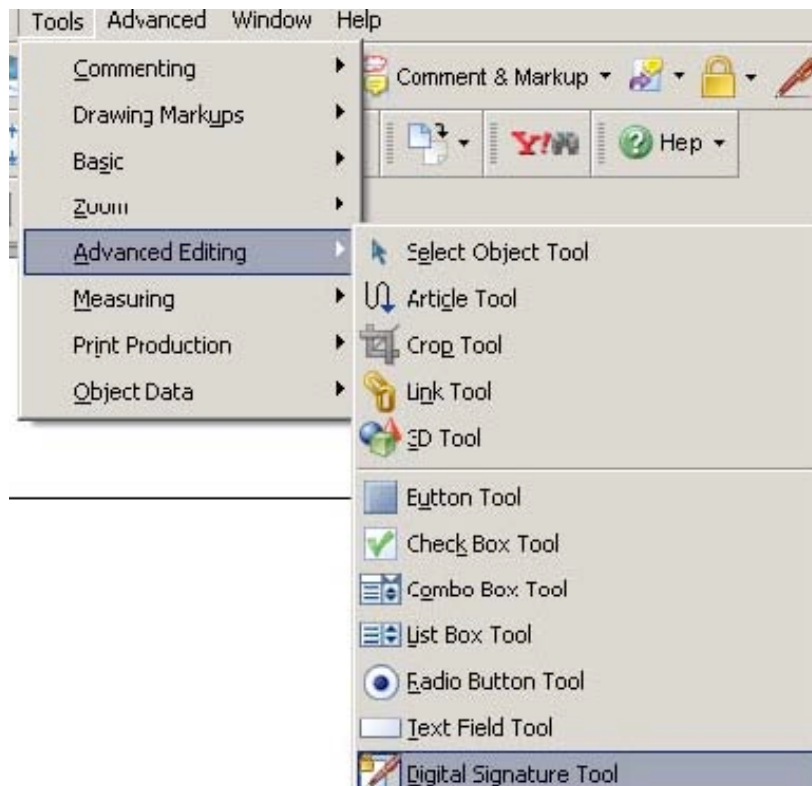


To complete some of the online forms provided by the **AACR Publications Department** you may need a digital signature. These instructions should help you to create your own.

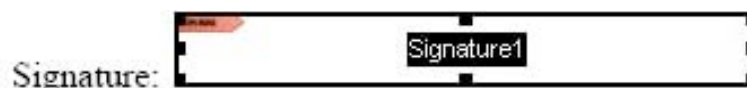
Digital signatures are a way of making it easier to sign forms. This allows the reader to sign the form without using a pen and can be easily sent by e-mail. This “digital signature” is a way of uniquely identifying the signer when authorizing a document.

Creating A Digital Signature Field

Before the document can be signed, a digital signature field must be created. To create the field, click on **Tools** ⇒ **Advanced Editing** and select **Digital Signature Tool**.



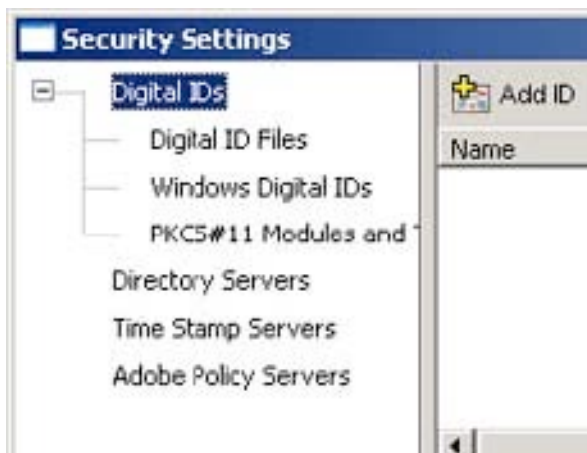
Find the signature blank on the document and draw a box over it. Click **Close** when the **Properties** box appears. The field should look like the following screenshot.



Creating a Digital ID

In order to sign in a digital signature field, a digital ID must be created. A digital ID contains your unique signature, as well as other information to identify yourself.

To create a digital ID, click on **Advanced** and select **Security Settings**.



In the **Security Settings** dialog, go to the left side and select **Digital IDs**.

Click the **Add ID** button on the right side.

In the following dialog, click the **Create a Self-Signed Digital ID** option button and click **Next**.



Click Next when the confirmation dialog appears. At the next screen, click on either the “New PKCS#12 Digital ID file” or “Windows Certificate Store” option.

Add Digital ID

Where would you like to store your Self-Signed Digital ID?

New PKCS#12 Digital ID file

Creates a new password protected Digital ID file that uses the standard PKCS#12 format. This common Digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your Digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The Digital ID will be protected by your Windows login.

Enter the information, such as name, organization and E-mail address in the boxes.

Enter your Identity information to be used when generating the Self-Signed Certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use Digital ID for:

If the PKCS#12 Digital ID file option is chosen, you will be asked to create a password and where to store the file. Click the Browse button to save the file in another location. Then, type the password twice and click Finish.

Add Digital ID

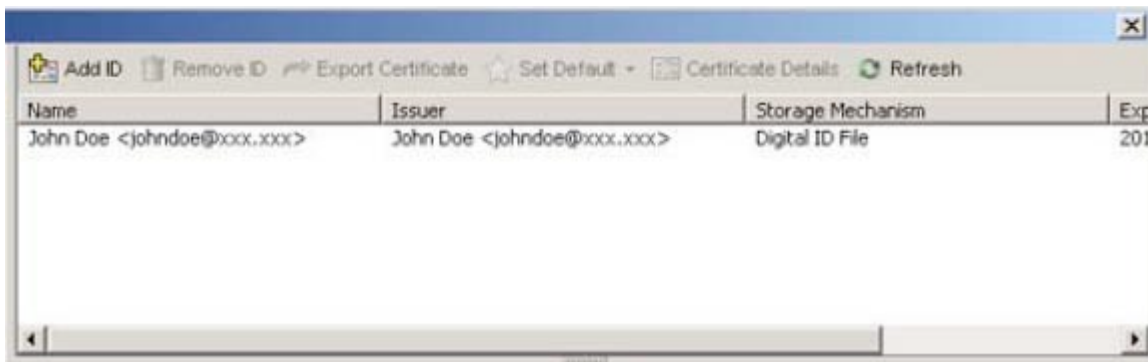
Enter a file location and password for your new Digital ID file. You will need the password when you use the Digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file by going to the menu Advanced > Security Settings.

File Name:
C:\NT\profiles\stdrlw+1\Application Data\Adobe\Acrobat\7.0\Security\JohnDoe.pfx

Password:

Confirm Password:

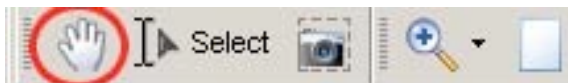
The ID will now show up in the Digital ID list.



The Windows option will store the information in the **Windows Certificate Store**, which will be accessed only when logged in with your username and password when logging into your machine. If this option was chosen, click **Finish** after entering your information.

Signing the Document

To sign a document, click on the **Hand Tool**.



With the **Hand Tool**, click on the field that has the digital signature. It should have a small tag attached to the top of the field. Click anywhere in the field to sign.

Click on **Continue Signing**. If you have a password-protected digital ID, another dialog



Signature: _____
Unsigned signature field (click to sign)

will ask you to enter your password.

You can enter an optional reason for signing the document. Once finished, click **Sign and Save** and click **OK** when it has been confirmed.

The finished signature should appear in the document and should look like the following screenshot.

Signature: _____
 Digitally signed by John Doe
DN: cn=John Doe, c=US,
email=johndoe@xxx.xxx
Date: 2006.06.12 10:58:55 -05'00'

If you have further questions contact the **AACR Publications Department** by Phone: **(215) 440-9300** or E-mail: **pubs@aacr.org** (please indicate which journal you are working with) and someone will assist you.

Further instructions for using a scanned or graphic signature instead can be downloaded from Adobe® at <http://www.adobe.com/support/documentation/en/reader/> (version 9: http://help.adobe.com/en_US/Acrobat/9.0/Professional/WSAC8084C2-14F7-4841-9EF8-92106D22C3DB.w.html) or from us at <http://www.aacr.org/Uploads/DocumentRepository/Journals/samplesignatures.pdf>.

You can also visit **Adobe® Acrobat® User Community** for further information: <http://www.acrobatusers.com/tutorials/digital-signatures-pdf-acrobat>