



How a PDF file is signed

How a PDF file is signed

A digitally-signed PDF document can guarantee the following:

- Integrity
- Non-contestability
- Authentication.

If you receive this type of document, you can be sure that it really was sent by the sender, and that the content has not been changed in any way since the document was signed.

Contents

1 Using certificates to sign PDF files.....	2
1.1 Simple signing.....	2
1.2 Creating a blank signature field.....	6
1.3 Signing an existing field.....	7
1.4 Certifying a document.....	7
2 Signature validity	9
2.1 Displaying certificate attributes	10
2.2 Setting the correct trust level.....	10

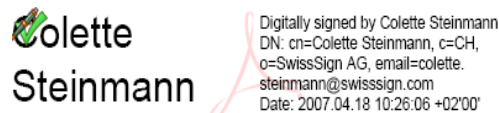


How a PDF file is signed

1 Using certificates to sign PDF files

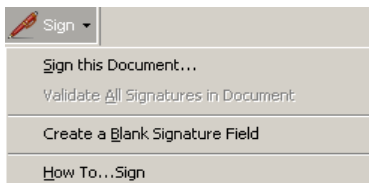
1.1 Simple signing

In the same way as a handwritten signature, a digital signature identifies the person who signed a document. In contrast to a handwritten signature, it is almost impossible to forge a digital signature because it contains encrypted information that uniquely identifies the signatory and can be easily verified.

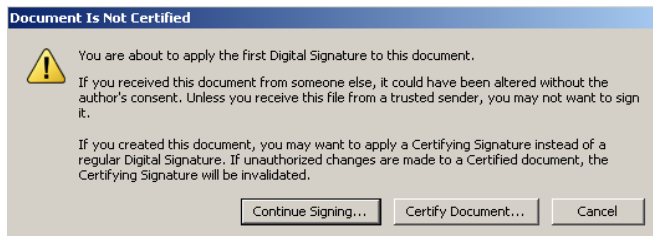


Open the document you want to sign in Adobe Acrobat.

1. From the toolbar, choose "Sign / Sign this Document".



2. Choose "Continue Signing".



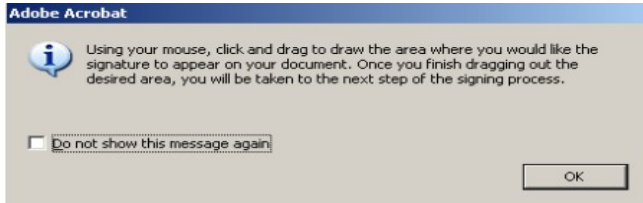
3. Choose "Create a new signature field to sign".





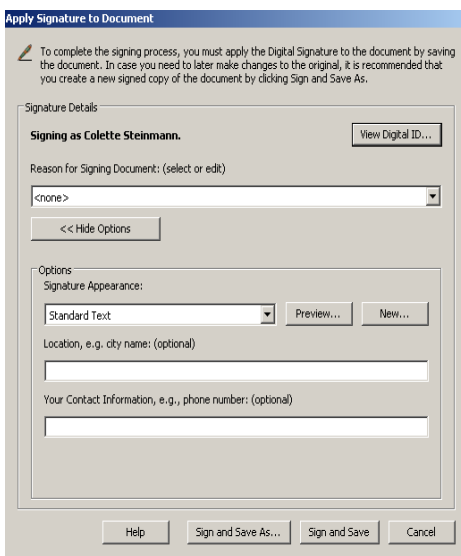
How a PDF file is signed

A window appears that describes the next steps. If you do not want this window to appear again, choose "Do not show this message again", then "OK", then "Next".



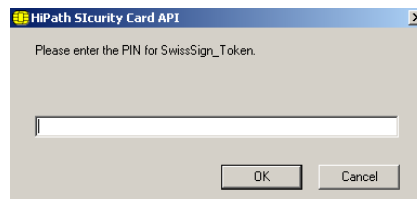
Note: If you have installed more than one certificate, the application will ask you which certificate you want to use for the signature.

4. Use the auxiliary tools to draw a signature field. (If you did not select "Do not show this message again" in the previous step, then the above window will appear again.) Then, the following window appears:



5. Choose or type in the reason why you want to want to sign the document, then choose "Sign and Save as".

6. The application now asks for the password for your private key.

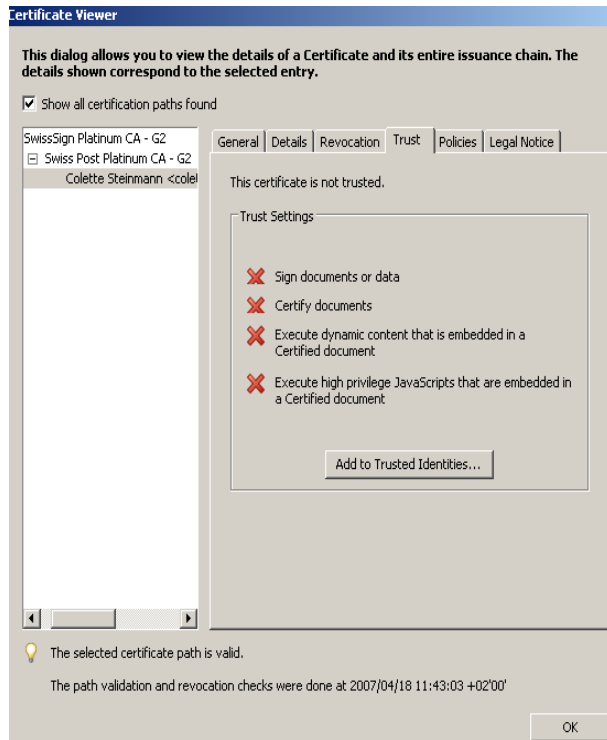




How a PDF file is signed

When you create a signature for the first time, you must define its trustworthiness. To do this, proceed as follows:

1. Click the right mouse button on the signature and choose "Properties".

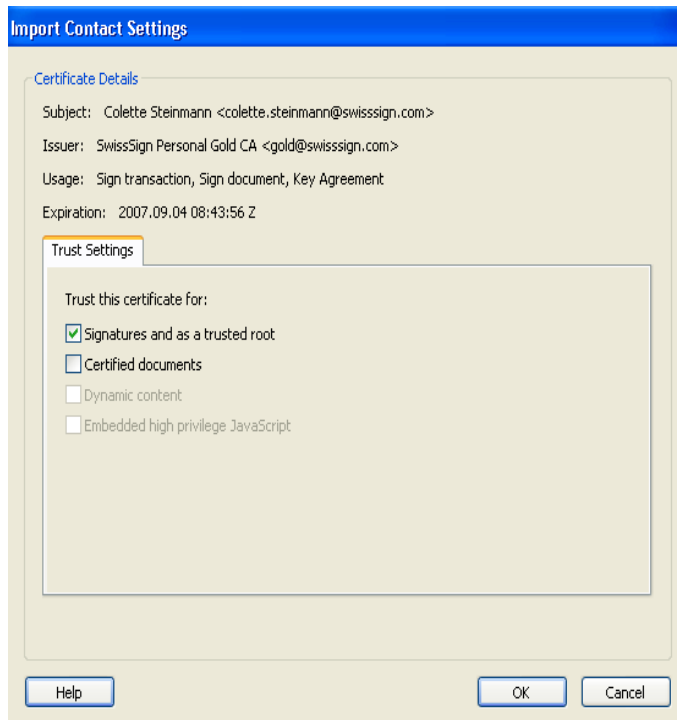


2. Choose "Show Certificate" to see additional information about the certificate.
3. Choose the tab page "Trust" and then choose "Add to Trusted Identities".
4. In the next window choose "OK".



How a PDF file is signed

5. You can use the following option to select the places where you want to trust this signature. Choose the points you require and choose "OK". Close all windows and reopen the document.



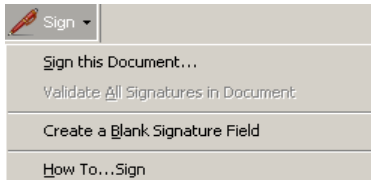
To check whether the trust level has been accepted, call up the "Import Contact Settings" tab page. The points you classified as trustworthy are flagged with a green tick.



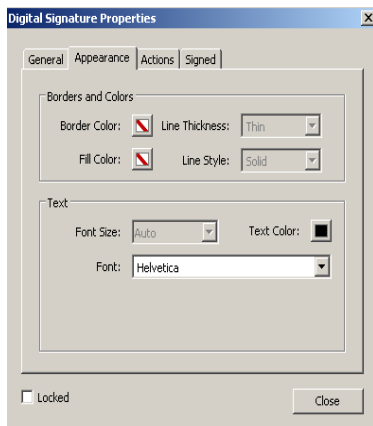
How a PDF file is signed

1.2 Creating a blank signature field

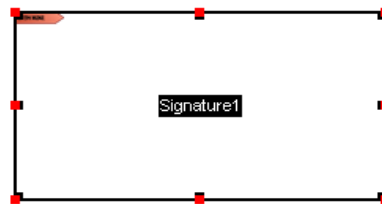
1. From the toolbar, choose "Sign / Create a Blank Signature Field".



2. Use the auxiliary tools to design a signature field. The following window appears:



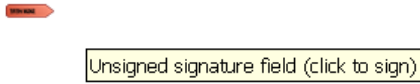
Choose "Close", and the system automatically creates a blank signature field.





How a PDF file is signed

1.3 Signing an existing field



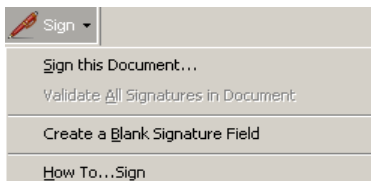
The following brown field appears in the document.
Double-click to sign the document at this point.
The application asks you again for your token password.

1.4 Certifying a document

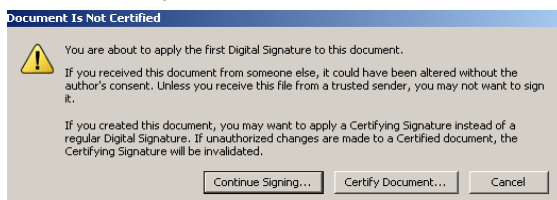
After completing the form, you certify the document so that users can only change/fill in form fields and sign the document. However, if pages are removed or comments are added, the document is no longer certified.

You can only use a certification signature if the PDF document does not yet contain any other signatures. Certified signatures are flagged with a blue ribbon.

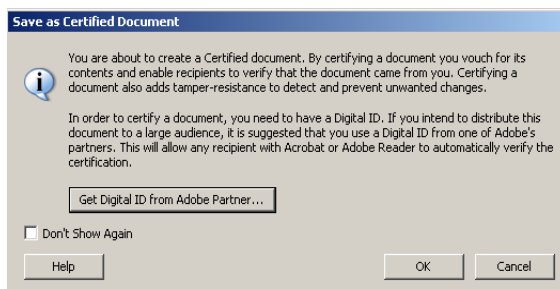
1. From the toolbar, choose "Sign / Sign this Document".



2. Choose "Certify Document".



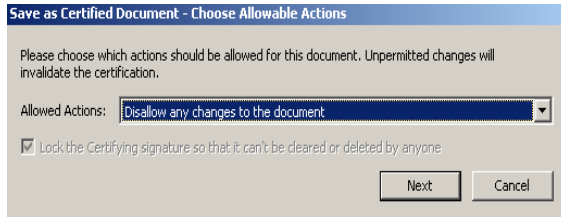
3. A message appears, telling you that you are certifying a document. If you do not want this window to appear again, choose "Do not show this message again", then "OK".



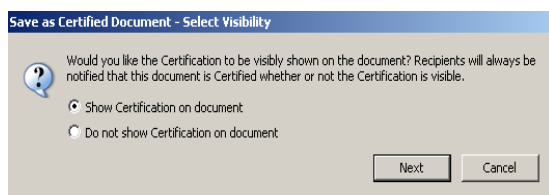


How a PDF file is signed

4. In the next window, you can define which changes can be made to your document.

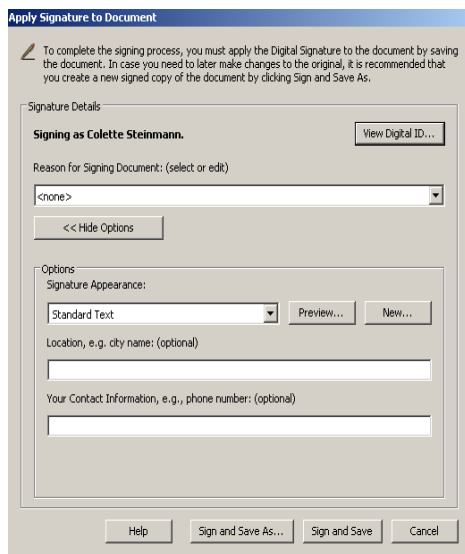


5. You also have the option of creating the signature as visible or invisible.



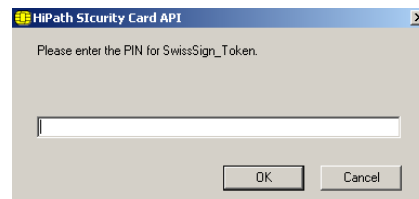
If you add an invisible signature, draw the signature field in landscape format.

Note: If you have installed more than one certificate, the application will ask you which certificate you want to use for the signature.



6. Choose or type in the reason why you want to certify the document, then choose "Sign and Save as".

7. The application now asks for the password for your private key.











How a PDF file is signed

2Signature validity

By default, signatures are verified when a PDF file is opened. The signature field for the document contains a symbol that defines the signature status.

- The symbol for a digital signature,  together with the name of the field in the "Signatures" window, shows that there is a signature field that has not been signed.
- A blue ribbon  shows that the PDF has been certified i.e. it contains a valid certification signature. (Certification signatures can be visible or invisible.)
- A tick symbol  shows that the signature is valid.
- A red x  shows that the signature is not valid.
- The warning symbol  shows that the document has been changed since being signed.
- The question mark  shows that the signature could not be validated, because the signatory's certificate is not on the list of trustworthy identities.

If the signature status is unknown or unconfirmed, or if the document has been changed since signing, check the signature manually in order to find and resolve the cause of the problem. If the signature status is invalid (flagged with a red x), contact the signatory to resolve the problem.

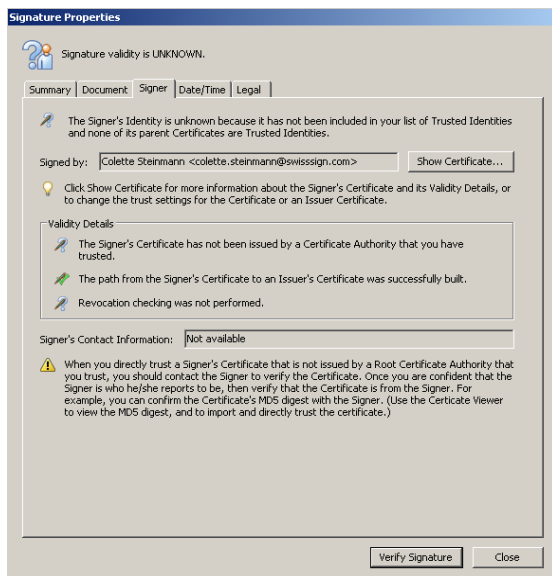


How a PDF file is signed

2.1 Displaying certificate attributes

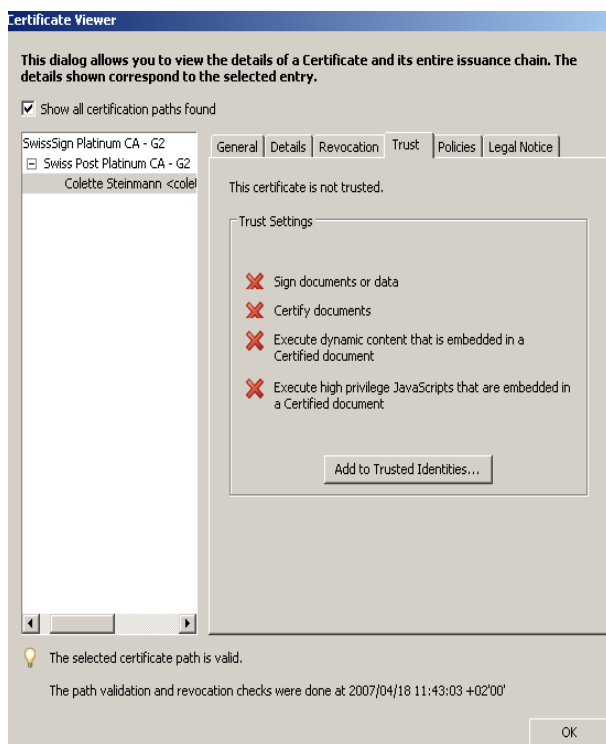
To display certificate attributes proceed as follows:

1. Click the right mouse button on the signature and choose "Properties".



2. Choose the tab page "Signer", then choose "Show Certificate" to see additional information about the certificate.
3. Choose the tab page "Date/Time" to check the time stamp where necessary.
4. Choose the tab page "Legal" to see more information about the legal restrictions for this signature.

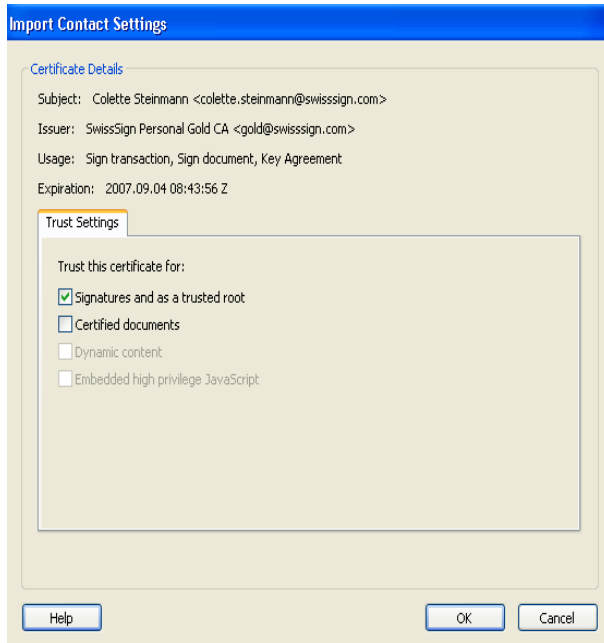
2.2 Setting the correct trust level



1. Click the right mouse button on the signature and choose "Properties".
2. Choose "Show Certificate" to see additional information about the certificate.
3. Choose the tab page "Trust", then choose "Add to Trusted Identities".
4. In the next window choose "OK".

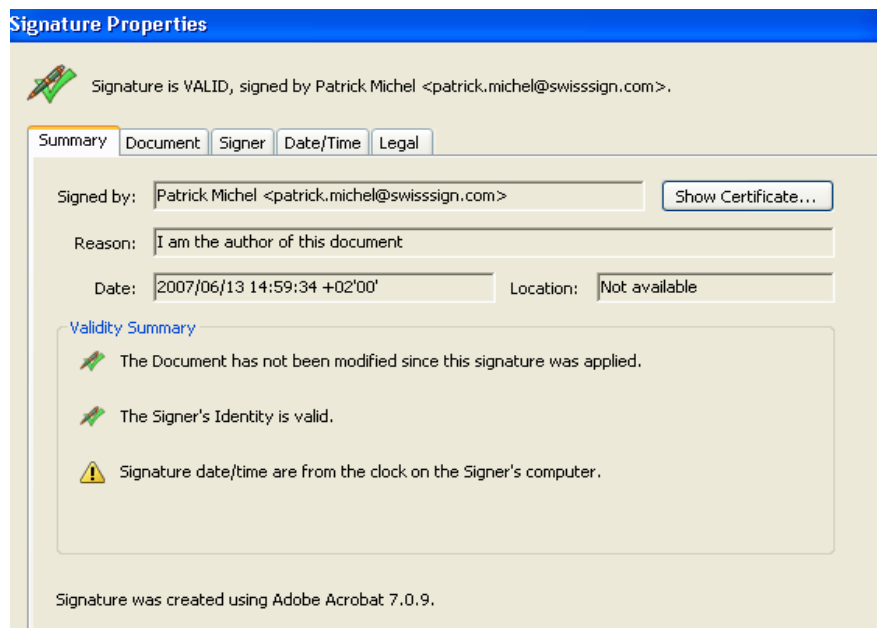


How a PDF file is signed



5. You can use the following option to select the places where you want to trust this signature. Choose the points you require and choose "OK". Close all windows and reopen the document.

To check whether the trust level has been accepted, call up the "Import Contact Settings" tab page. The points you classified as trustworthy are flagged with a green tick.





How a PDF file is signed

General Details **Revocation** Trust Policies Legal Notice

This certificate is directly trusted in your Trusted Identities List.

[Trust Settings](#)

This certificate is set as trust anchor, the result being that this certificate and all certificates issued beneath this certificate are trusted to:

- ✓ Sign documents or data
- ✓ Certify documents
- ✓ Execute dynamic content that is embedded in a Certified document
- ✓ Execute high privilege JavaScripts that are embedded in a Certified document

Revocation checking is not performed for this certificate because it is directly trusted as a trust anchor.

[Add to Trusted Identities...](#)