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

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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".

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	All tools Edit Convert Sign
all tools Edit Convert Sign	All tools ×
All tools ×	📮 Add comments
Export a PDF	Request e-signatures
	Scan & OCR
Edit a PDF	Protect a PDF
Create a PDF	🖀 Redact a PDF
	Compress a PDF
Combine files	Prepare a form
Organize pages	💪 Fill & Sign
	Convert to PDF
C+ Add comments	🐣 Add a stamp
Request e-signatures	Use a certificate
Scan & OCR	Use print production Digitally sign or certify documents and validate
	Measure objects
Protect a PDF	Compare files
Redact a PDF	Add rich media
	Send for comments
Compress a PDF	Use guided actions
Prepare a form	Prepare for accessibility
Fill & Sign	Apply PDF standards
Los The Colgi	Convert, edit and e-sign PDF forms &
View more	agreements
	Free 7-day trial

4. Click "Digitally sign".



5. Click "OK".



6. Click and drag to draw the area where you want to digitally sign.

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All tools Edit Convert Sign		
✓ Use a certificate ×	k,	
Digitally sign	₽	
🕒 Timestamp		
🖉 Validate all signature	<i>C</i> ,	
😥 Certify (visible signatures)	i <u>Ai</u>	
Certify (invisible signatures)	α,	

7. Choose the Digital ID (certificate from your token) that you want to use for signing and then click "Continue".

Sign with a	Digital ID	×
Choose the D	Digital ID that you want to use for signing:	Refresh
	Name of User (Windows Digital ID) Issued by: Netrust CA 2-1, Expires: 2025.06.13	View Details
?	Configure New Digital ID Can	Continue

8. A signing window will pop up. You can customise your signature appearance by clicking the "Create" button.

Sign as "	Name of User	×
Appearance	Standard Text	~ Create
Name of User		Digitally signed by
		Name of User
		Date: 2023.06.21 08:53:30 +08'00'
Lock doct	ument after signing	View Certificate Details
		Back Sign

9. Click "Sign".

10. A window will pop up for you to save your signed file. Select the destination to save and click "Save".

👃 Save As			×
← → • ↑ 🗖	> This PC > Desktop >	✓ ひ Search Desktop	Q,
Organize 👻 Ne	w folder	8== ▼	?
 Desktop Documents Downloads Music Pictures Videos Local Disk (C: Lenovo_Reco 	Name Name	Date modified Type	
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File <u>n</u> ame: Save as <u>t</u> ype:	Test File Adobe PDF Files (*.pdf)		~
∧ Hide Folders		<u>S</u> ave Cance	el

11. Enter your token password in the popup that appears and click "OK".

Token Logon				×
YOU CAN BE SURE				
Enter the Token Password				
Token Name:	Name of user			
Token Password:				
	Current Language: EN			
		OK	C	ancel

12. You should now see your digital signature on the signed document.

≡ Menu 🕼 🟠 Test.pdf		× + Create		
All tools Edit Convert	Sign			
All tools	×	Loss Signed and all signatures are valid.		
Export a PDF				
Edit a PDF		Ð		Digitally signed
Create a PDF		l,	Name of Liser	Name of User
Combine files		C,	Name of Oser	Date: 2023.06.13
Organize pages				09:42:56 +08'00'
Add comments				

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.

Sign as "	Name of User "		×
Appearance	Standard Text	~	Create
Name of User		Digitally sig	ned by
		Name of U	ser
		Date: 2023 08:53:30 +	.06.21 08'00'
	ument after signing		View Certificate Details
		(Back Sign

3. Select "Image" and click "Browse".

Customize the Sign	ature Appearance	×
	Text Draw Image None	
	Digitally sign	ed
	, by <your< td=""><td></td></your<>	
	common nam	ne
	here>	
Include Text	Br Text Direction	owse Clear

4. Select the file containing your handwritten signature.

ዾ Open			×
\leftarrow \rightarrow \checkmark \uparrow 🔚 \flat This	s PC > Desktop	✓ Ŭ Search D	esktop 🔎
Organize New folder) · · · · · · · · · · · · · · · · · · ·
S This PC	Name	Date modified	Туре
👆 3D Objects	E Test Signature.pdf	24/4/2020 2:29 PM	Adobe Acrobat Docu
📜 Desktop			
Documents			
🔈 Downloads			
🐌 Music			
E Pictures			
Videos			
😓 Local Disk (C:)			
			~
~	<		>
File name	e: Test Signature.pdf	~ Acrobat	PDF Files (*.pdf) ~
			on Concol
			Cancer

5. If you prefer, you can further customise your signature appearance by checking the boxes to include the respective text, then click "Save".

Customize the Signature Appearance ×			
	Text Draw	ge None	
	Ner		
Include Text		Browse Clear Text Direction	
Name	Distinguished Name	Auto 📰 🔳	
Date	Adobe Acrobat Version	Digits format	
□ Logo □ Reason	Location	0123456789 🗸	
Preset name		Cancel Save	

6. Check the appearance of your signature and click "Sign" if OK to proceed.

Sign as "N	ame of User "	×	
Appearance	Created 2020.04.24 14:57:48 +08 🗸	Create Edit	
	Mer.	>	
Lock docu	iment after signing	View Certificate Details	
Review document content that may affect signing		Review	
		Back Sign	

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.

Preferences	
Categories:	Trust Manager
Commenting Documents	PDF File Attachments Illow opening of non-PDF file attachments with external applications
Full Screen General Page Display	Restore the default list of allowed and disallowed file attachment types: Restore
Accessibility Adobe Online Services Email Accounts Forms	Internet Access from PDF Files outside the web browser Unless explicitly permitted, PDF files cannot send information to the Internet. Change Settings
Identity Internet JavaScript Language Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia & 3D Multimedia (legacy) Multimedia (legacy) Reading Reviewing Search	Automatic Adobe Approved Trust List (AATL) updates Load trusted certificates from an Adobe AATL server Ask before updating Update Now
	Automatic European Union Trusted Lists (EUTL) updates Constructed certificates from an Adobe EUTL server Ask before updating Update Now
Security Security (Enhanced) Signatures Spelling Tracker	Help
Trust Manager Units	
	OK Cancel

3. After the AATL updates, you'll notice that your digital signature is trusted automatically when you see the green tick as below.

Signed and all signatures are valid.	Signature Panel	x Signatures	ð	
		V 🌆 Rev. 1: Signed by Name of user		
		Signature is valid:		
₽,		Source of Trust obtained from Adobe Approved Trust List (AATL).		