

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**.

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		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**.



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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**.

#### Add Digital ID

Your Digital ID can be used to sign and decrypt documents. The Certificate that comes with your Digital ID is used by others when verifying your signature and encrypting documents for you.

If you have received a document requiring your signature, in most cases you should have already been given instructions on how to obtain a Digital ID. Otherwise you can choose one of the following options.

Find an existing Digital ID

Browse for an existing Digital ID to add to your list of Acrobat Digital IDs.

Create a Self-Signed Digital ID

Create a self-signed Digital ID with a Certificate to distribute to others who need to validate your Digital Signatures or encrypt documents for you.

C Get a Third-Party Digital ID

Go to a Web site with information on how to get a Digital ID. Third party Digital ID providers give both senders and recipients a convenient way to exchange Digital IDs.



Click Next when the confirmation dialog appears. At the next screen, click on <u>either</u> the "**New PKCS#12 Digital ID file**" or "**Windows Certificate Store**" option.

Add Digita	d ID
When	e would you like to store your Self-Signed Digital ID?
(* N	ew 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 najor web browsers. PKCS#12 files have a .pfx or .p12 file extension.
C w	indows 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.

Name (e.g. John Smith):	John Doe	
Organizational Unit:		
Organization Name:		
Email Address:	johndoe@xxxxxxxxx	
Country/Region:	US - UNITED STATES	
Engble Unicode Suppo	rt	
Key Algorithm:	1024-bit RSA	•
Use Digital ID for:	Digital Signatures and Data Encryption	



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.

	ssword for your new Digital ID file. You will r decrypt documents. You should make a not ockup or other purposes. You can later chan od > Security Settings.	te of the file location so t
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The ID will now show up in the Digital ID list.

Add ID 👔 Remove ID 🚧 Exp	oort Certificate 🏠 Set Default + 🔝 Ce	rtificate Details 😋 Refresh	
Name	Issuer	Storage Mechanism	Ex 20
John Doe <johndoe@xxxxxxx></johndoe@xxxxxxx>	John Doe <johndoe@xxx.xxx></johndoe@xxx.xxx>	Digital ID File	20
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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



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<sup>®</sup> 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<sup>®</sup> Acrobat<sup>®</sup> User Community for further information: http://www.acrobatusers.com/tutorials/digital-signatures-pdf-acrobat