

User Guide

**Using Digital Signature Certificates (DSC)
to Sign Portable Document Format (PDF) Files in
Adobe Acrobat Reader**

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“Digital Signatures” are a type of Electronic Signature that uses a certificate-based Digital ID, obtained either from a cloud-based trust service provider or from the signer's local system.

A digital signature, like a conventional handwritten signature, identifies the person signing a document. Unlike a handwritten signature, a certificate-based signature is difficult to forge because it contains encrypted information that is unique to the signer. It can be easily verified and informs recipients whether the document was modified after the signer initially signed the document.

Adobe Acrobat Sign supports digital signatures by simply placing the Digital Signature field on a form (either via Text Tags, drag and drop in the Acrobat Sign Authoring environment or authoring in Adobe Acrobat with Acroforms).



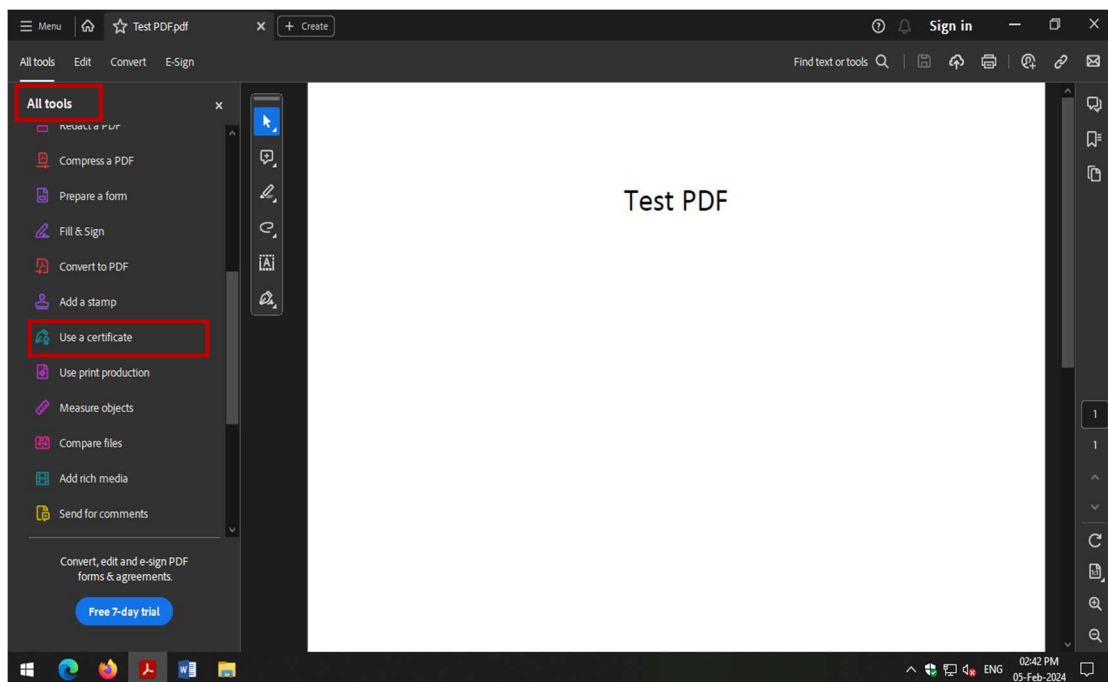
Figure 1 DSC in Adobe Acrobat

PREREQUISITES

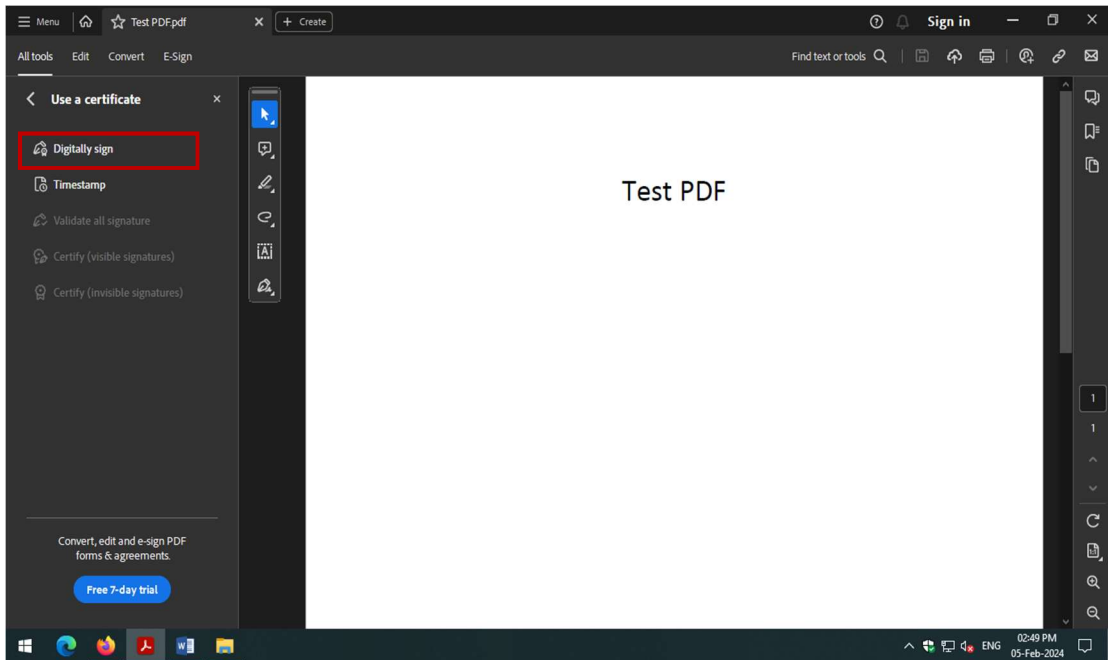
- A PDF File
- Adobe Acrobat Reader (Refer Annexure I for Installation)
- Digital Signature Certificate(DSC) Plugged in to the computer

STEPS TO DIGITALLY SIGN A PDF FILE

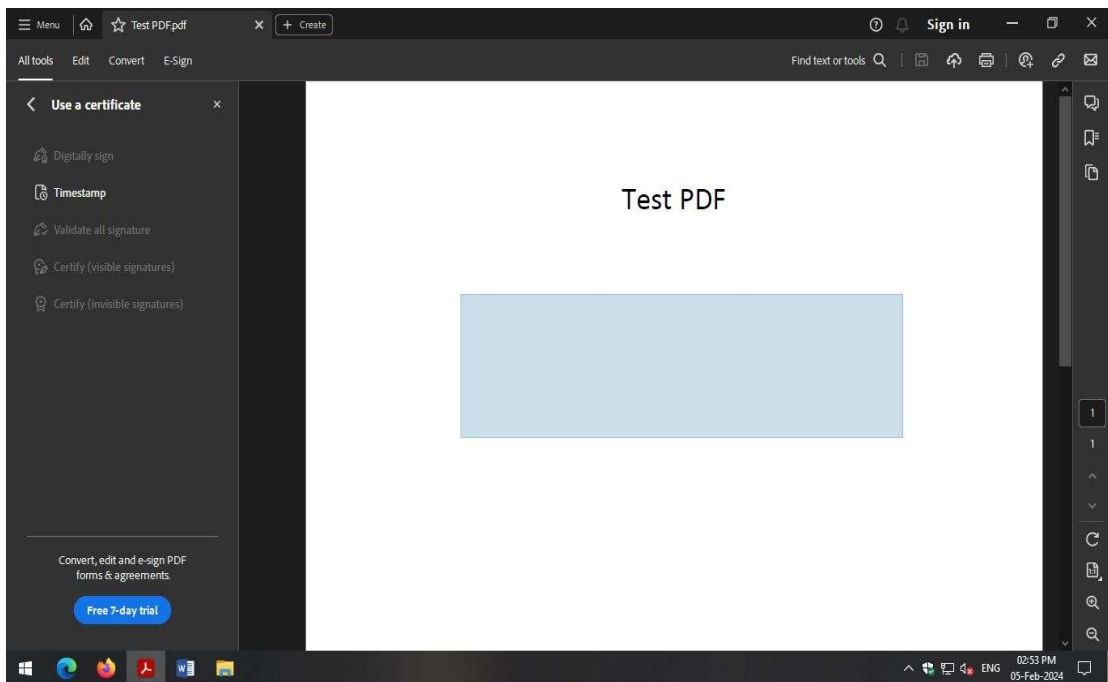
1. Open the desired PDF File. (In this case as example, Test_PDF.pdf file is used and shown.)
2. In **“All Tools”**, select **“Use a Certificate”** option.



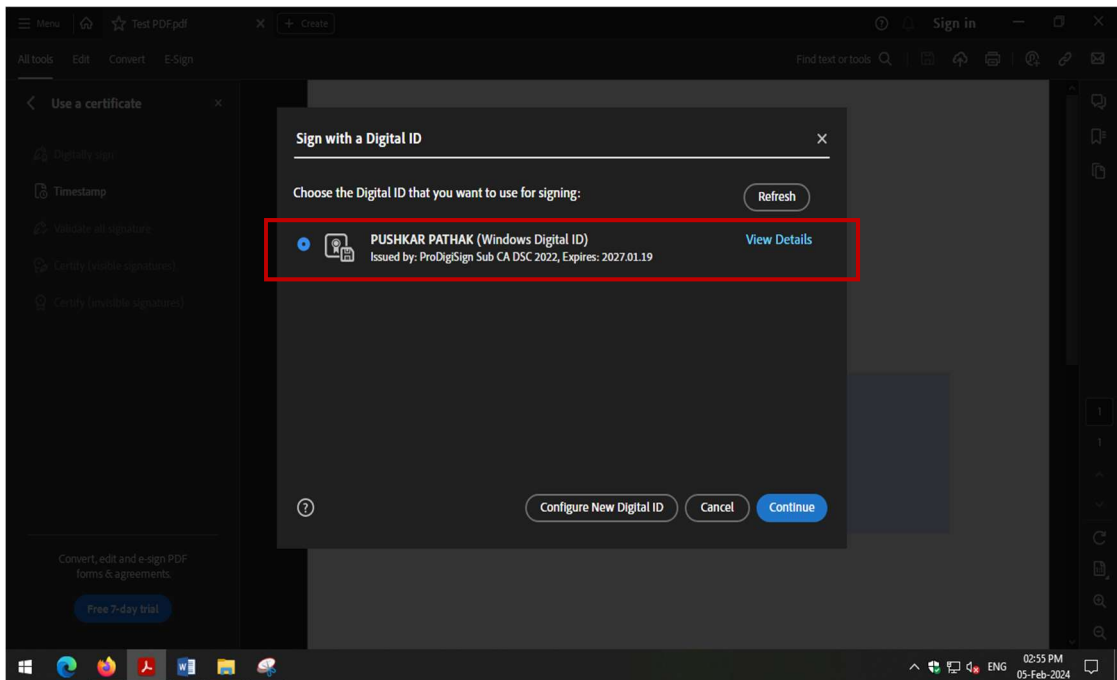
3. Then select, “Digitally Sign” option.



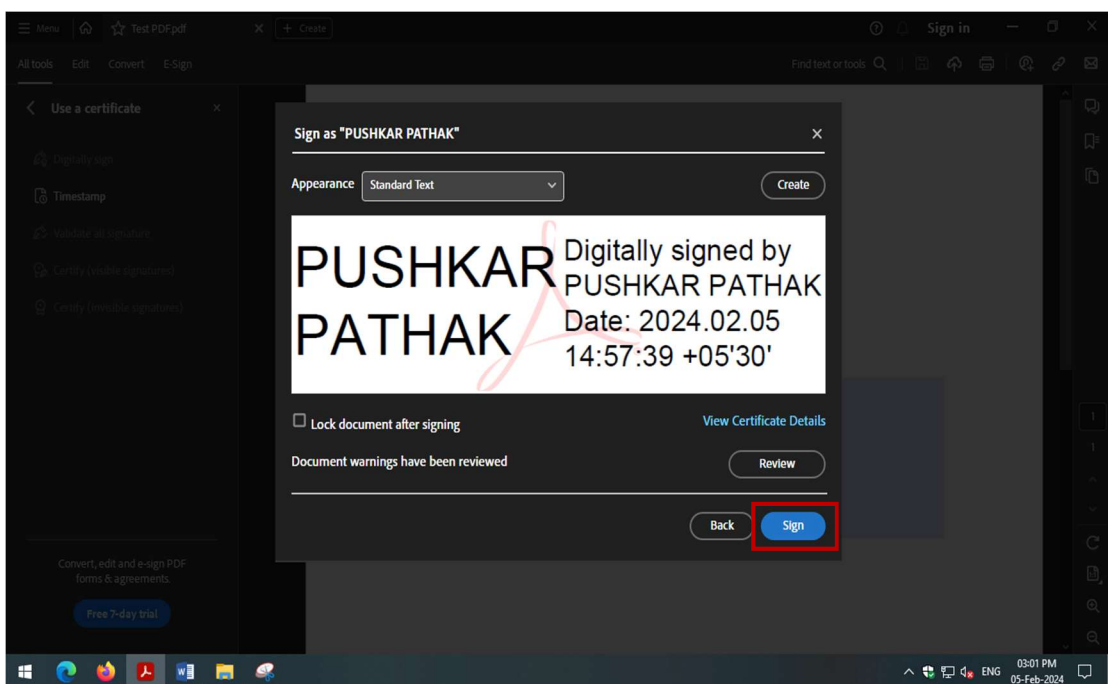
4. Drag the area where you want your digital signature to be visible.



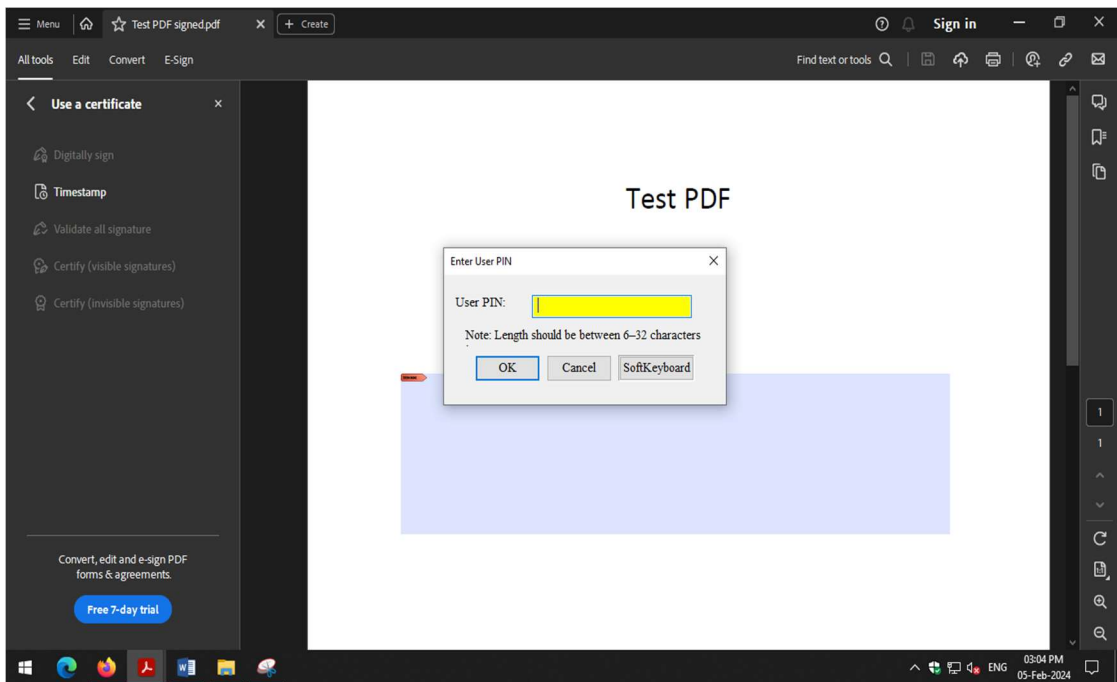
5. Make sure the DSC is already plugged in. After drag and release, a window will open **confirming the certificate and signer's name**.



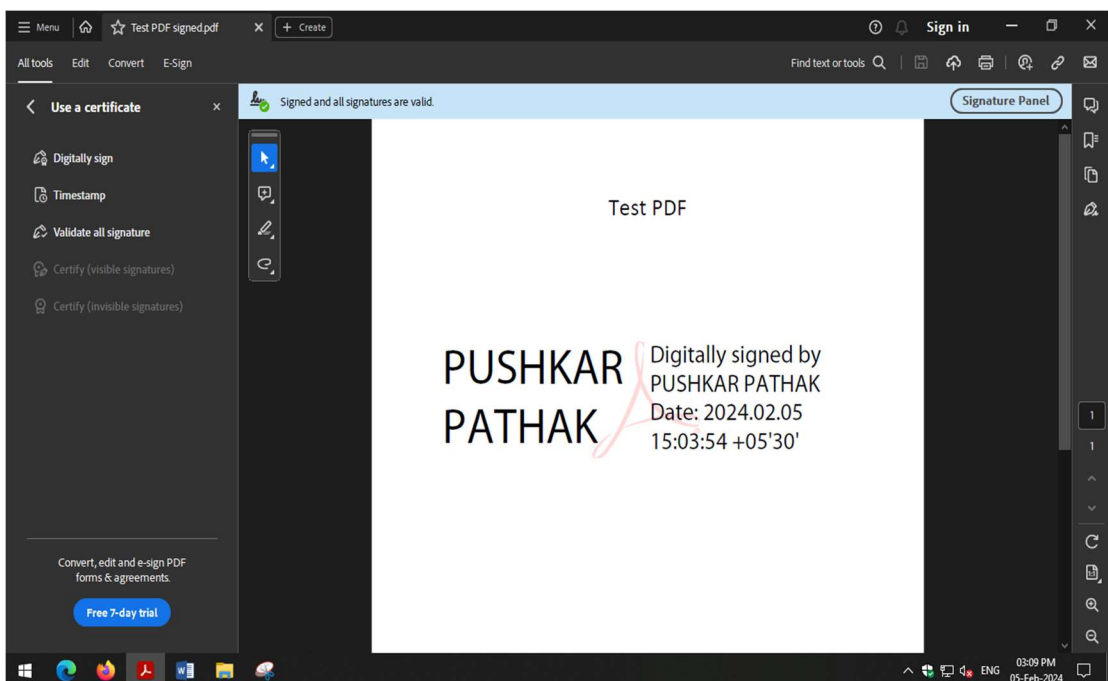
6. Click on “Continue” to proceed. A new window will open asking for sign the document and a **preview of the signature** will be visible.



7. Click on **“Sign”**. After that it will ask to save **“signed”** PDF file. Save it in appropriate location. Right after saving, it will ask for **DSC PIN** to be entered.



8. After entering the correct PIN, a **“Digitally Signed”** copy will be generated.



Annexure I

Installation of Adobe Acrobat Reader

1. Go to <https://get.adobe.com/reader/>
2. Click on Download Acrobat Reader.
3. A file “Reader_Install_Setup.exe” will be downloaded. Double click to open it.
4. Download as well as Installation will automatically begin.