REASSOCIATING PDF SEAL TO ADOBE READER

Versions

Adobe Reader 9 Adobe Reader 10 Adobe Reader 11 Adobe Reader DC

Reassociating PDF Seal in Adobe Reader 9

1. Open Adobe Reader 9. Go to the **Document** pull down and select **Security Settings**.

📕 Adobe Reader		
File Edit View	Document Tools Window Help	
	// <u>S</u> ign	•
	🔒 Se <u>c</u> urity	•
	S <u>e</u> curity Settings	
	Manage Trusted Identities	
	Change Accessibility <u>R</u> eading Options	Shift+Ctrl+5
	Accessibility <u>Q</u> uick Check	Shift+Ctrl+6
	Accessibility Setup Assistant	

2. In the Security Settings box, select the **Digital ID Files** option and then click **Attach File** to attach your existing personal information exchange (PFX) file.

Security Settings								×
⊡— Digital IDs	Attach File	Detach File	Change Password	I	Login	Logout	2 Refresh	
Roaming ID Accounts Digital ID Files Windows Digital IDs PKCS#11 Modules an Directory Servers Time Stamp Servers	Name		Folder				Status	
	Manage This is a lis available. I digital IDs	My Digit st of the digi Digital ID file	tal ID Files ital ID files on th es are password-p	is com	puter fr ted files	om which that cont	n digital IDs are ain one or more	4 III 4

3. In the Locate Digital ID File dialog box, you will need to browse for your PFX file. Typically, the PFX file should be on your C: drive under the Digital ID folder. Click **Open** once you have the PFX file located.

Locate Digital I	D File				X
Look in:	🐌 Digital Id		- G 🗊 🛤 🖽		
(Pa)	Name	*	Date modified	Type	
Recent Diaces	schwac_20	1080314_v8.pfx	3/14/2008 1:46 PM	1 Personal I	
Necenic Flaces					
-					
Desktop					
Libraries					
					Type: Personal Information Exchange
					File Size: 2 KB Modified: 3/14/2008 12:46 PM
COHA68961					
Network	•	III.s			
	File name:	schwac_20080314_v8.p	ofx 🔹	Open	
	Files of type:	Digital ID Files (*.p12,*.pt	fx) 🔻	Cancel	

4. Enter your Password and click **OK**. You now have your PFX file reassociated to Adobe Reader 9 for sealing the contract plan PDF files.

hwac_20080314_	v8.ptx	ľ
Enter a password	l to open the digital ID	file.
assword:		
	OK	Cancel

5. Now within Adobe Reader 9, we need to combine your Seal and Digital ID so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



6. Select the Category of **Security**. Then click the **New...** option.

)ocuments	Digital Signatures	
Full Screen	Verify signatures when the document is opened	Advanced Preferences
General	View documents in preview document mode when signing	
Page Display		
	Appearance	
D & Multimedia		New
ccessibility		
orms		Edit
dentity		
nternational		Duplicate
avaScript		Delata
Measuring (2D)		Delete
Measuring (3D)		
Measuring (Geo)		
-	Security Settings	
Multimedia (legacy)	Security Securitys	
Multimedia (legacy) Multimedia Trust (legacy)	Load security settings from a server	
Multimedia (legacy) Multimedia Trust (legacy) Reading	Coad security settings from a server Server Settings	
Multimedia (legacy) Multimedia Trust (legacy) Reading Search	Security settings from a server Server Settings URL:	
Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security	Coad security settings from a server Server Settings URL:	
Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security Security (Enhanced) Seelling	Server Settings URL: Settings must be signed by: Allow Any Certificate	
Aultimedia (legacy) Aultimedia Trust (legacy) Reading Gearch Gecurity Gecurity (Enhanced) Gipelling Tracker	Settings must be signed by: Allow Any Certificate	· · · · · · · · · · · · · · · · · · ·
Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security Security (Enhanced) Spelling Iracker Frust Manager	Settings must be signed by: Allow Any Certificate Check every: Week @ Month	▼ Update Now
Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security Security (Enhanced) Spelling Fracker Frust Manager Juits	Settings must be signed by: Allow Any Certificate Check every: Week Month	Update Now
Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security Security (Enhanced) ipelling Iracker Irust Manager Jnits	Image: Construction of the second security settings Server Settings URL: Settings must be signed by: Allow Any Certificate Check every: Week @ Month 2 Weeks 3 Months	▼ Update Now : installing

7. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File...** button.

Configure Signature Appearance	X
The Christian Characteria	_
Title: Christian Schwandtner	
Preview	
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2009.12.29 13:29:52 -06'00'	
Configure Graphic	
Show: O No graphic Import Graphic from:	
 Imported graphic Name 	
Configure Text	
Show: Vame Vacation Visinguished name Vago Vate Reason Vabels	
Text Properties	
Text Direction:	
OK Cancel	

8. Browse to the folder where you have the PDF file of your seal (C:\Digital ID). Then click the **Select** button.

📕 Open					×
Look in:	🔰 Digital ID		- 3 🕸 📂 🖽 -		
æ	Name	~	Date modified	Туре	DE MIN
Recent Places Desktop Libraries COHA83047	Schwandt	ner-Christian.pdf	12/29/2009 10:37	Adobe Ac	Type: Adobe Acrobat Document Field KB Modified: 12/29/2009 10:37 AM
Network	•	III		÷.	
IVELWOIK	File name:	Schwandtner-Christian.pdf	-	Select	
	Files of type:	Acrobat PDF Files (*.pdf)		Cancel	

9. Now you will see your seal in the dialog below. Make sure the seal looks correct and then click the **OK** button.

Select Picture
File: /C/Digital ID/Schwandtner-Christ Browse
Sample
HRST MI LAST NUMBER PE-0000000000 FSS/0 NAL HIS SHEET HAS BEEN SIGNED, SEALED AND DATED ELECTRONICALLY.
1 out of 1 images
OK Cancel

10. Now you will need to modify the Configure Text and make sure **all** options are **unchecked**. Then click the **OK** button.

Configure Signature Appearance	x
Title: Christian Schwandtner	_
Preview	
And the second s	
Configure Graphic	
Show: 💿 No graphic Import Graphic from:	
 Imported graphic Name 	
Configure Text	Ī
Show: Name Location Distinguished name Logo Date Reason Labels	
Text Properties	
Text Direction: Auto Left to right Right to left	
Digits: 0123456789	
OK Cancel	

11. Now you have created the signature block to be used with your Digital ID. Click the **OK** button.

You have now completed the steps for reassociating your PFX and PDF files for sealing PDF contract plan files.

Preferences	
Categories:	
	Digital Signatures
Documents	Verify signatures when the document is opened
Full Screen	
General	View documents in preview document mode when signing
Page Display	Annestance
	Appendice Christics Schwardtree
3D & Multimedia	Christian Schwandther New
Accessibility	
Forms	Edit
Identity	
International	Duplicate
Internet	
JavaScript	Delete
Measuring (2D)	
Measuring (3D)	
Measuring (Geo)	Council a California
Multimedia (legacy)	Security settings
Multimedia Trust (legacy)	Load security settings from a server
Reading	Server Settings
Search	URI:
Security	
Security (Enhanced)	Settings must be signed by: Allow Any Certificate
Spelling	
Tracker	Check every: O Week O Month Update Now
Trust Manager	
Units	2 Weeks 3 Months Ask before installing
	OK Cancel

12. Once you start sealing PDF files again, you may need to watch and make sure you change your appearance from **Standard Text** to **your name** that you typed in for your appearance. This will insure the correct image to be place in the seal area of the PDF file. You will also need to input your password in for the document you are signing.

Sign Document	-
Sign As: Christian Schwandtner < christian.schwandtne 👻 👔	1
Password:	
Certificate Issuer: Christian Schwandtner Info	
Appearance: Christian Schwanc	
Lock Document After Signing	
Sign Cancel	ale voets

Reassociating PDF Seal in Adobe Reader 10

If Adobe Reader 10 has been installed on your machine, you will need to do the following steps to associate the digital id file (.pfx) for sealing PDF files and also create a new appearance so your seal looks correctly in the title block area.

As you would normally do, left click inside the area for sealing the PDF files.

	197 KOK		DATED.
500	"THIS MED NOT BE CO	IA SHOULD	AND
	A CER Docum	FJFIED ENT."	SEALED
			CALLY
	DATE PR	REPARED	IN
	4/5/	2011	R
	ROUTE	STATE	U.

In the "Add Digital ID" dialog box, select the options as shown in the image below and then select Next.

Add Digital ID	
Add Digital ID Iwant to sign this document using: My existing digital ID from: A file A roaming digital ID accessed via a server A device connected to this computer A new digital ID I want to create now	
Cancel < Back Next >]

Browse for your .pfx file, which is located under the **Digital ID** folder. The Digital ID folder should be located under your **C: drive** somewhere.

Put in your password and then select **Next**.

Add Digital ID	×
Browse for a digital ID file. Digital ID files are password protected and require you order to be opened.	ur password in
File Name:	
C:\Users\greenc4\Digital ID\schwac_20100331_v9.pfx	Browse
Password:	
Cancel < Back	Next >

Click on **Finish** to add the Digital ID for sealing the PDF files.

Add	Digital ID		
	The following digital IDs will encryption:	be added to your list of digital	IDs that you can use for signing or
	Name	Issuer	Expires
	Chrisitian Schwandtner	Chrisitian Schwandtner	2015.03.31 13:17:59 Z
	Cancel		< Back Finish

Now you will need to recreate your appearance for Adobe Reader 10 so the seal looks correct in the title block area. In order to do this, select the pull down in the Appearance area and select **Create New Appearance...**

Sign Document
Sign As: Chrisitian Schwandtner < christian.schwandtn 👻 📀
Password:
Certificate Issuer: Chrisitian Schwandtner Info
Appearance: Standard Text
Chrisitian Schwandtner Schwandtner Schwandtner DN: cn=Chrisitian Schwandtner, o=MoDOT, ou=CO - Design, email=christian.schwandtner@mod ot.mo.gov, c=US Date: 2011.04.05 10:58:07 -05'00'
Lock Document After Signing
Sign Cancel

In the "Configure Signature Appearance" dialog box, fill out the **Title** as it appears on your seal.

Uncheck all the options in the Configure Text area in the dialog box.

Configure Signature Appearance	x
Title: Christian Schwandtner	
Preview	
Digitally signed by your common name here	
Configure Graphic	
Show: O No graphic Import Graphic from:	
Imported graphic File	
© Name	
Configure Text	
Show: Name Location Distinguished name Logo	
Date Reason Labels	
Text Properties	
Text Direction: (a) Auto (b) Left to right (c) Right to left	
Digits: 0123456789 💌	
OK Cancel	

Now in the Configure Graphic area, toggle on **Imported graphic** and then the **File** icon.

In the "Select Picture" dialog box, select Browse and navigate to the Digital ID folder

(C:\Users\userid\Digital ID). Select your digital id pdf file.

Once all the information is completed, click **OK** in the *"Select Picture"* dialog box first and then **OK** in the *"Configure Signature Appearance"* dialog box.

Configure Signature Appearance			A CERTIFIED DOCUMENT+"
Title: Christian Schwandtner			
Preview		Select Picture	×
	Digitally signed by your common name here	File: //C/Users/greenc4/Digital ID/Scl	hv Browse
Configure Graphic Show: O No graphic O Imported graphic Vame	Import Graphic from: File	RRST M LAST NUMBER PE-00000000	
Configure Text Show: Name Loca Date Rear	ation 📄 Distinguished name 📄 Logo son 📄 Labels	30 SIGNAL SIGNAL	BEEN DATED Y.
Text Properties Text Direction: Auto Digits: 0123456789	○ Left to right ○ Right to left		1 out of 1 images
	OK Can		

Finally, type in your Password and make sure the Appearance is set to "your" appearance that you just create.

Click Sign.

Sign Document
Sign As: Chrisitian Schwandtner < christian.schwandtn 👻 📀
Password: *****
Certificate Issuer: Chrisitian Schwandtner Info
Appearance: Christian Schwant 🔻
Control of Magoon Relief Relie
Lock Document After Signing
Sign Cancel

Click on **Save** when the "Save As" dialog box opens.

🔁 Save As					—
Save in:	퉬 d0170834	•	G 🤌 🖻 🛄 -		
Ca.	Name	*	Date modified	Туре	Size
Recent Places	2006_PP_J5P02	243_i100.pdf	4/5/2011 9:33 AM	Adobe Acrobat D	640 KB
Desktop					
Libraries					
COHA83049					
Network					
	File name:	006_PP_J5P0243_i100.pdf		-	Save
	Save as type:	Adobe PDF Files (*.pdf)		-	Cancel

Select **Yes** when the *"Confirm Save As"* dialog box opens.



The PDF should now be sealed with your digital id.



Re-associating PDF Seal in Adobe Reader 11

If Adobe Reader 11 has been installed on your machine, you will need to do the following steps to associate the digital id file (.pfx) for sealing PDF files and also create a new appearance so your seal looks correctly in the title block area.

As you would normally do, left click inside the area for sealing the PDF files.

		DATED.
500	"THIS MEDIA SHOULD NOT BE CONSIDERED	AND
	A CERTIFIED Document."	SEALED
		CALLY
	DATE PREPARED	IN
	4/5/2011	R
	ROUTE STATE	Ċ,

In the "Add Digital ID" dialog box, select the options as shown in the image below and then select **Next**.

Add Digital ID		—
I want to sign this document using: My existing digital ID from: A file A roaming digital ID accessed via a server A device connected to this computer A new digital ID I want to create now		
Cancel	< Back	Next >

Browse for your .pfx file, which is located under the **Digital ID** folder. The Digital ID folder should be located under your C:\Users\userid\Digital ID or C:\Digital ID.

Put in your password and then select **Next**.

Add Digital ID	x
Browse for a digital ID file. Digital ID files are password protected and require you order to be opened.	ur password in
File Name: C:\Users\schwac\Digital Id\schwac_20130401_v10.pfx	Browse
Password:	
Cancel	Back Next >

Click on **Finish** to add the Digital ID for sealing the PDF files.

Add Digital ID		-
The following digital IDs will encryption:	be added to your list of digital	IDs that you can use for signing or
Name	Issuer	Expires
Chrisitian Schwandtner	Chrisitian Schwandtner	2015.03.31 13:17:59 Z
Cancel		< Back Finish

Now you will need to recreate your appearance for Adobe Reader 11 so the seal looks correct in the title block area.

In order to do this, select the pull down in the Appearance area and select Create New Appearance....

Sign Document	
Sign As: Chrisitian Schwan	dtner < christian.schwandtn 🗸 👔
Password:	
Certificate Issuer: Chrisitian S	chwandtner Info
4	Appearance: Standard Text
Chrisitian	Digitally signed Create New Appearance Schwandtner DN: cn=Christian Schwandtner,
Schwandtne	email=christian.schwandtner@mod ot.mo.gov, c=US Date: 2011.04.05 10:58:07 -05'00'
	F.
Lock Document After Sign	ing 🕢 🖉
	Sign Cancel

In the "Configure Signature Appearance" dialog box, fill out the **Title** as it appears on your seal.

Uncheck all the options in the Configure Text area in the dialog box.

Configure Signature Appearance	x
Title: Christian Schwandtner	
Preview	
Digitally signed by your common name here	
Configure Graphic	
Show: O No graphic Import Graphic from:	
Imported graphic File	
© Name	
Configure Text	
Show: Name Location Distinguished name Logo	
Date Reason Labels	
Text Properties	
Text Direction: (a) Auto (b) Left to right (c) Right to left	
Digits: 0123456789 💌	
OK Cancel	

Now in the Configure Graphic area, toggle on **Imported graphic** and then the **File** icon.

In the "Select Picture" dialog box, select Browse and navigate to the Digital ID folder

(C:\Users\userid\Digital ID or C:\Digital ID). Select your digital id pdf file.

Once all the information is completed, click **OK** in the *"Select Picture"* dialog box first and then **OK** in the *"Configure Signature Appearance"* dialog box.

Configure Signature Appearance		E	A CERTIFIED DOCUMENT."
Title: Christian Schwandtner			
Preview		Select Picture	
	Digitally signed by your common name here	File: /C/User	s/greenc4/Digital ID/Schv Browse
Configure Graphic Show: No graphic Imported graphic Name	Import Graphic from: File		RRST MI LAST NUMBER PE-000000000
Configure Text Show: Name Locat	ion 🔲 Distinguished name 📄 Logi on 📄 Labels		THIS SHEET HAS BEEN SIGNED, SEALED AND DATED ELECTRONICALLY.
Text Properties Text Direction: Auto Digits: 0123456789	◎ Left to right ◎ Right to left		1 out of 1 images
	OK Can		

Finally, type in your Password and make sure the Appearance is set to "your" appearance that you just create.

Click Sign.

Sign Document
Sign As: Chrisitian Schwandtner < christian.schwandtn 👻 📀
Password: *****
Certificate Issuer: Chrisitian Schwandtner Info
Appearance: Christian Schwant 🔻
Control of Magoon Relief Relie
Lock Document After Signing
Sign Cancel

Click on **Save** when the "Save As" dialog box opens.

🔁 Save As					—
Save in:	퉬 d0170834	•	G 🤌 🖻 🛄 -		
Ca.	Name	*	Date modified	Туре	Size
Recent Places	2006_PP_J5P02	243_i100.pdf	4/5/2011 9:33 AM	Adobe Acrobat D	640 KB
Desktop					
Libraries					
COHA83049					
Network					
	File name:	006_PP_J5P0243_i100.pdf		-	Save
	Save as type:	Adobe PDF Files (*.pdf)		-	Cancel

Select **Yes** when the *"Confirm Save As"* dialog box opens.



The PDF should now be sealed with your digital id.



Make sure you check in your file.

Re-associating PDF Seal in Adobe Reader DC

If Adobe Reader DC has been installed on your machine, you will need to do the following steps to associate the digital id file (.pfx) for sealing PDF files and also create a new appearance so your seal looks correctly in the title block area.

As you would normally do, left click inside the area for sealing the PDF files.

		DATED.
500	"THIS MEDIA SHOULD NOT BE CONSIDERED	AND
	A CERTIFIED Document."	SEALED
		CALLY
	DATE PREPARED	IN
	4/5/2011	RC
	ROUTE STATE	U U

In the "Add Digital ID" dialog box, select the options as shown in the image below and then select Next.

Add Digital ID	×
Iwant to sign this document using: (a) My existing digital ID from: (b) A file (c) A roaming digital ID accessed via a server (c) A device connected to this computer (c) A new digital ID I want to create now	
Cancel < Back Next >	כ

Browse for your .pfx file, which is located under the **Digital ID** folder. The Digital ID folder should be located under your C:\Users\userid\Digital ID or C:\Digital ID.

Put in your password and then select **Next**.

Add Digital ID	x
Browse for a digital ID file. Digital ID files are password protected and require you order to be opened.	ır password in
File Name:	
C:\Users\scnwac\Digital1d\scnwac_20130401_V10.ptx	Browse
Password:	

Cancel	Back Next >

Click on **Finish** to add the Digital ID for sealing the PDF files.

dd Digital ID		
The following digital IDs will encryption:	be added to your list of digital	IDs that you can use for signing or
Name	Issuer	Expires
Chrisitian Schwandtner	Chrisitian Schwandtner	2015.03.31 13:17:59 Z
Cancel		< Back Finish

Now you will need to recreate your appearance for Adobe Reader DC so the seal looks correct in the title block area.

In order to do this, select the pull down in the Appearance area and select Create New Appearance....

Sign Document
Sign As: Christian Schwandtner (Christian Schwandtr
Issued by: Christian Schwandtner More Details
Appearance: Standard Text
Christian Christian
Schwandtner Date: 2016.09.07
07:55:18 -05'00'
Lock Document After Signing
Click Review to see if document content Review
Enter certificate password and click the 'Sign' button
Help Sign Cancel

In the "Configure Signature Appearance" dialog box, fill out the **Title** as it appears on your seal.

Uncheck all the options in the Configure Text area in the dialog box.

Configure Signature Appearance	×
Title: Christian Schwandtner	
Preview	
Digitally signed by your common name here	
Configure Graphic	
Show: No graphic Import Graphic from: Imported graphic File Name	
Configure Text	5
Show: Name Location Distinguished name Logo	
Text Properties	
Text Direction: Auto CLeft to right Right to left Digits: 0123456789	
OK Cancel	

Now in the Configure Graphic area, toggle on Imported graphic and then the File icon.

In the "Select Picture" dialog box, select Browse and navigate to the Digital ID folder

A CERTIFIED DOCUMENT." Configure Signature Appearance 23 Title: Christian Schwandtner Preview Select Picture × Digitally signed File: /C/Users/greenc4/Digital ID/Schv Browse. by your common Sample name here A STATERY AND A TE OF MISS SATE OF MISSO WWWWWWW **Configure Graphic** Show: Import Graphic from: LAST Imported graphic NUMBER File. -0000000000 に素語で ONAL Configure Text THIS SHEET HAS BEEN SNED, SEALED AND DATED ELECTRONICALLY. Show: Name Location Distinguished name Logo Date Reason Labels Text Properties 1 out of 1 images Text Direction: () Auto C Left to right Right to left OK Cancel Digits: 0123456789 -FIN OK Cancel SW RELL

(C:\Users\userid\Digital ID or C:\Digital ID). Select your digital id pdf file.

Once all the information is completed, click **OK** in the *"Select Picture"* dialog box first and then **OK** in the *"Configure Signature Appearance"* dialog box.

Finally, type in your Password and make sure the Appearance is set to "your" appearance that you just create. Click **Sign**.

Sign Document
Sign As: Christian Schwandtner (Christian Schwandtr 🔻
Issued by: Christian Schwandtner More Details
Appearance: Christian Schwand
THE SPEED AND DATED BANEL SPACE AND DATED
Lock Document After Signing
Click Review to see if document content may affect signing
Enter certificate password and click the 'Sign' button
Help Sign Cancel

Click on **Save** when the "Save As" dialog box opens.

🔁 Save As					
Save in:	퉬 d0170834	•	G 🤌 📂 🛄 -		
(Ea)	Name	*	Date modified	Туре	Size
Recent Places	15P0; 006_PP_J5P0;	243_i100.pdf	4/5/2011 9:33 AM	Adobe Acrobat D	640 KB
Desktop					
Libraries					
COHA83049					
Network	File name:	006 PP J5P0243 (100 pdf		-	Save
	Save as type:	Adobe PDF Files (* odf)			Cancel
	care as type.				

Select **Yes** when the *"Confirm Save As"* dialog box opens.



The PDF should now be sealed with your digital id.



Make sure you check in your file.