Signing a Digital IGI Contract
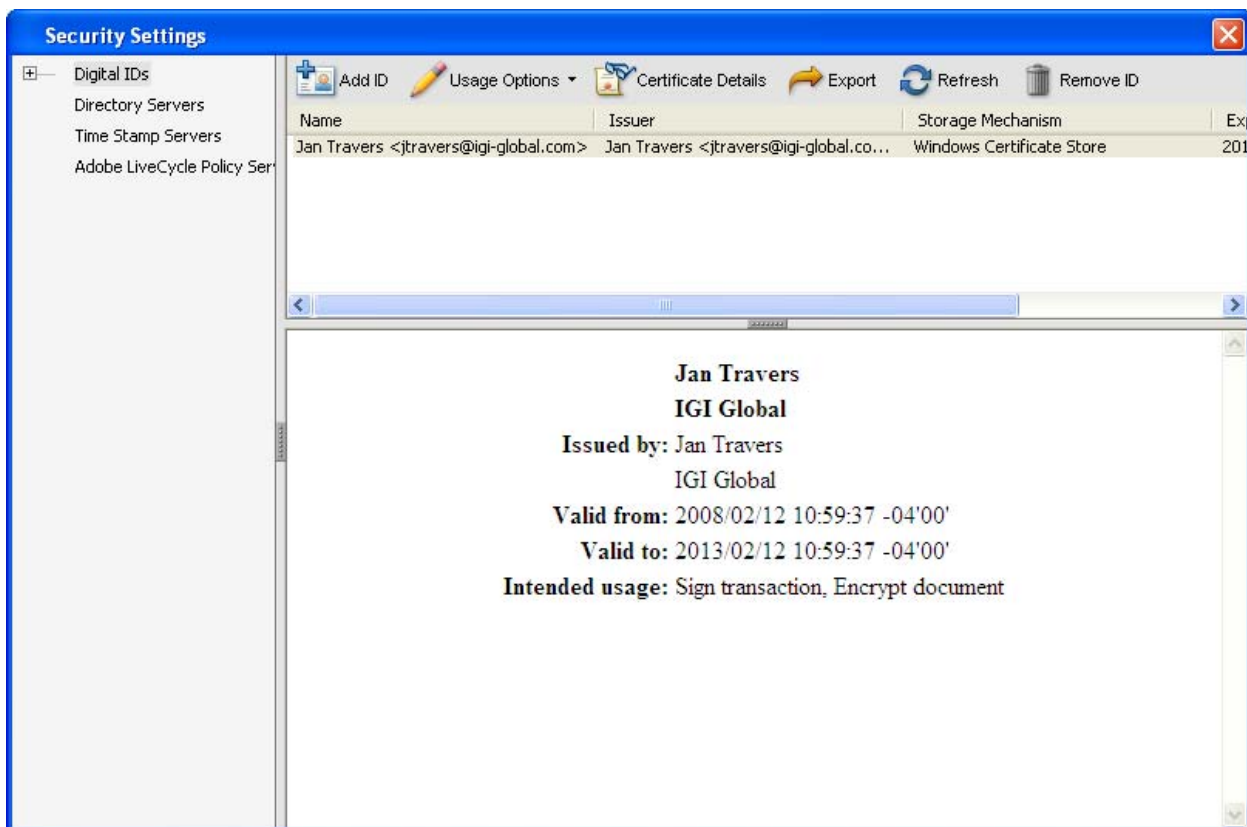
Adobe Reader is available for free from the Adobe.com website. It is recommended that your download the most current version to activate all features.

To sign a document, you must obtain a digital ID or create a self-signed digital ID in Acrobat. The digital ID contains a private key that is used to add the digital signature, and a certificate that you share with those who need to validate your signature. When you apply a digital signature, Acrobat uses a hashing algorithm to generate a message digest, which it encrypts using your private key. Acrobat embeds the encrypted message digest in the PDF, along with details from your certificate, a visual representation of your signature, and a version of the document at the time it was signed.
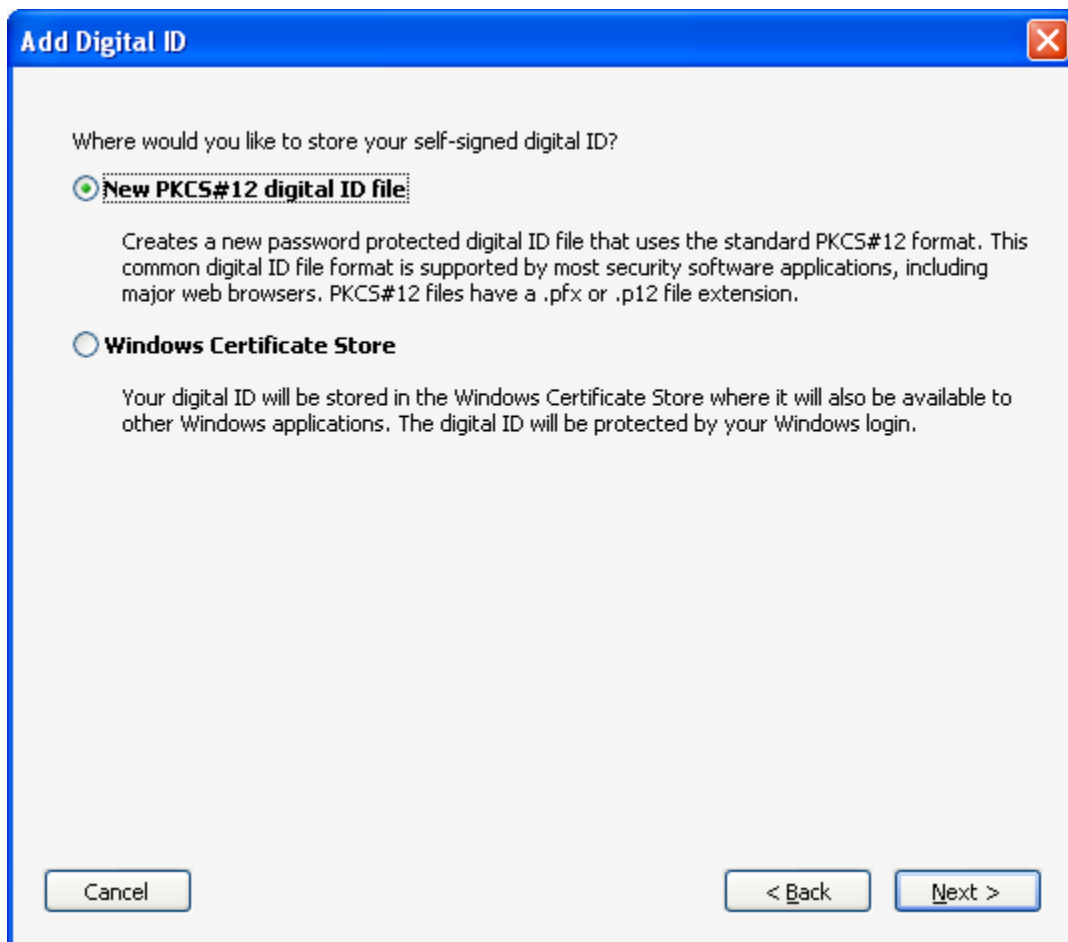
Choose Advanced > Security Settings.

Select Digital IDs on the left.

Click the Add ID button from the menu strip at the top of the screen on the right side.

Select the option: Create A Self-signed Digital ID For Use With Acrobat.

Add Digital ID

Where would you like to store your self-signed digital ID?

⦿ **New 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 major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

◯ **Windows 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.

Cancel   < Back   Next >

Then follow the prompts to register the ID.

Create Self-Signed Digital ID

The following options are used to generate a Digital ID and an accompanying Certificate.

Digital ID Details

Name (e.g. John Smith): Jan Travers

Organizational Unit: Vice President, Editorial

Organization Name: IGI Global

Email Address: jtravers@igi-global.com

Country/Region: US - UNITED STATES

☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use Digital ID for: Digital Signatures and Data Encryption

Windows Certificate Security

☑ Add as a "Windows Trusted Root" Digital ID

If this option is chosen, the Digital ID will be available for use by non-Acrobat applications.

Access to this Digital ID will be protected by your Windows login

[Create]   [Cancel]

Security Warning

⚠ You are about to install a certificate from a certification authority (CA) claiming to represent:

Jan Travers

Windows cannot validate that the certificate is actually from "Jan Travers". You should confirm its origin by contacting "Jan Travers". The following number will assist you in this process:

Thumbprint (sha1): 1E0B81C5 FF2A7702 25C7AF2C 31B1D6F5 3B77CFDC

Warning:
If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.

Do you want to install this certificate?

[Yes]   [No]

Data Exchange File - Digital ID Selection

Please select a Digital ID to use to sign this document.

My Digital IDs

Name	Issuer	Expires	Default
Jan Travers	Jan Travers	2013.02.12 14:5...	

Add Digital ID

Digital ID Selection Persistence

◉ Ask me which Digital ID to use next time
○ Use this Digital ID until I close the application
○ Always use this Digital ID

Help   OK   Cancel

Once you have created your digital ID, you are ready to use this ID to sign documents. To use adhere your digital ID, open the PDF file of the IGI contract and click on the pen-like icon at the top menu (if your menu bar is not showing, go to the Advanced menu, select Sign and Certify/Place Signature.)

Apply Signature to Document

To complete the signing process you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the orginal, it is recommended that you create a new signed copy of the document using 'Sign and Save As'.

Signature Details

Signing as Jan Travers.

View Digital ID...

Reason for Signing Document: (select or edit)

<none>

Show Options >>

Help   Sign and Save As...   Sign and Save   Cancel

Apply Signature to Document

To complete the signing process you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the orginal, it is recommended that you create a new signed copy of the document using 'Sign and Save As'.

Signature Details

Signing as Jan Travers.   [View Digital ID...]

Reason for Signing Document: (select or edit)

<none>
<none>
I am the author of this document
I have reviewed this document
I am approving this document
I attest to the accuracy and integrity of this document
I agree to the terms defined by the placement of my signature on this document
I agree to 'specified' portions of this document

After you sign the IGI contract, your page should look like this. Be sure to save the completed contract before sending to your co-editor/author or returning to IGI for their digital signature.

Upon receipt at IGI, the contract will be signed by an officer of IGI and a finalized copy will be sent to you for your files. Contracts signed by digital signatures are considered by IGI to carry the same expectations, legal responsibility and therefore are legally binding in the same nature as if the contract were signed in a traditional pen and ink manner.