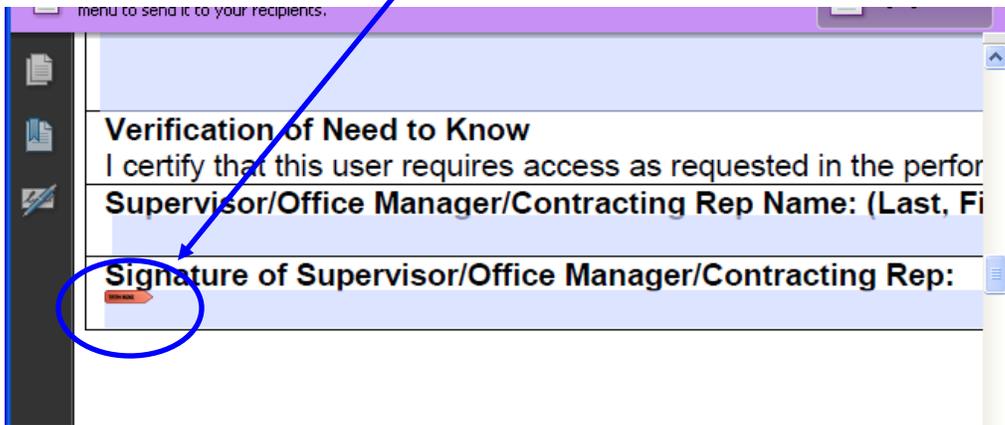


Creating Digital Signatures for Adobe Acrobat Files and forwarding via Email

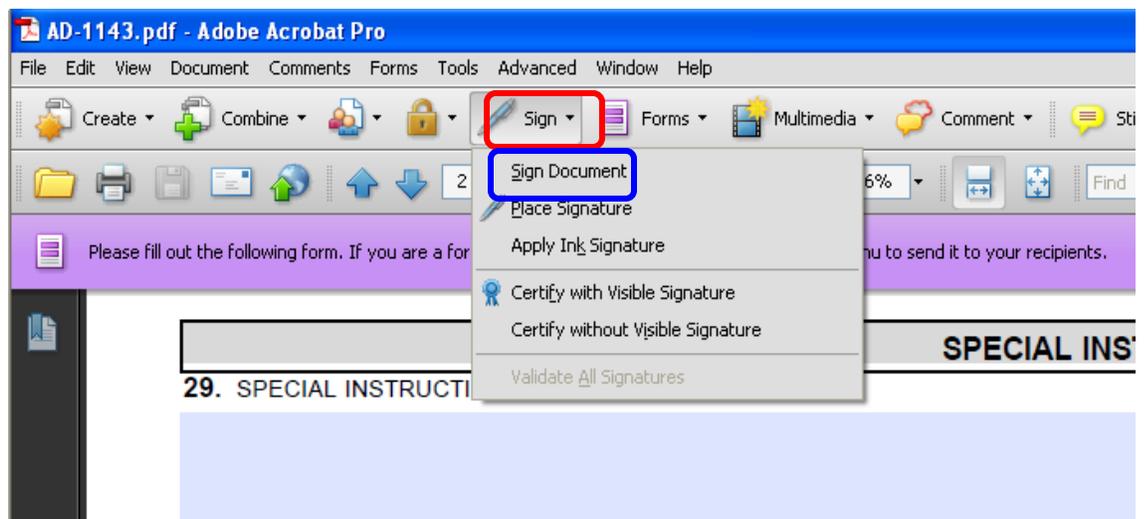
Digital signatures are a unique feature in Adobe 9.0 that facilitates numerous functions. Described below are step-by-step instructions on how to create your own digital signature.

This process needs to be completed only ONCE on each computer you utilize.

1. Insert your LincPass card into the Smart Card Terminal and login.
2. Open the Adobe file.
3. Click on the red flag **"Your Name"**

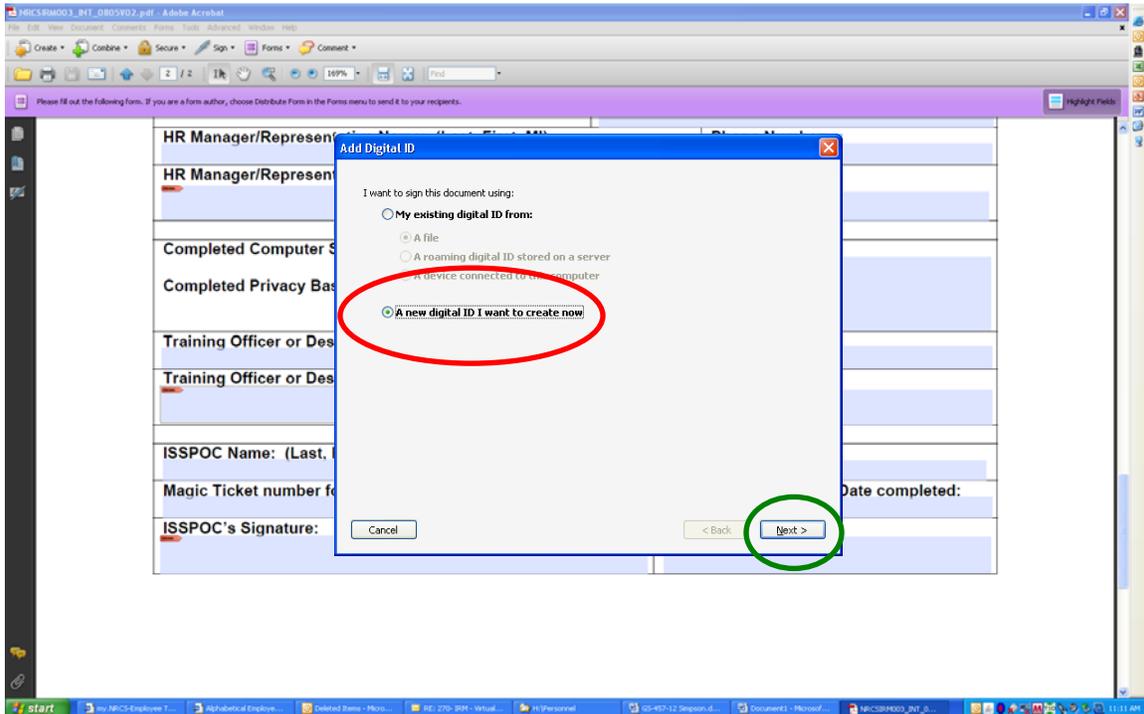


- a. **OR** if there is **NO** "red flag" in the Adobe document, select **"Sign"**, **"Sign Document"**

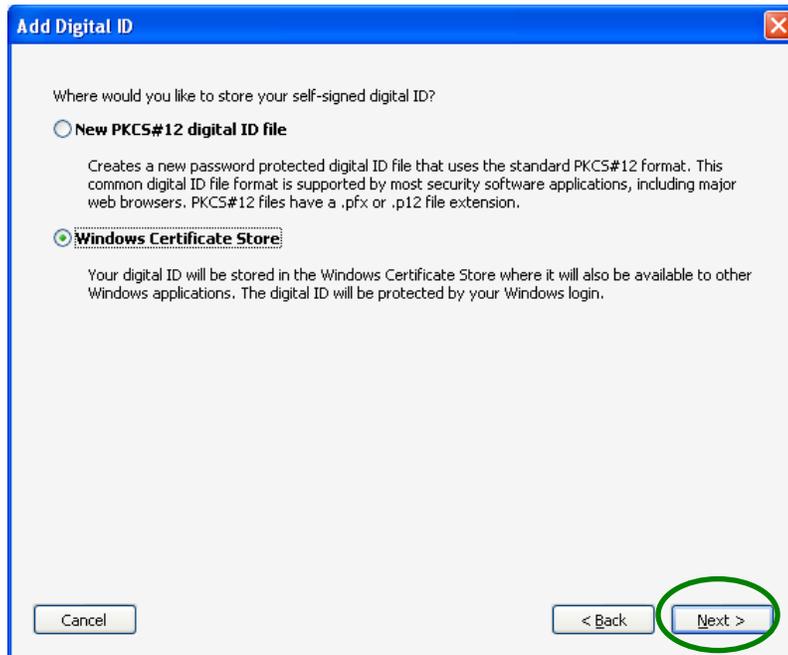


Creating Digital Signatures for Adobe Acrobat Files and Forwarding via Email

4. In the “Add Digital ID” window, select “**A new digital ID I want to create now**” and “**Next**”



5. Select “**Windows Certificate Store**”
6. “**Next**”



7. Fill out:
 - a. Name
 - b. Organizational Unit
 - c. Organization Name
 - d. Email Address
 - e. Use digital ID for: "Digital Signatures and Data Encryption "

8. Select "Next"

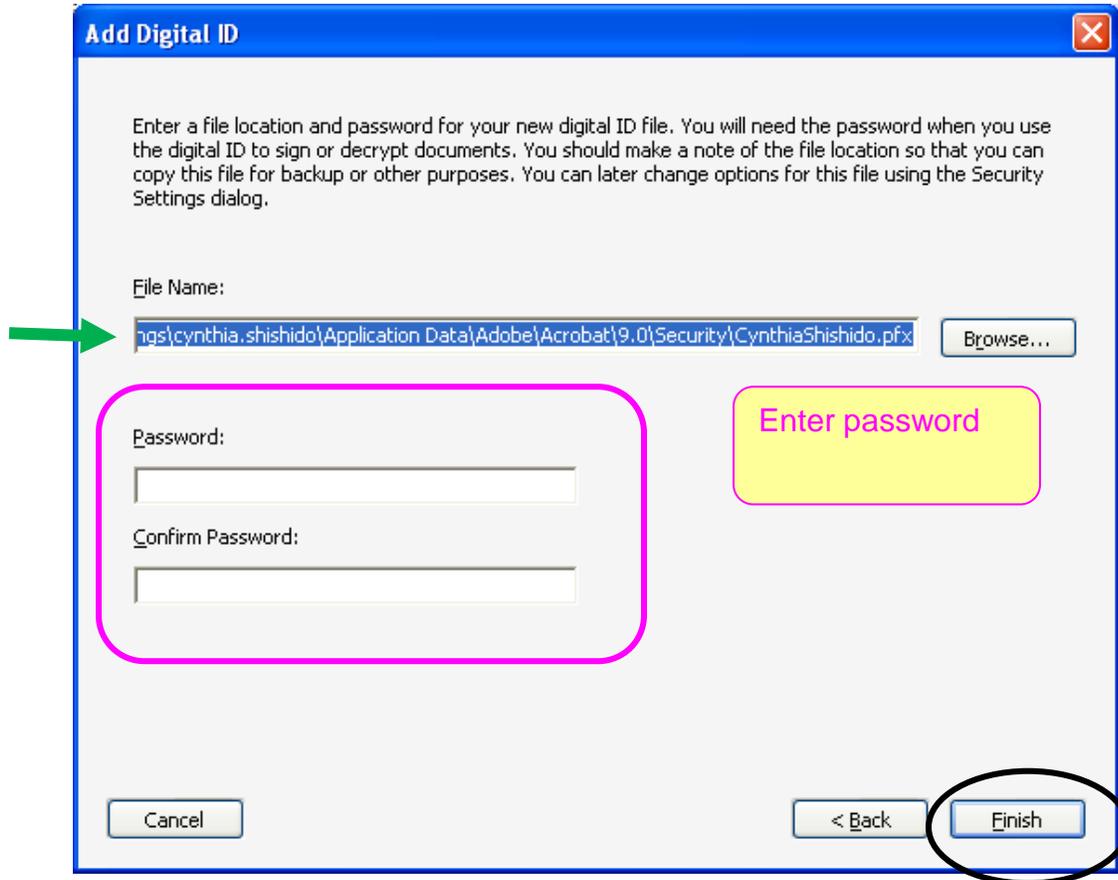
The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus:

- Name (e.g. John Smith): Cynthia Shishido
- Organizational Unit: USDA
- Organization Name: NRCS
- Email Address: cynthia.shishido@hi.usd
- Country/Region: US - UNITED STATES (dropdown menu)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

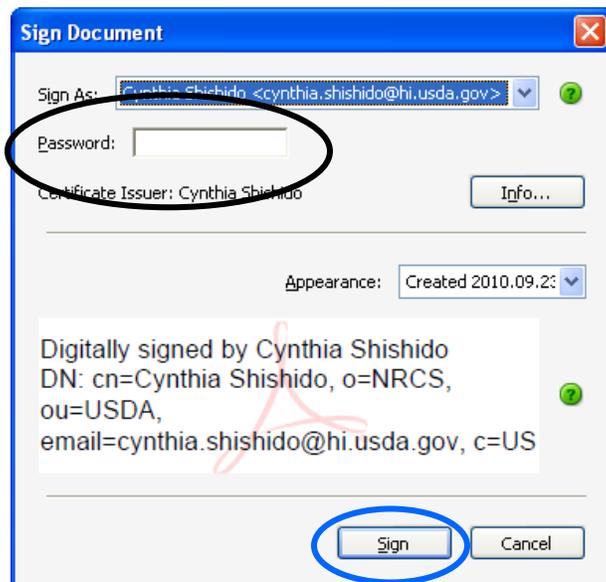
At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is circled in green.

9. Enter a password, confirm password.
10. Select **"Finish"**.

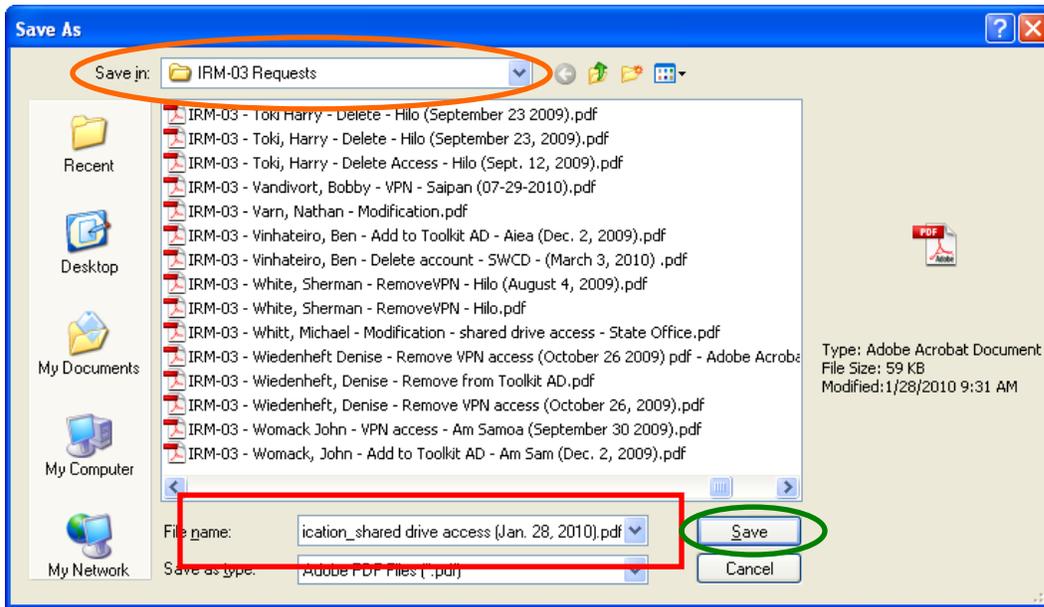
As instructed in the window, note the file location of your password so that you can copy this file for backup purposes.



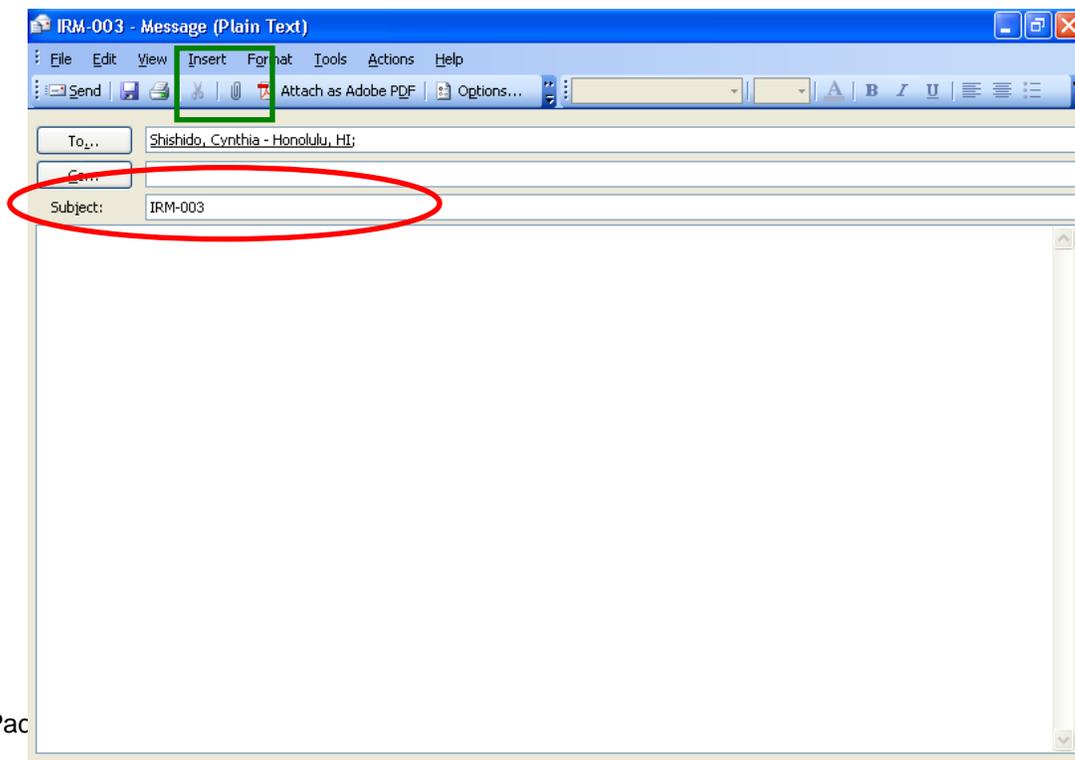
11. Enter your password and select **"Sign"**



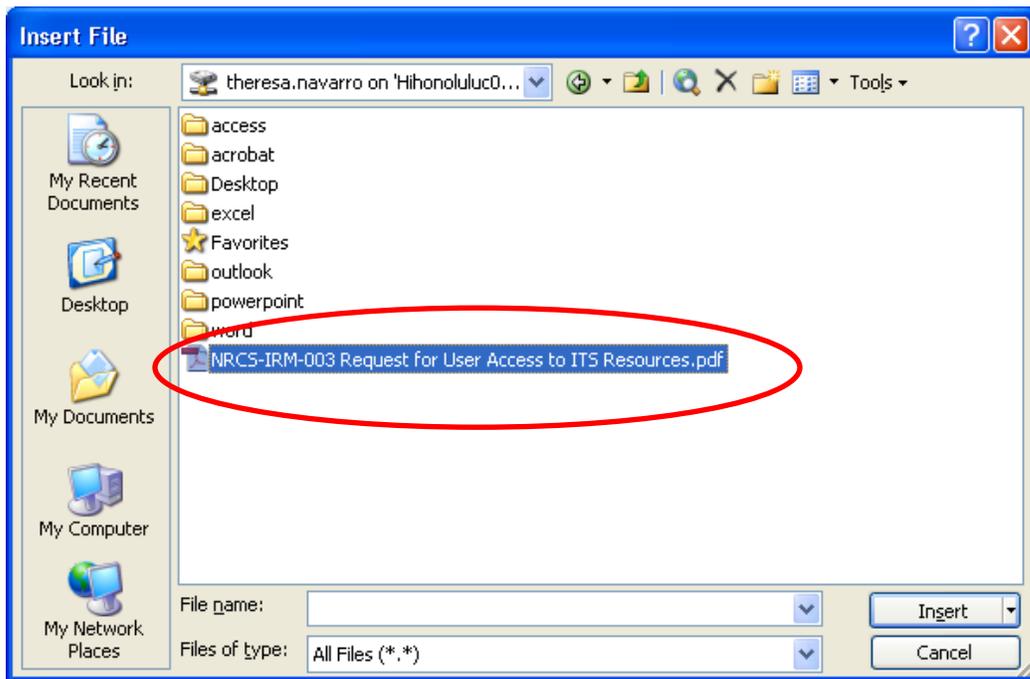
12. Save the file onto your c drive or your h drive.
 - a. **“Save in:”**
 - b. Rename the **“File name:”**
 - c. **“Save”**



13. Your electronically signed document and is now saved in the location you specified.
14. Create a new email in MS Outlook, include a description in the **“Subject:”** header.
15. Select **“Insert”** or click on the **paperclip icon**.



16. Select the document to email in the location you saved it to earlier.



17. "Send"

