

How to use a Digitally-Signed Document

1. If you do not have Adobe Reader, then it needs to be installed in order to use the digital signature capability. A free version is available at the following link. Just scroll to bottom, select 'Free Download', and follow the prompts. You may be asked to reboot your system so make sure you have everything saved prior to doing this.

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

2. Open the Copyright Grant Form in Adobe Reader.
3. Complete the Paper Title, Author and Copyright Owner section.

Work (Paper Title): _____

Author(s): _____

Copyright Owner(s): _____

4. Complete Author signatory page. Author's name, company and title must be typed in. There will be a section for each author to enter their information.

Author(s)—ALL AUTHORS MUST SIGN (include additional pages if necessary)

Name of Author #1 (please type or print)

Company Name

Signature

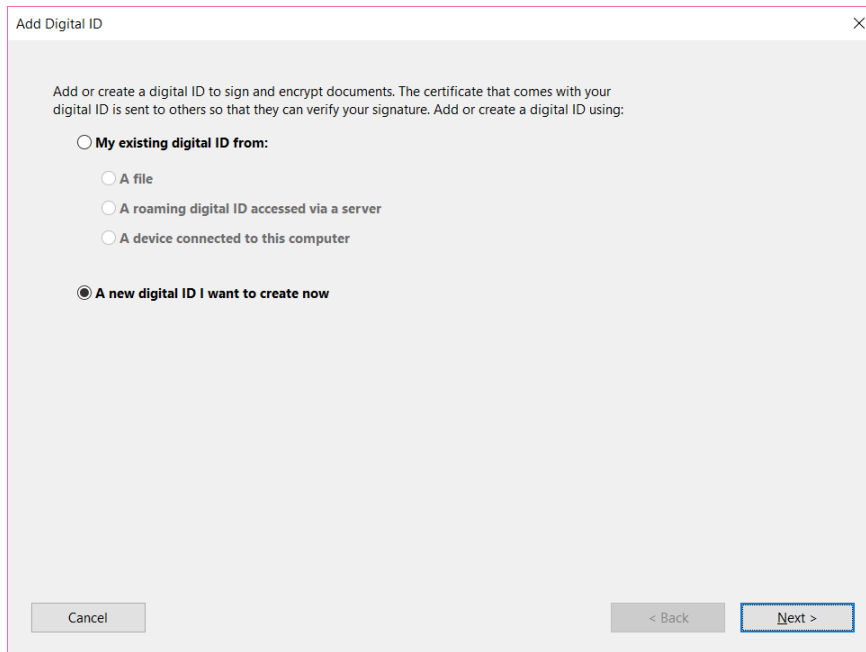
Title

Date

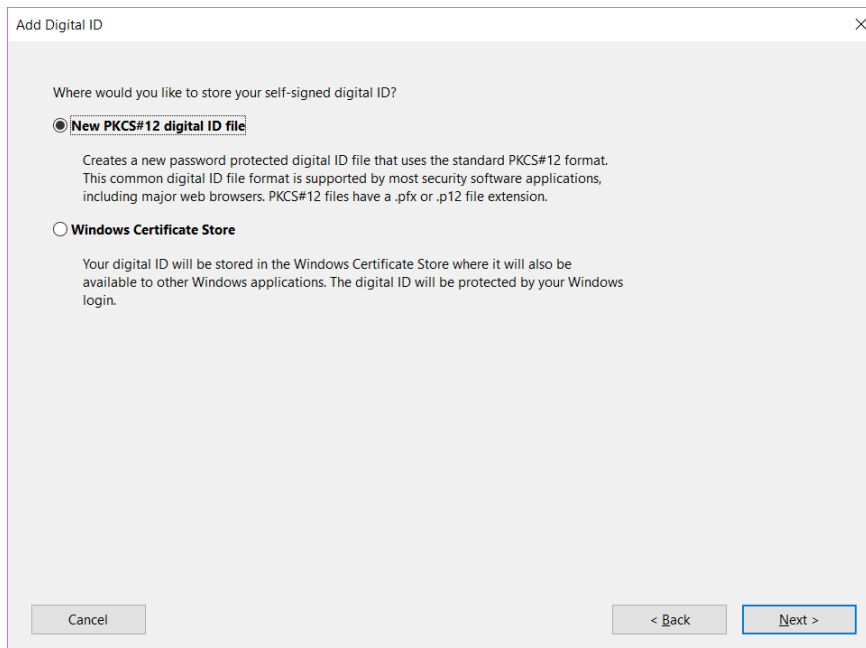
5. Click on the red arrow above the Signature line. If you have already have a digital ID, then you can select the digital ID and enter your password (skip to step 7). If you do not have a digital ID, then the following steps need to be done in order to create one (Step 6).

6. Create a digital ID:

a. Select new digital ID and click Next



b. New PKCS#12 digital ID file and click Next



- c. Type in at a minimum your name and email address. If paper is written within a company and/or organization unit within the company, then those should also be completed. Click Next

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- d. Create a password associated with the digital ID (make it something easy to remember because this will not be retrievable) and click Next. Note if you forget your password you have to complete the process again.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: Browse...

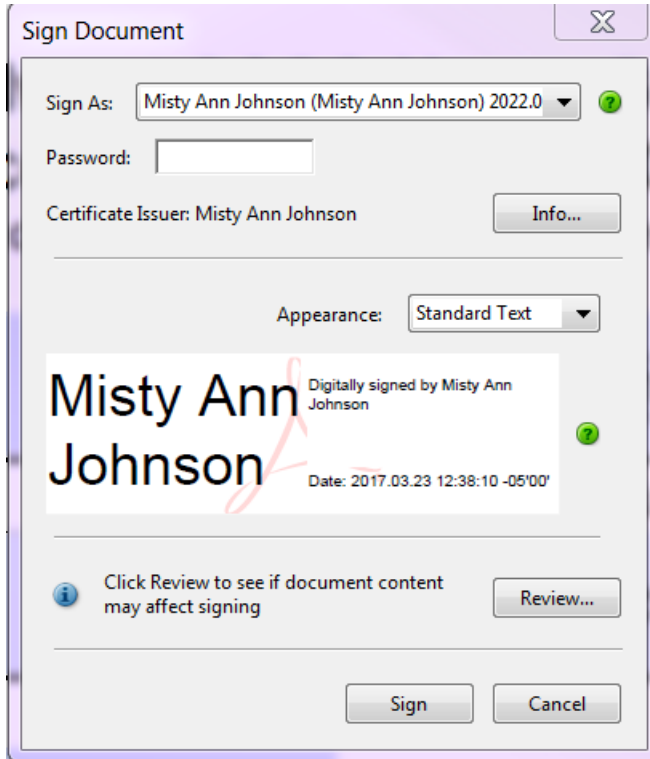
Password:

Not Rated

Confirm Password:

Cancel < Back Finish

7. Sign the document by selecting the appropriate digital ID and entering the password. Click Sign.



8. After clicking Sign, you will be prompted to save the signed form. Browse to location of where you would like to save the form and save the form with the appropriate naming convention.

