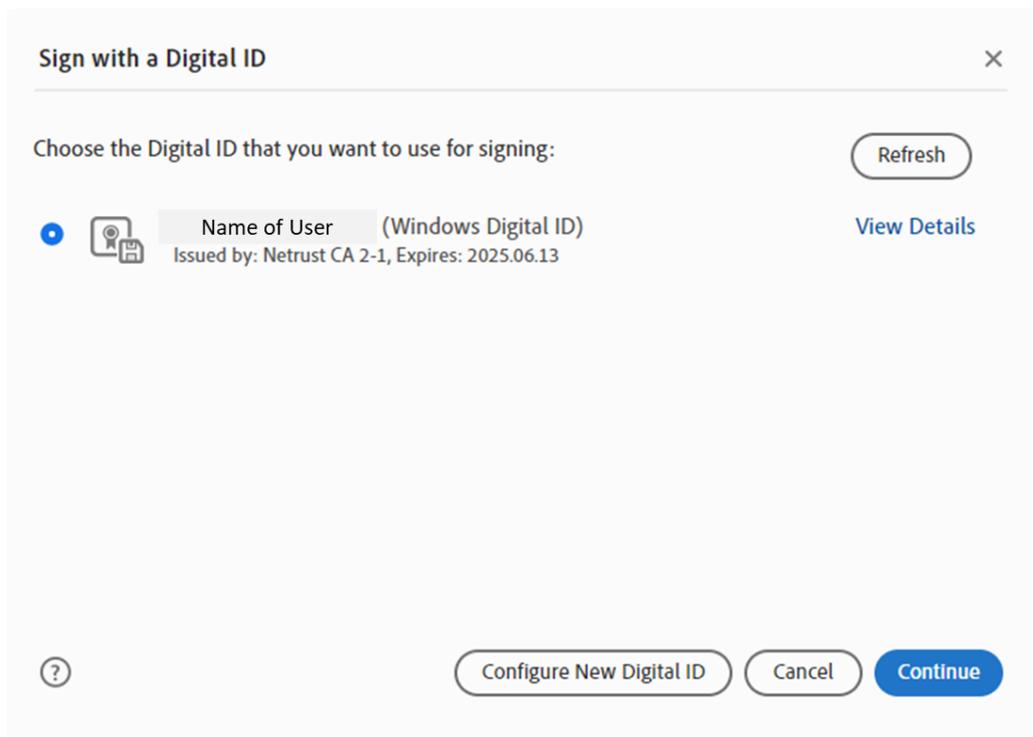
8. A signing window will pop up. You can customise your signature appearance by clicking the "Create" button.
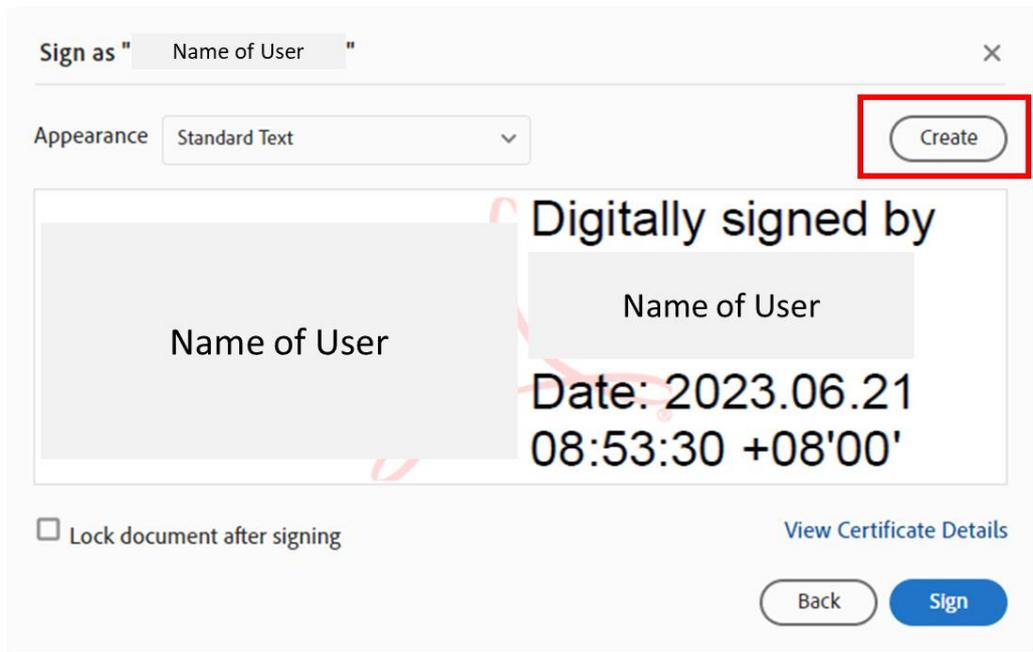
9. Click "Sign".

10. A window will pop up for you to save your signed file. Select the destination to save and click "Save".
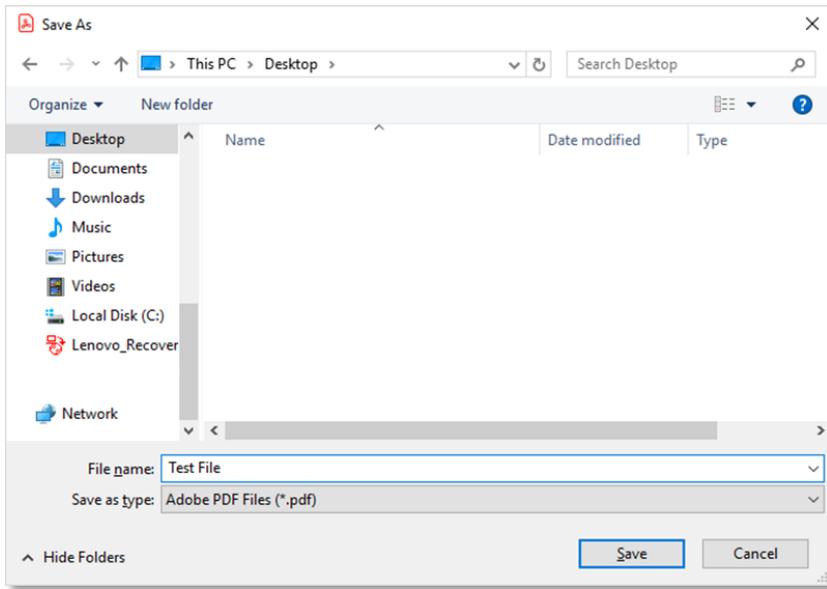
11. Enter your token password in the popup that appears and click "OK".
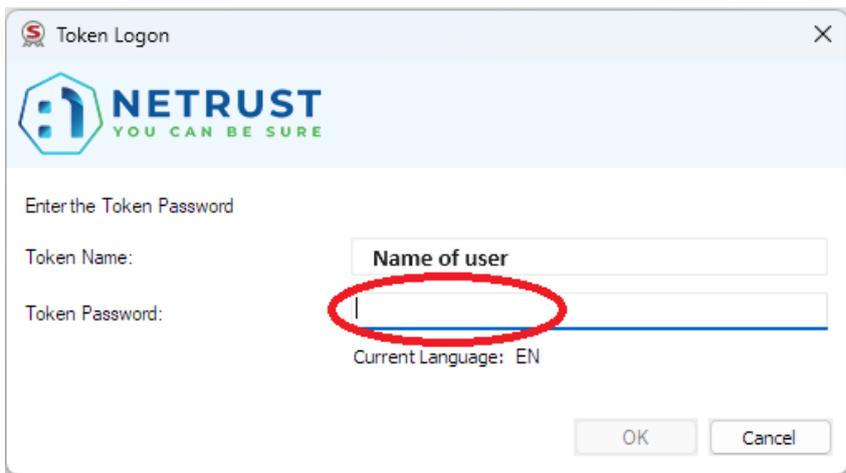
12. You should now see your digital signature on the signed document.
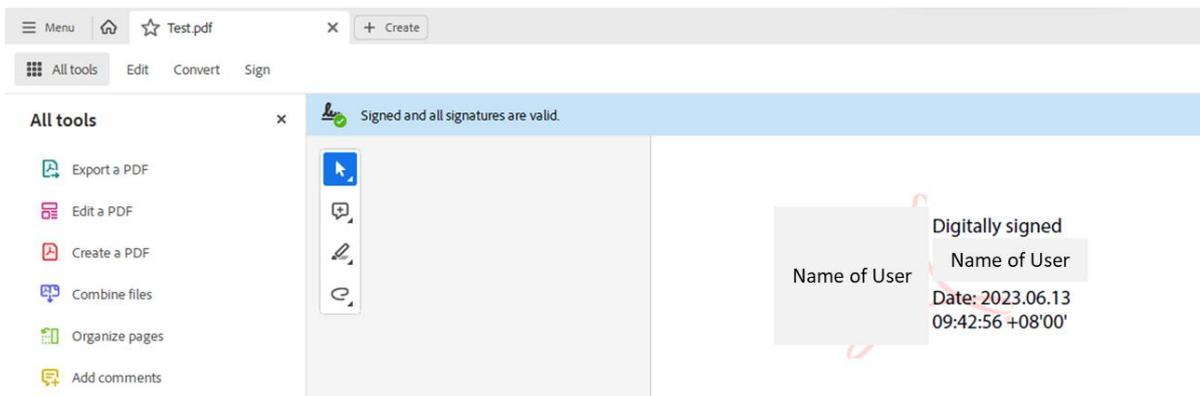
3/ ALTERNATIVE STEP: If you prefer to use an image for your digital signature

1. Create and save your handwritten signature separately in PDF format.

2. Select "Create" when the signing window pops up.
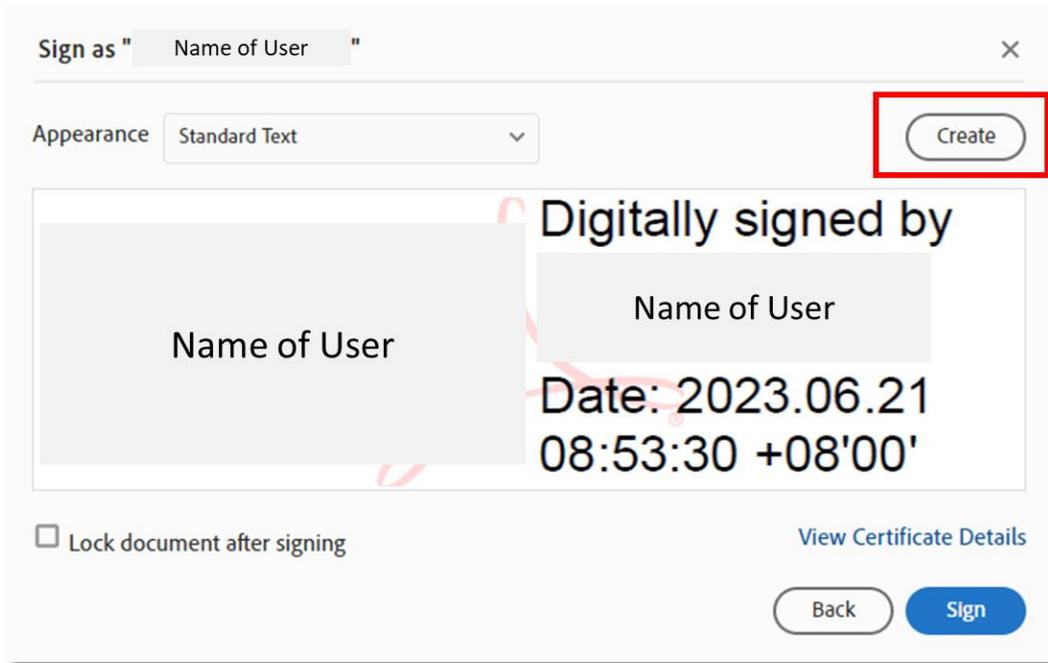
3. Select "Image" and click "Browse".
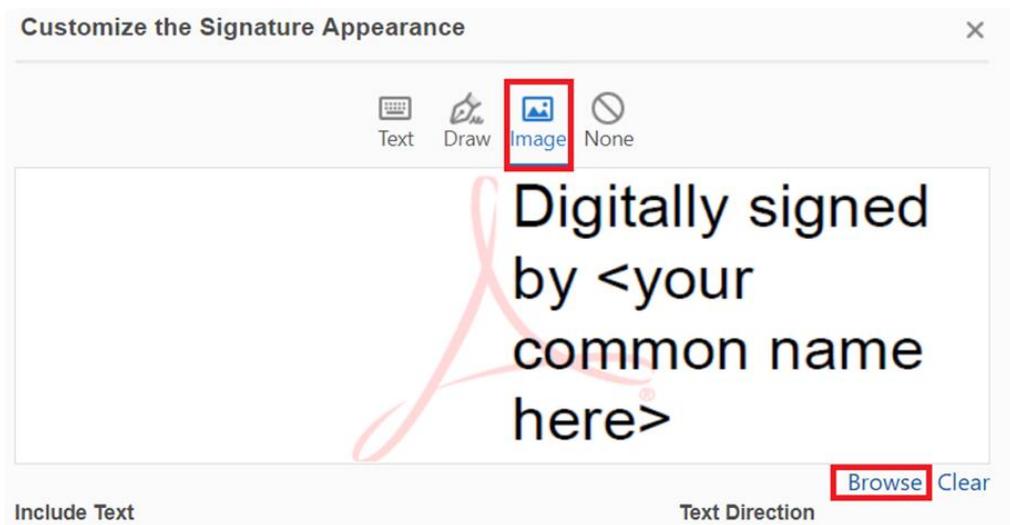
4. Select the file containing your handwritten signature.

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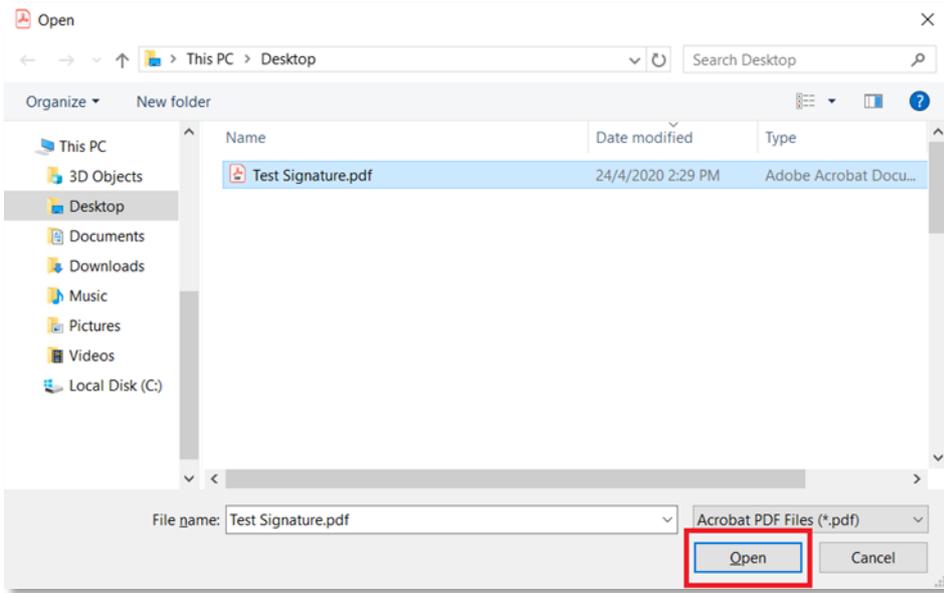
5. If you prefer, you can further customise your signature appearance by checking the boxes to include the respective text, then click "Save".
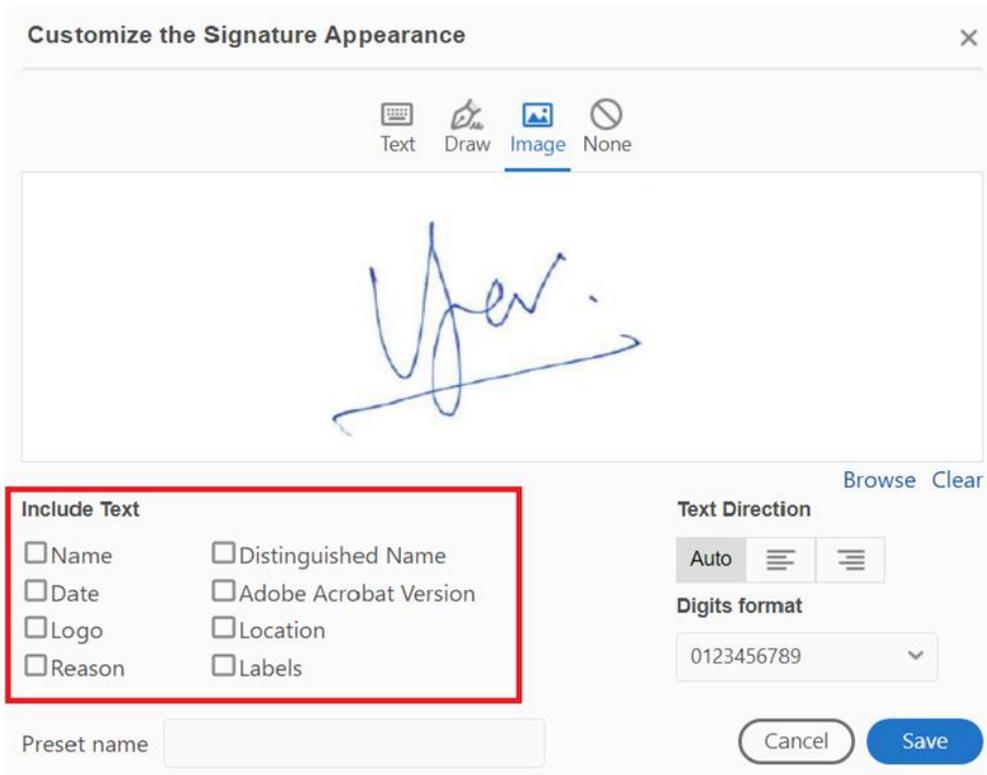
6. Check the appearance of your signature and click "Sign" if OK to proceed.

7. You should now see your document signed with an image of your handwritten signature.

4/ How to ensure that your digital signature is trusted automatically

These steps will be required if you are using an intranet PC or Adobe Acrobat Reader software that has not been updated.

1. Open Adobe Acrobat Reader, click on "Menu" (at the top left) and select "Preferences".
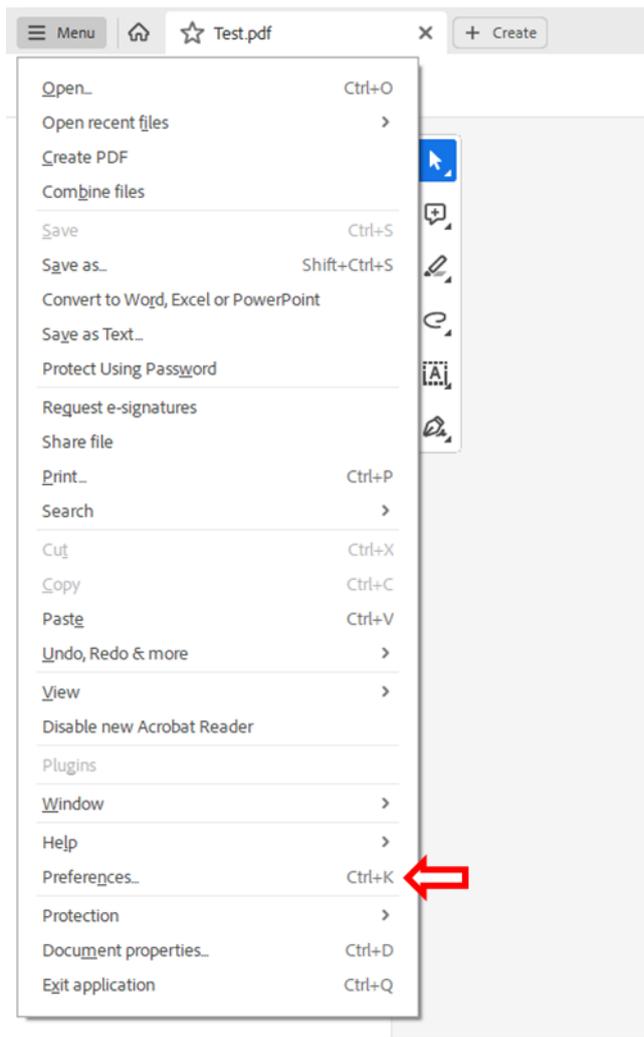
2. Select "Trust Manager" and then click "Update Now" under AATL updates.
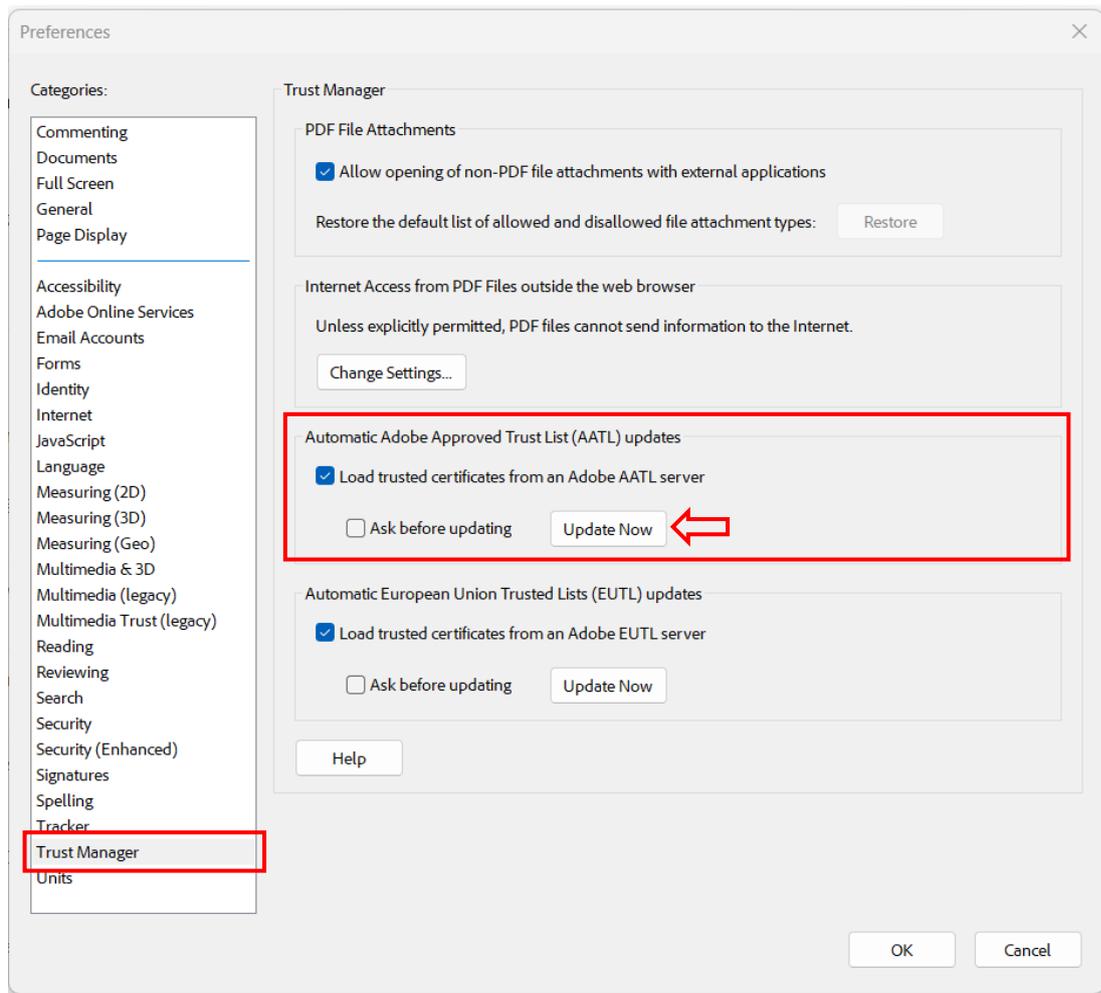
3. After the AATL updates, you'll notice that your digital signature is trusted automatically when you see the green tick as below.