

[Using Digital Signatures in Adobe](#)

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[Background](#)

In accordance with Policy *F-9 Digital Signatures* NTPC has adopted the use of digital signatures in order to streamline our business processes and cut down on wastage. A digital signature is an acceptable replacement for ink on any document with the following exceptions

- Land Titles must be signed in ink;
- The final signatory on contracts and agreements greater than \$250,000 must be in ink ; and
- Agreements that require notarization must be signed in ink.

A digital signature is unique to the individual and is verified using the windows logon account and a certificate server which sits on NTPCs network as part of the PKI infrastructure. When you log into an NTPC computer the authentication process will deliver a PKI certificate to your computer automatically – this is what verifies your identity. This certificate is then used to sign documents in Adobe Acrobat. Once signed the document will be stamped with a verified imprint of the user’s name along with a date & time stamp, validated against our certificate server.

In the past Self-Signed signatures have been used. These signatures are issued by a user to themselves and as such contain no central validation and will not be accepted going forward. Please see the [Verifying Digital Signatures](#) section of this document for details on how to differentiate the type of signature used.

Please familiarise yourself with the following policies before signing any documents digitally:

- *F-9 Digital Signatures*
- *F-1 Signing Authorities*
- *F-1a Multi-company signature matrix*

- *F-1b Delegation of Signing Authority*

Setting up your digital signature

The method for setting up and using your digital signature varies depending on the version of Adobe Acrobat you're using. Please use these links to skip to the instructions for your version:

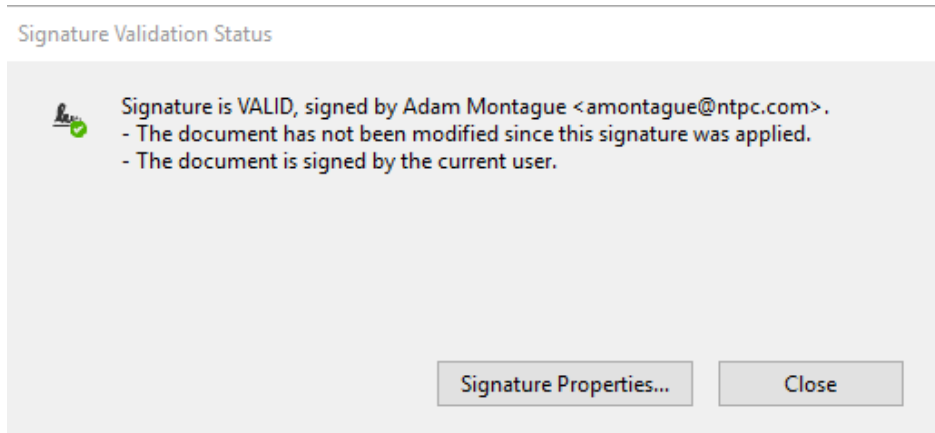
- [Adobe DC](#)
- [Adobe Acrobat Pro 11](#)
- [Adobe Acrobat 9 Pro](#)

If you're not sure which version you're using, open Adobe Acrobat and click the help menu, then *about*, to display version information.

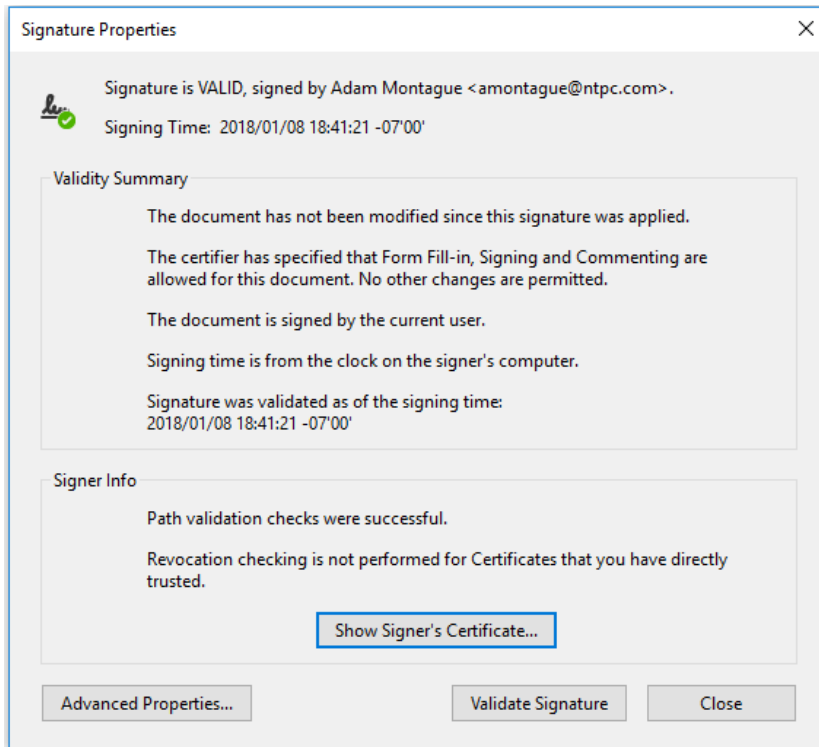
Verifying Digital Signatures

As the recipient of a digitally signed document, it is important to be able to verify that the signature provide is genuine and verified by NTPCs servers.

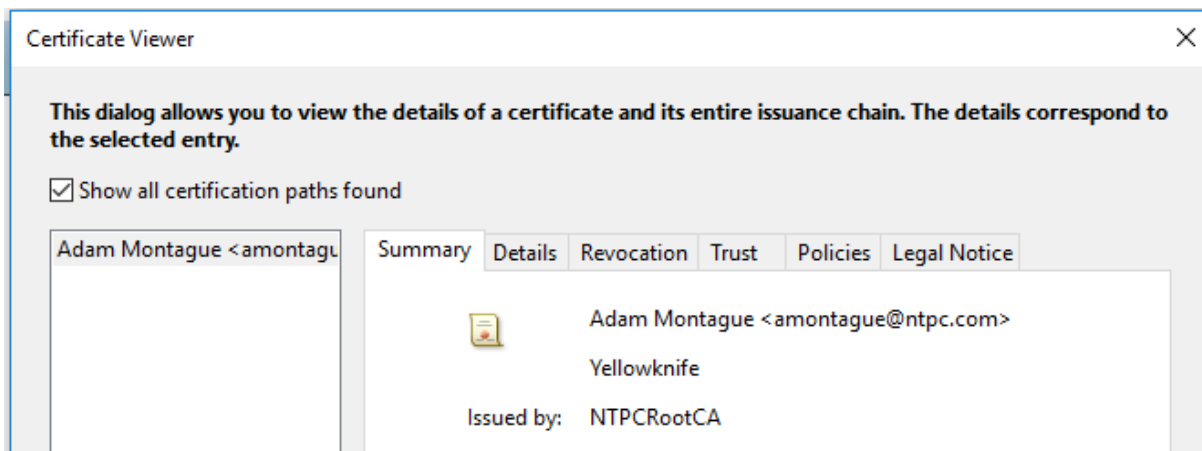
Open your signed document and scroll down to where the signatures have been placed. Click on the signature. Click on the signature properties button



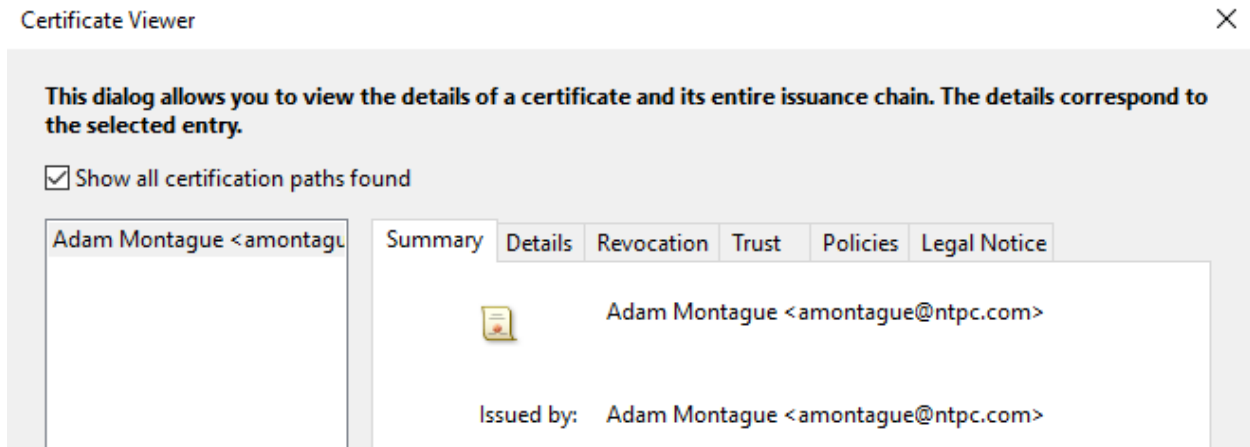
Then click, Show Signer's Certificate:



The resulting window will display the certificate details, look for the “issued by field” and make sure it says NTPCRootCA and shown here:



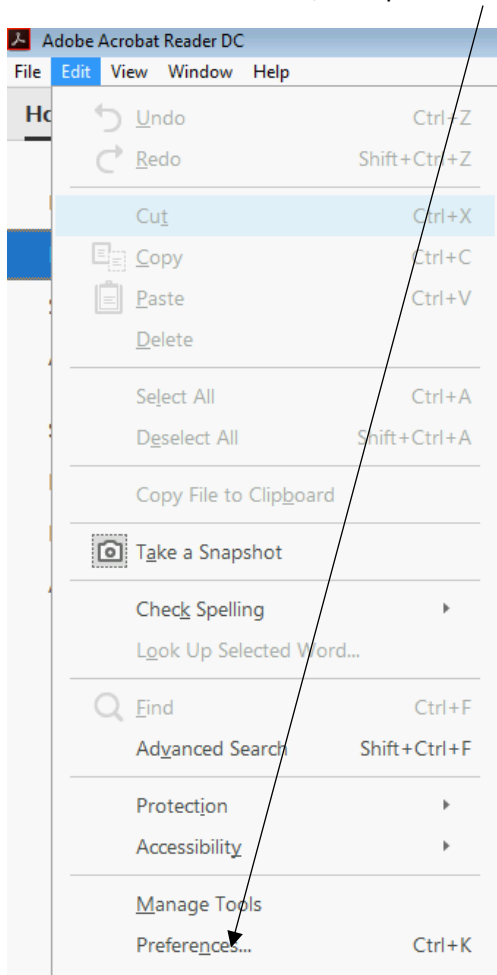
An invalid certificate will show the user's email address as the issuing authority:



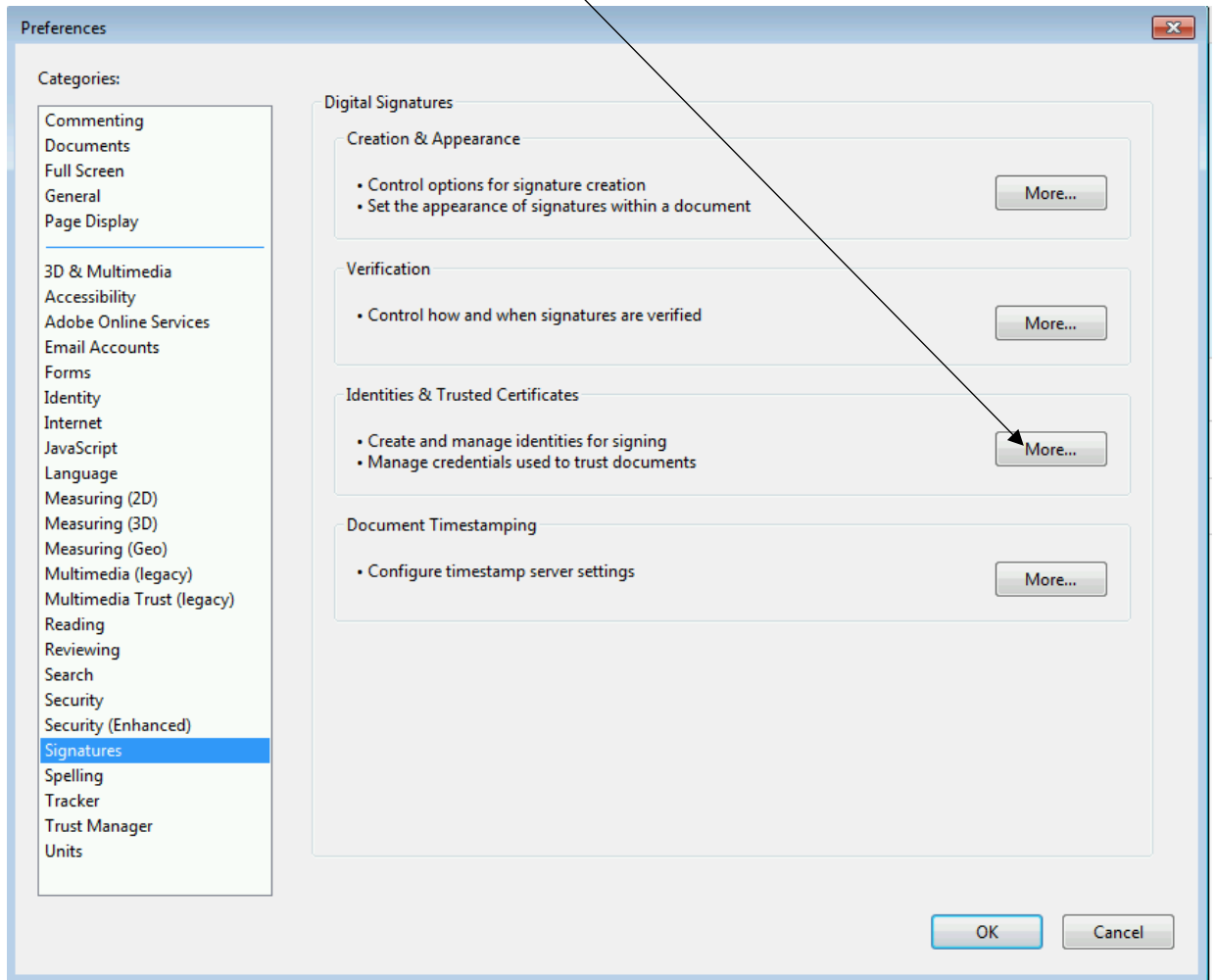
In this case I have issued the certificate to myself, there has been no validation that I am who I am claiming to be, and therefore this signature cannot be trusted.

Adobe DC (Latest Version)

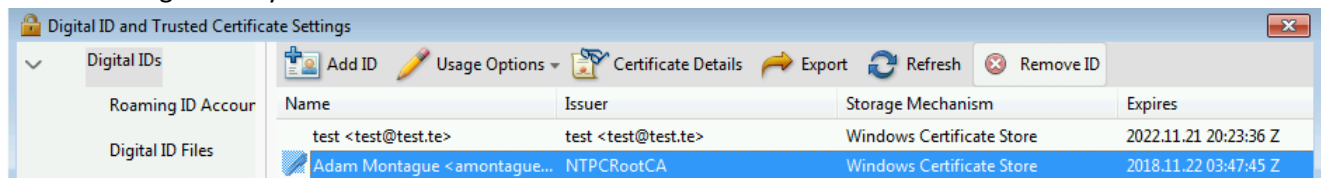
1. Launch Adobe Reader
2. On the edit menu, click preferences



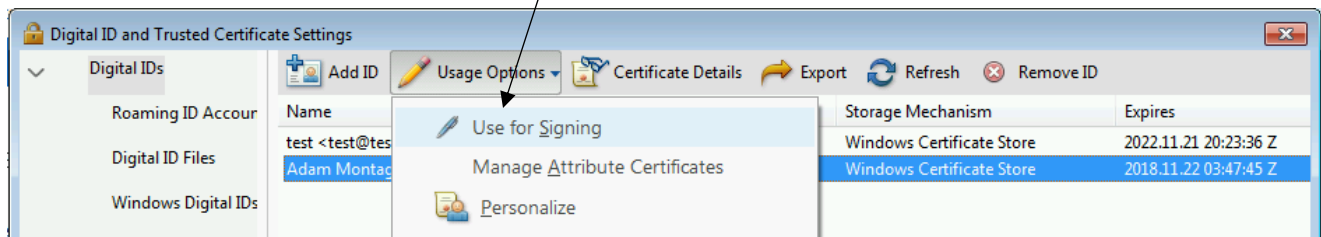
3. Navigate to the Signatures section and click *More* under *Identities & Trusted Certificates*



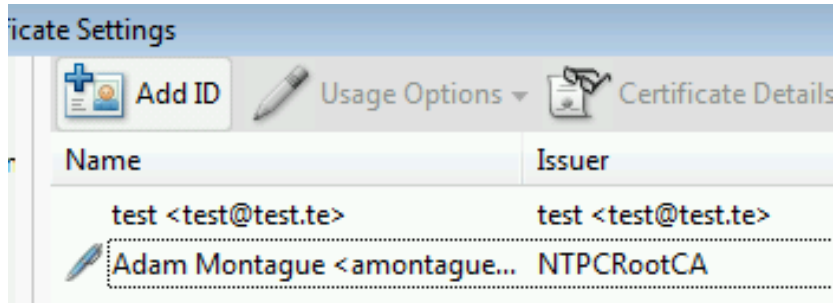
4. Under digital IDs you will see your unique PKI certificate delivered from our certificate server. You will recognise it by the issuer **NTPCRootCA**



5. Highlight this certificate and select *Use for Signing* under *Usage Options*



6. Your certificate will now show a pen icon next to it, this means it's been configured for document signing.

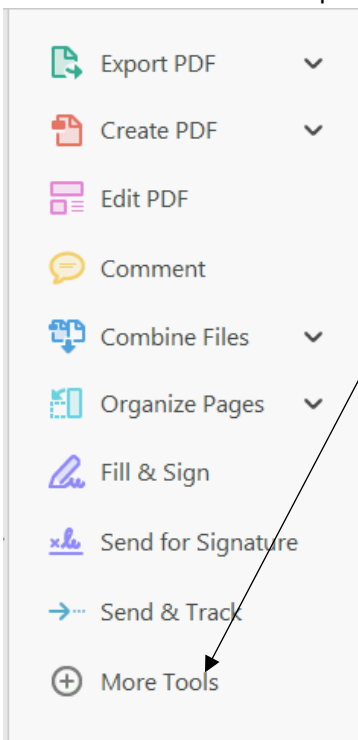


7. Close the Digital ID and Trusted Certificate Settings dialog and press OK to exit the preferences menu.

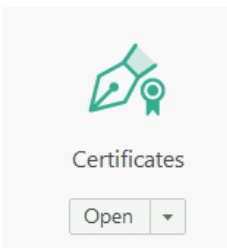
Using your digital Signature

Once your digital signature is configured by following the steps in the previous section, you can now use it to start signing documents.

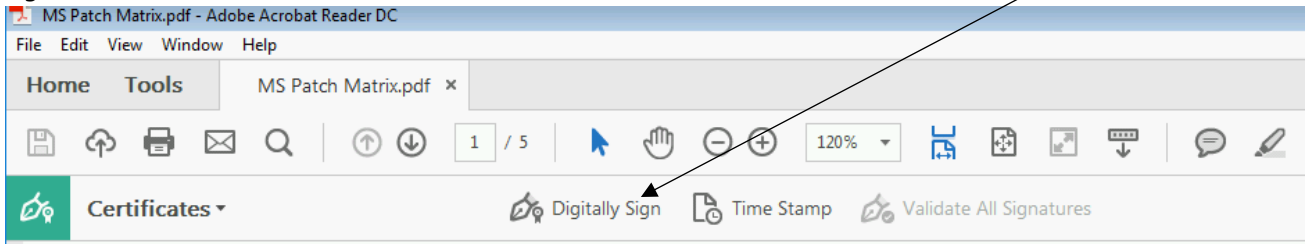
1. Open a PDF for signing
2. Click on the *Moore Tools* option in the right hand pane



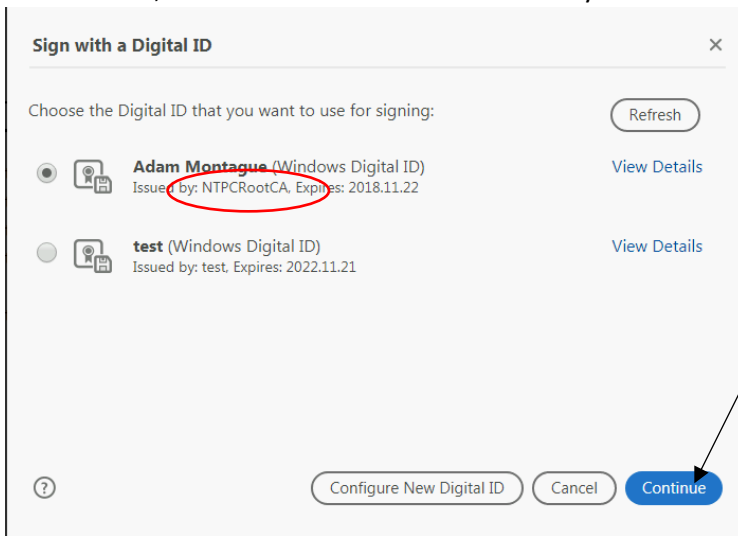
3. Select the certificates module by clicking on this icon:



- This will return you to your PDF form with some additional options at the top. Click on *Digitally Sign*:



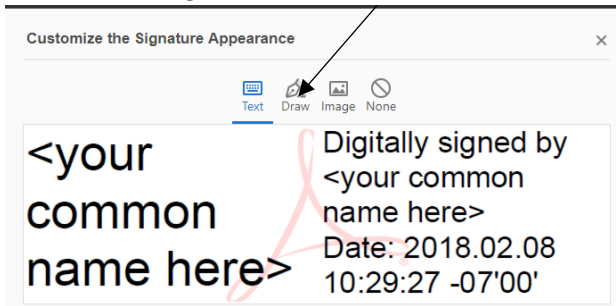
- Using your mouse, click and drag to draw the area where you would like to place the signature.
- You will be prompted to select a digital ID to use for the signature. If there are multiple IDs to choose from, be sure to choose the one issued by **NTPCRootCA** and click *Continue*:



- You will be presented with a preview of how your signature will appear, click *Create*.



8. On the resulting screen, click *draw*



9. Using your mouse, draw your signature in the box provided and click *Apply*

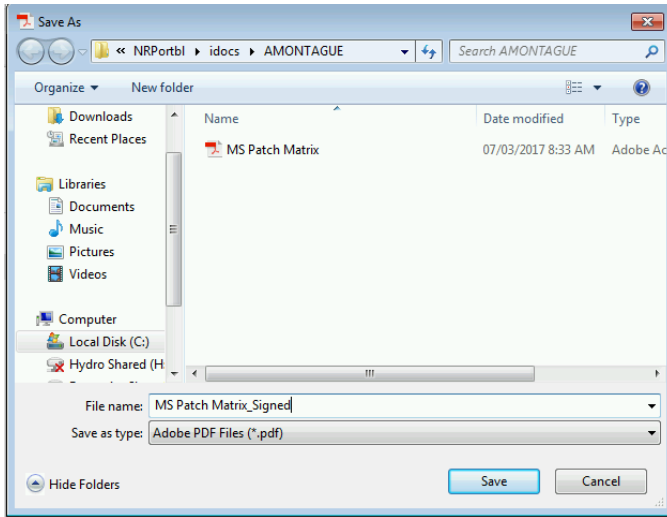


10. Click *save*, to save the design

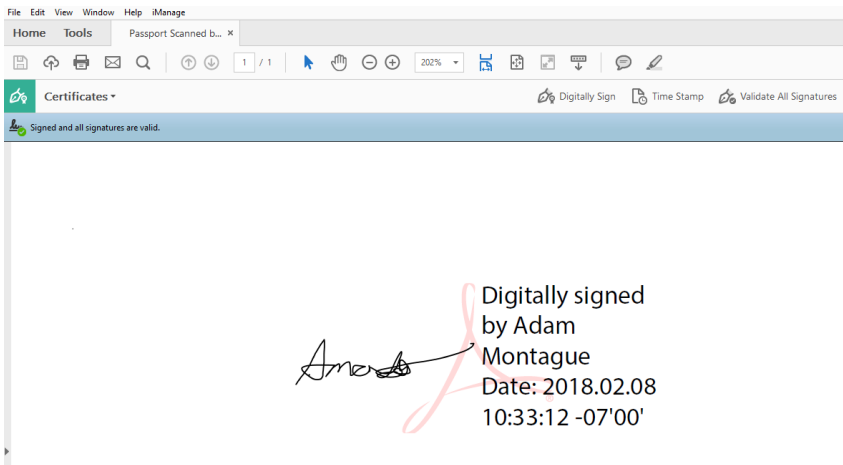
11. You will return to the summary window, click *sign* to place your signature into the document



12. You will be prompted to save your newly signed document, we suggest giving this version a different name to distinguish it from the original, unsigned, version:

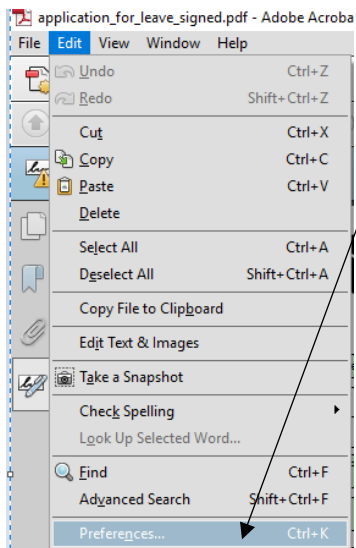


13. Once save your signature will be visible in the document :

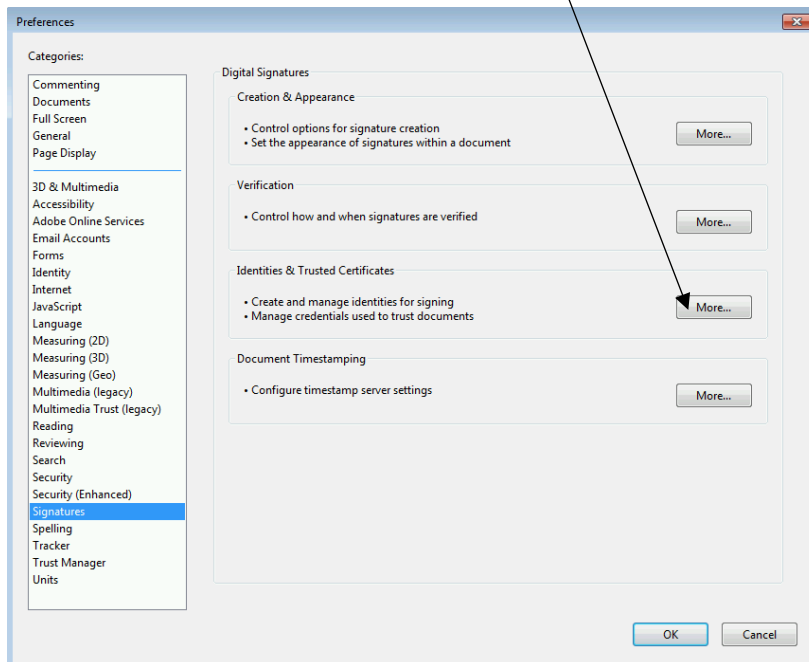


Adobe 11 Professional

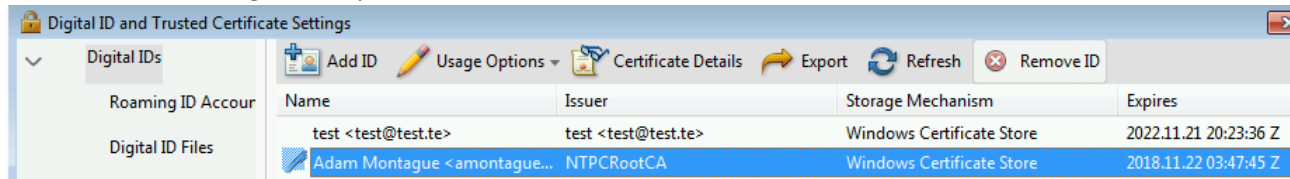
- Launch Adobe Pro
- On the edit menu, click preferences



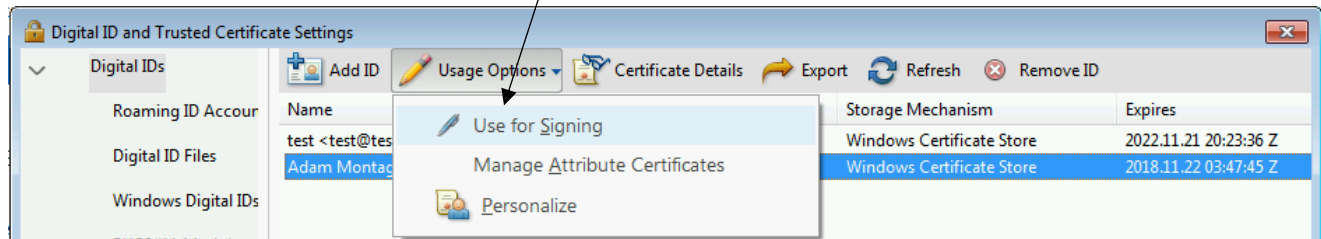
- Navigate to the Signatures section and click *More* under *Identities & Trusted Certificates*



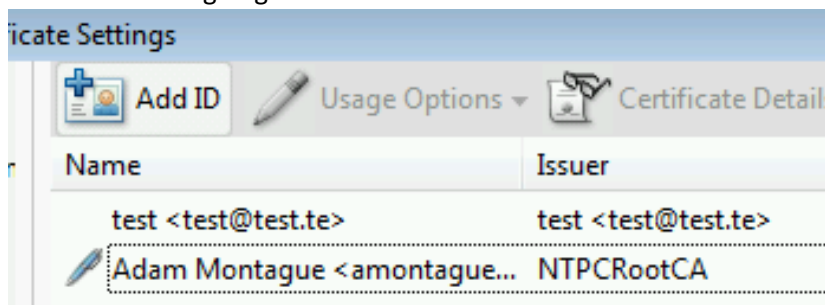
- Under digital IDs you will see your unique PKI certificate delivered from our certificate server. You will recognise it by the issuer **NTPCRootCA**



- Highlight this certificate and select *Use for Signing* under *Usage Options*



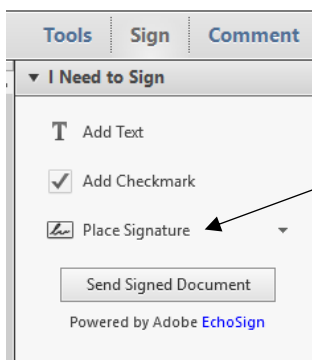
- Your certificate will now show a pen icon next to it, this means it's been configured for document signing.



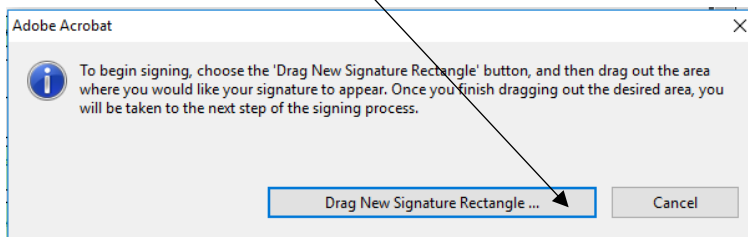
- Close the Digital ID and Trusted Certificate Settings dialog and press OK to exit the preferences menu.

Using your Digital Signature

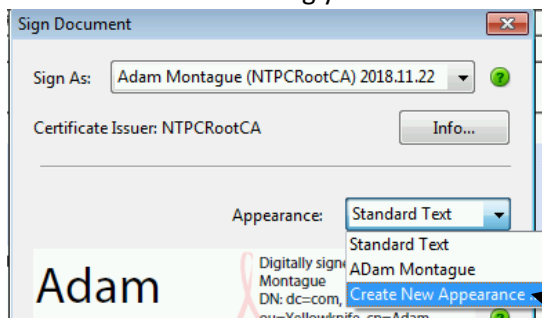
- Open a PDF that you would like to sign
- Click on the *Sign* option on the right hand side and choose *place signature*:



- Click *draw signature rectangle*:

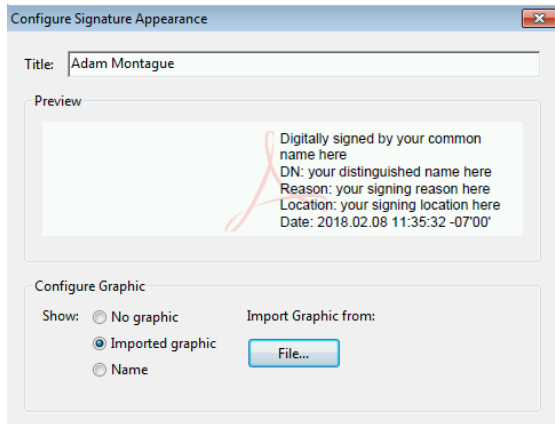


- Click and hold the left mouse button and draw out a rectangle in the position you would like to sign.
- You will be asked to choose a certificate to use for signing. From the *Sign as* drop down list, choose certificate bearing your name followed by NTPCRootCA:

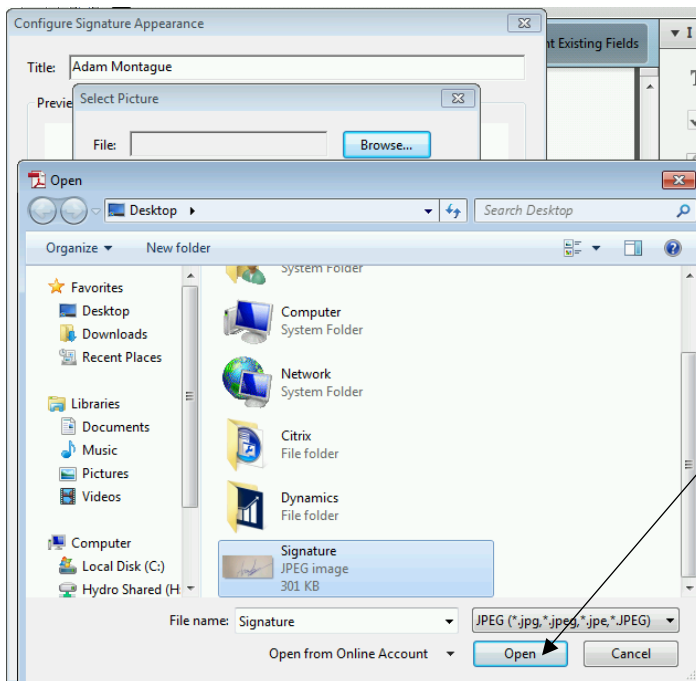


- In the Appearance drop down, choose *Create a new appearance*

- Give your signature's appearance a meaningful name and check the *show: Imported Graphic* option:

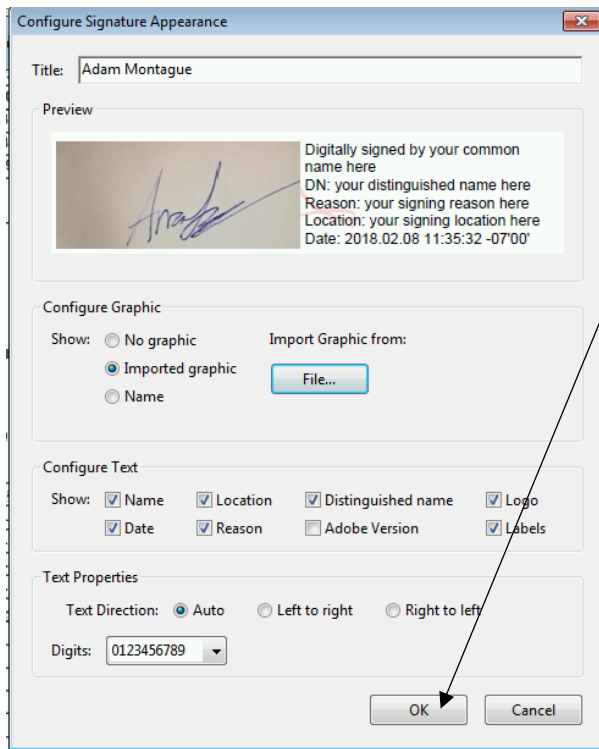


- Click *File* then *Browse*. Locate the file containing a photograph of your signature and click *open*:

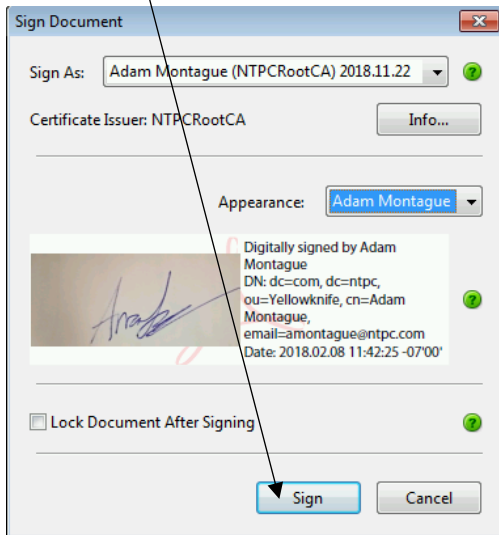


- Press *OK* to accept the image.

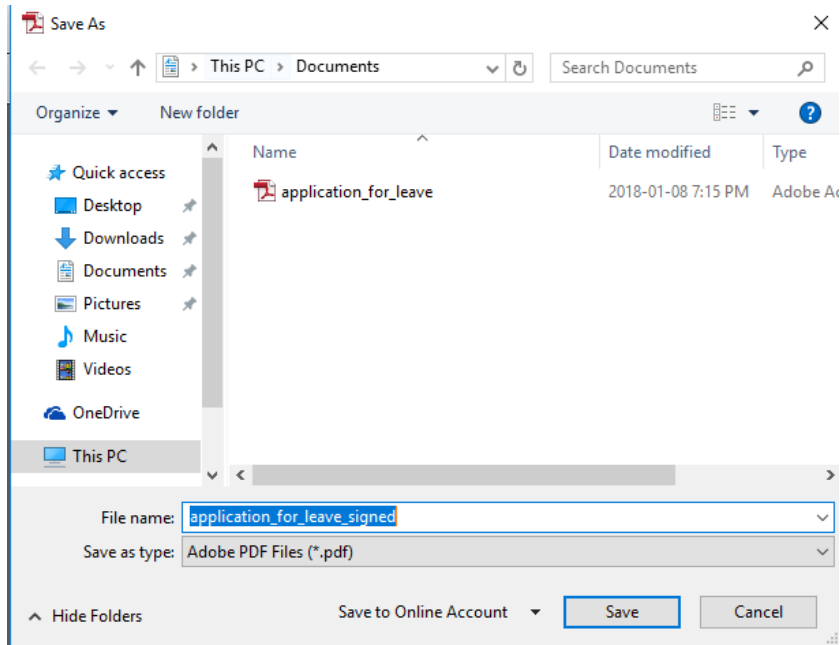
- Press **OK** again on the *Configure Signature Appearance* window



- Click **Sign** and you will be asked to save the document with your signature embedded.

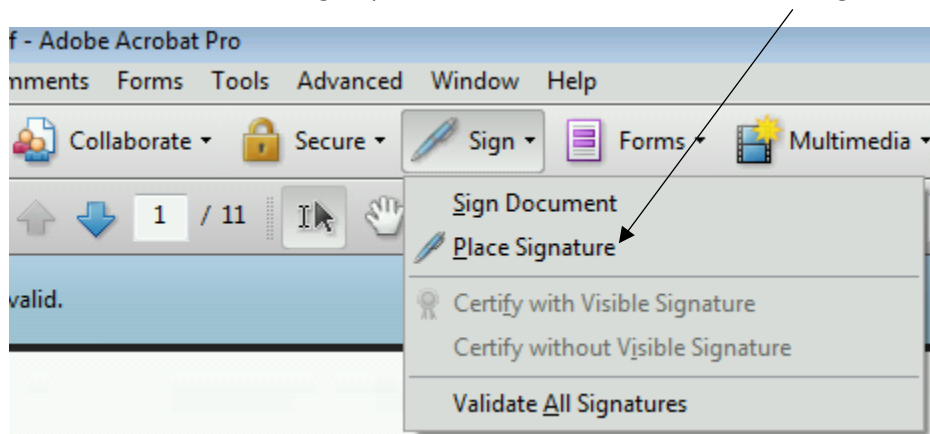


- Choose an appropriate file name and click save:



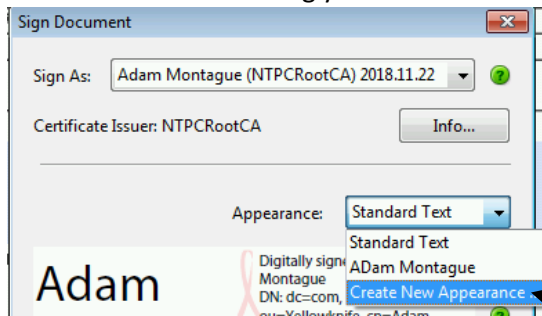
Adobe 9 Professional

- Open a PDF that you would like to sign
- Click on the *Sign* option on the toolbar and select Place Signature:

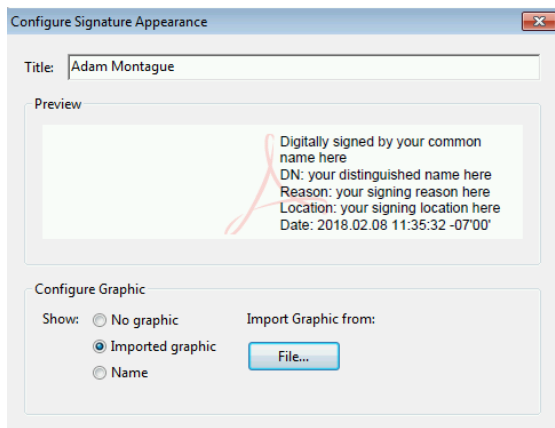


- Click and hold the left mouse button and draw out a rectangle in the position you would like to sign.

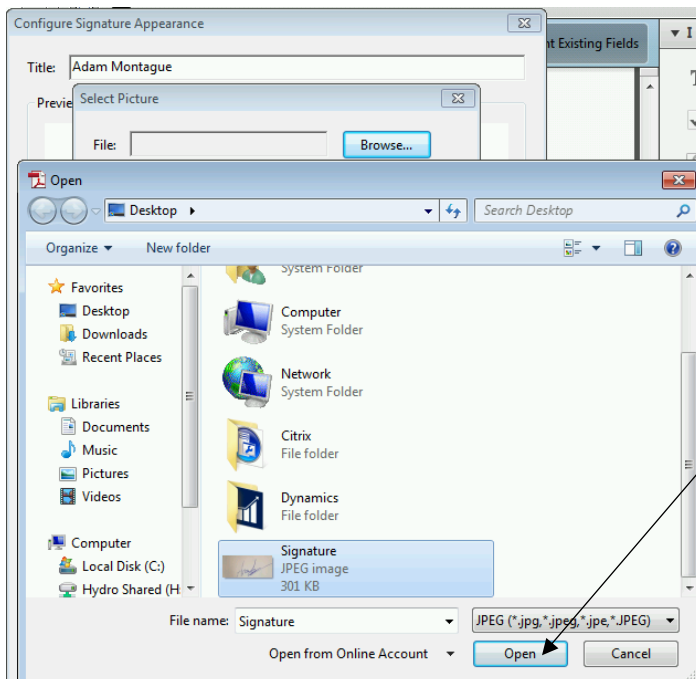
- You will be asked to choose a certificate to use for signing. From the *Sign as* drop down list, choose certificate bearing your name followed by NTPCRootCA:



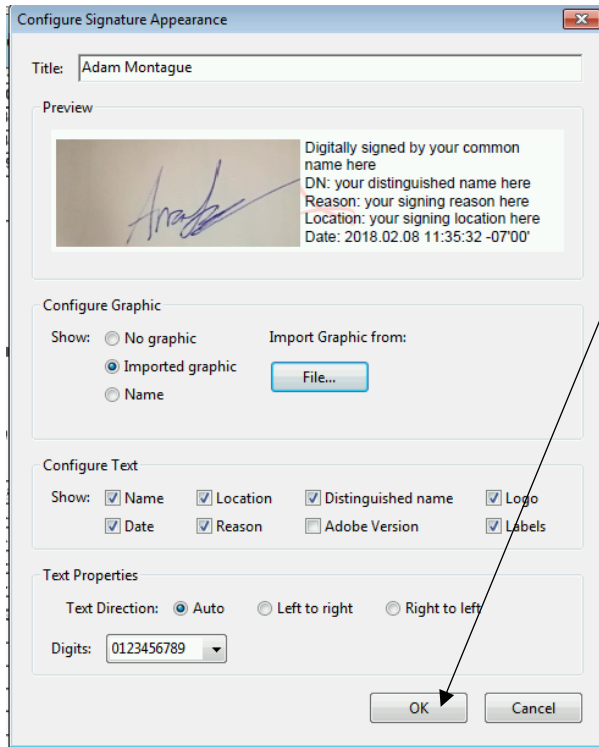
- In the Appearance drop down, choose *Create a new appearance*
- Give your signature's appearance a meaningful name and check the *show: Imported Graphic* option:



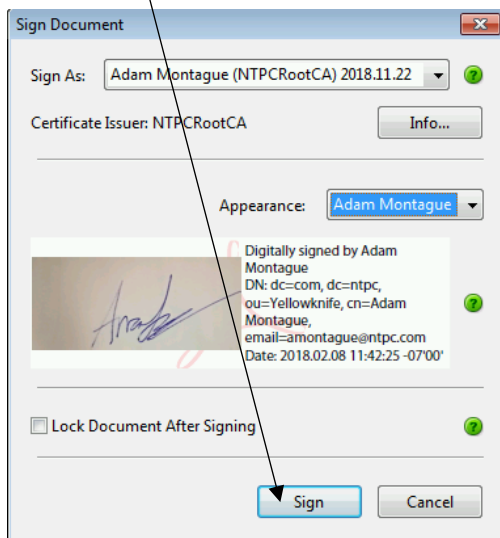
- Click *File* then *Browse*. Locate the file containing a photograph of your signature and click *open*:



- Press *OK* to accept the image.
- Press *OK* again on the *Configure Signature Appearance* window



- Click *Sign* and you will be asked to save the document with your signature embedded.



- Choose an appropriate file name and click save:

