

REASSOCIATING PDF SEAL TO ADOBE READER

Versions

[Adobe Reader 9](#)

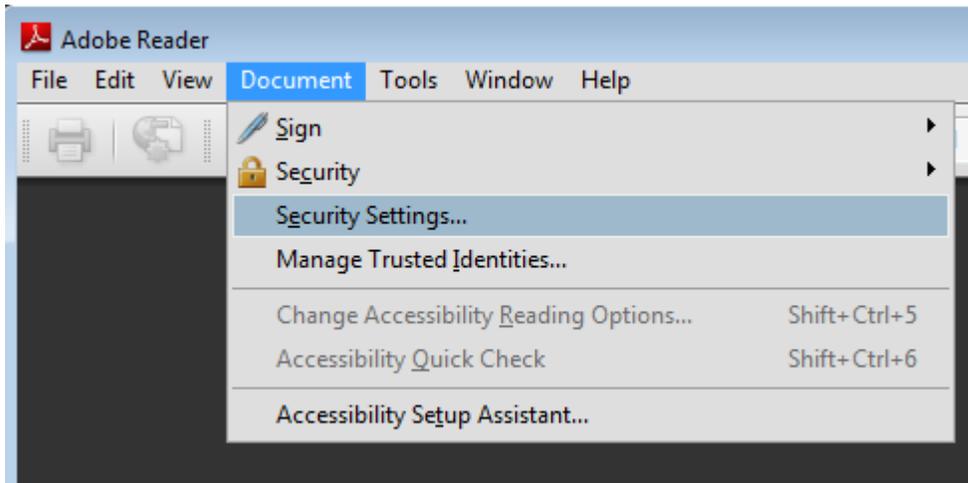
[Adobe Reader 10](#)

[Adobe Reader 11](#)

[Adobe Reader DC](#)

Reassociating PDF Seal in Adobe Reader 9

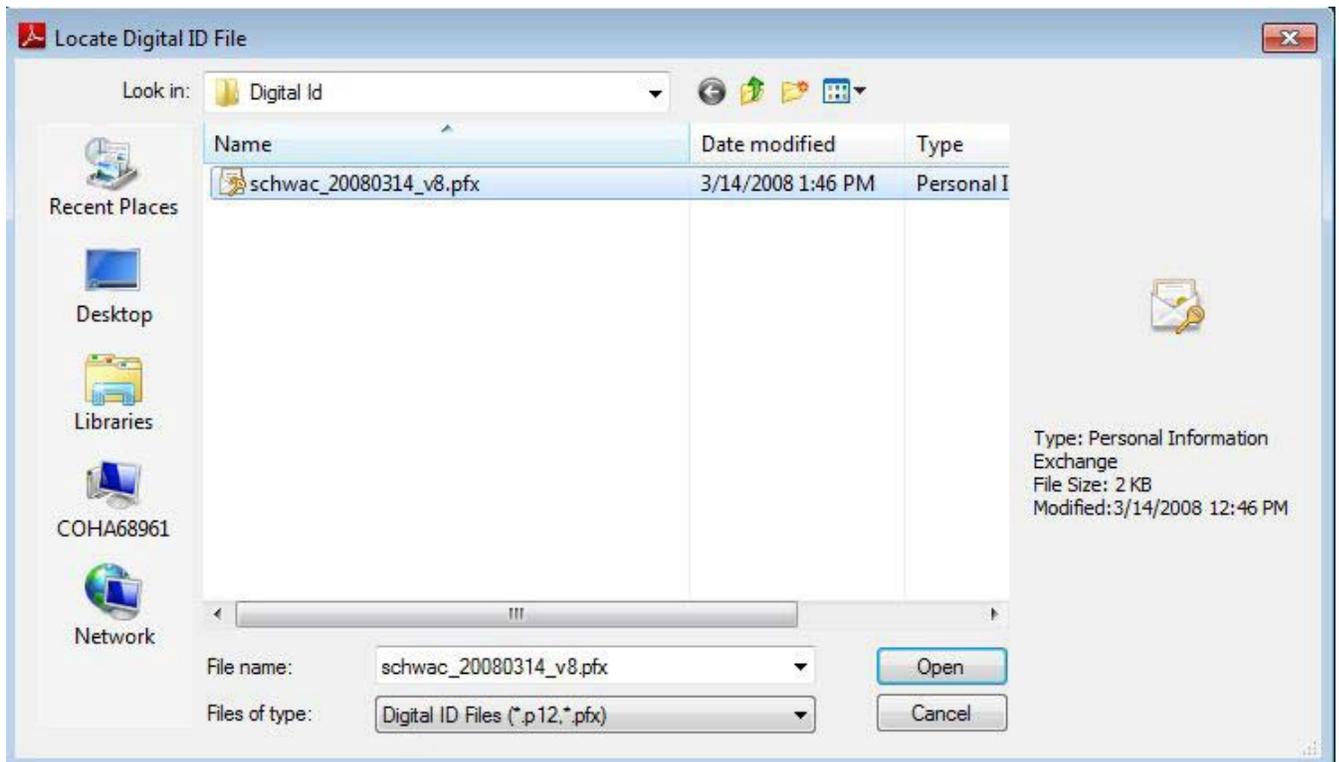
1. Open Adobe Reader 9. Go to the **Document** pull down and select **Security Settings**.



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.



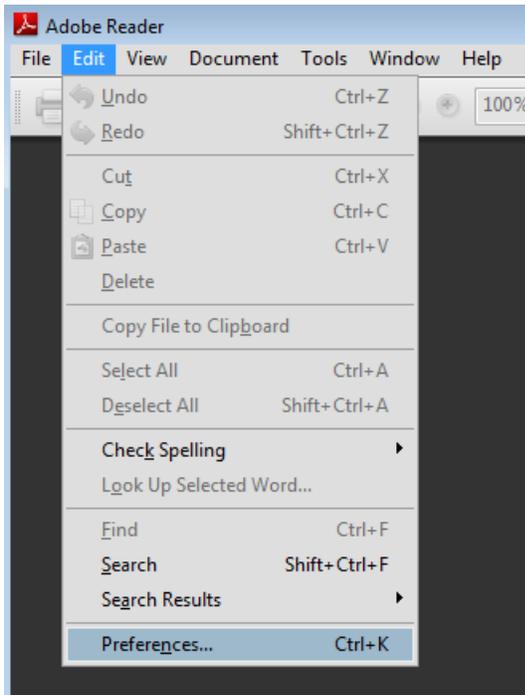
3. In the Locate Digital ID File dialog box, you will need to browse for your PFX file. Typically, the PFX file should be on your C: drive under the Digital ID folder. Click **Open** once you have the PFX file located.



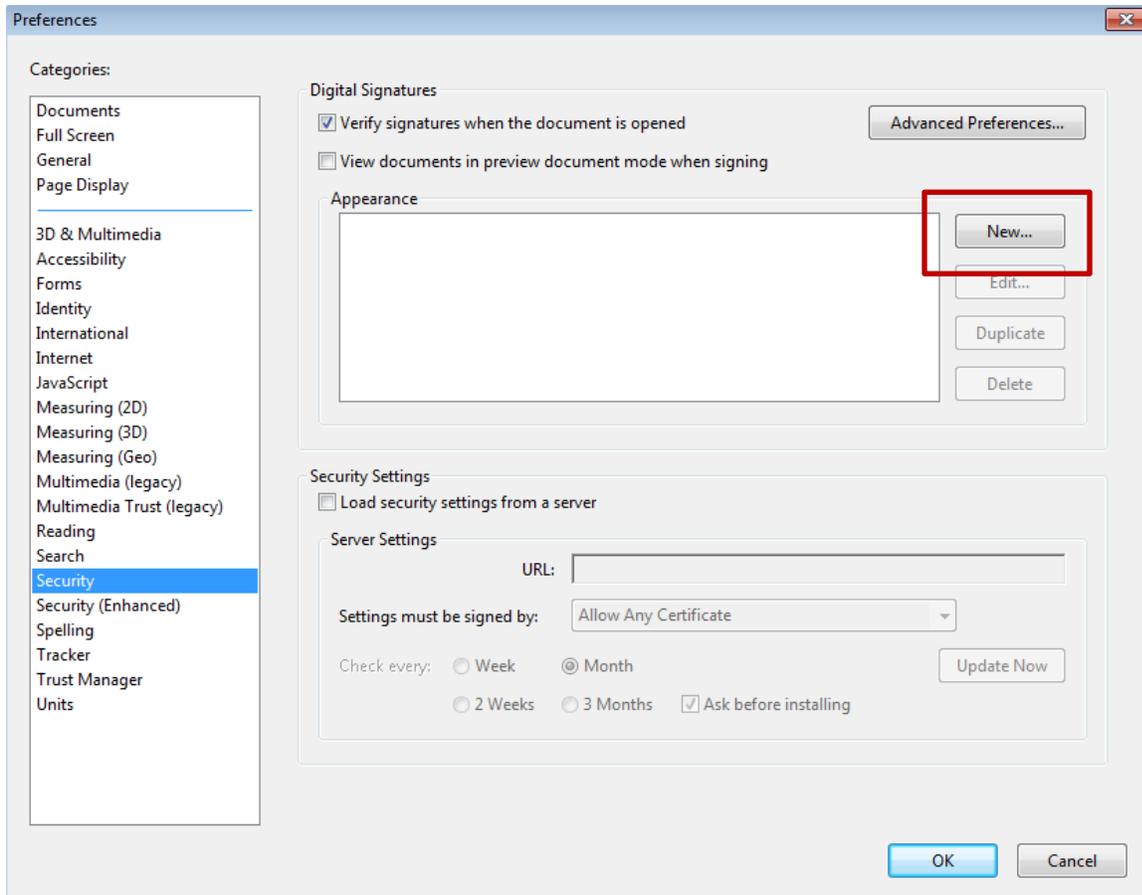
4. Enter your Password and click **OK**. You now have your PFX file reassociated to Adobe Reader 9 for sealing the contract plan PDF files.



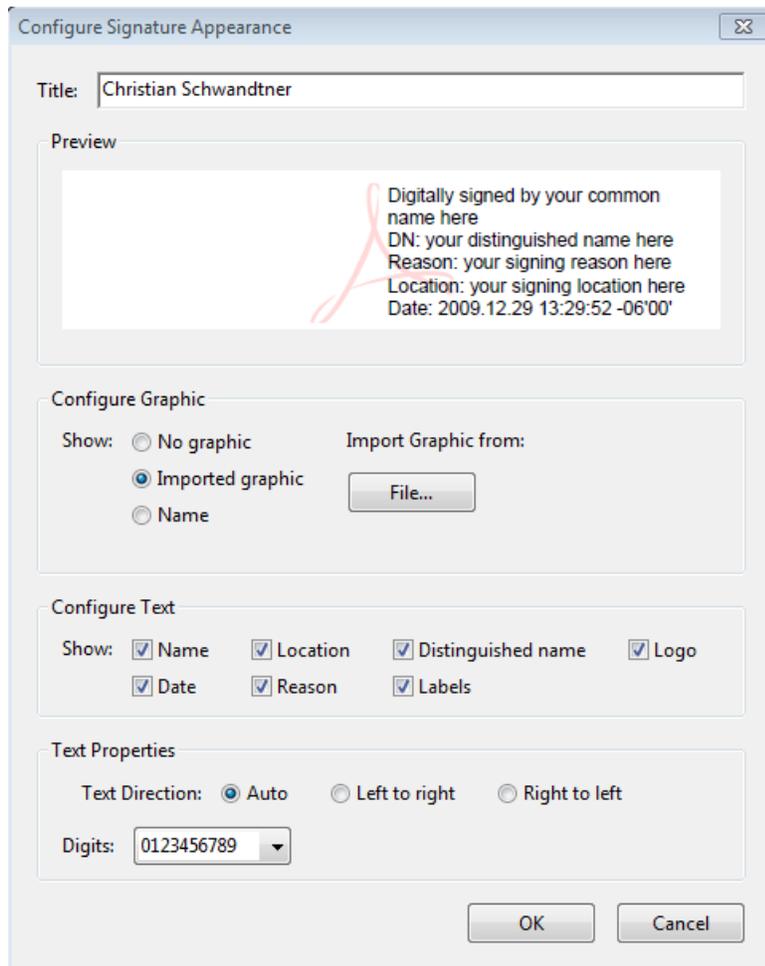
5. Now within Adobe Reader 9, we need to combine your Seal and Digital ID so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



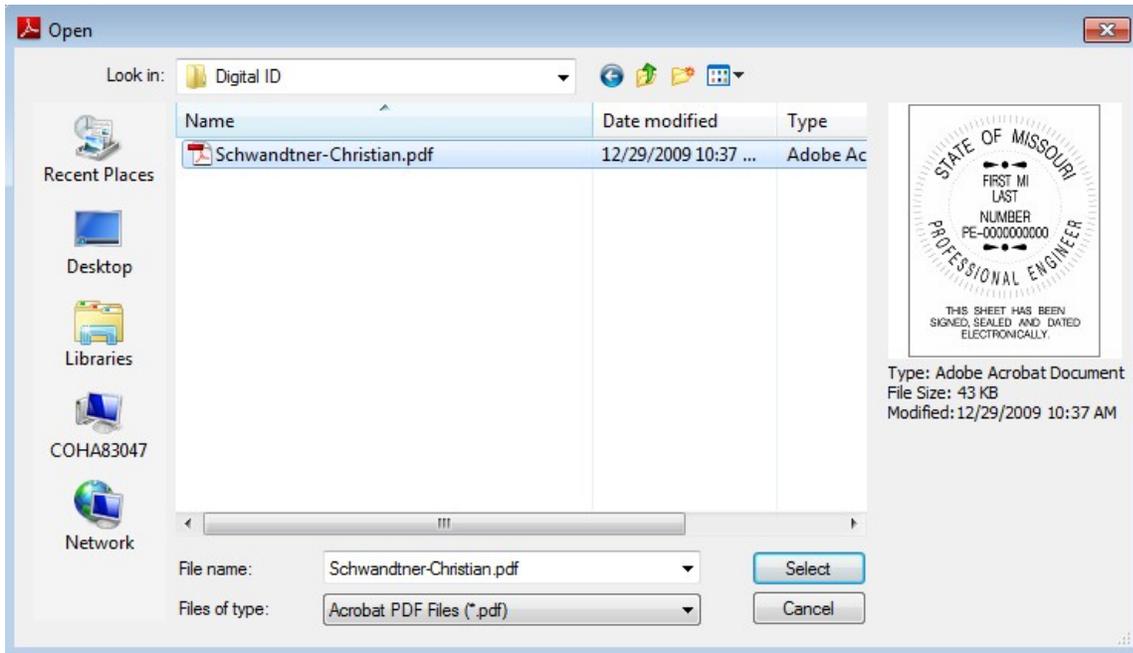
6. Select the Category of **Security**. Then click the **New...** option.



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.



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



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



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

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Labels

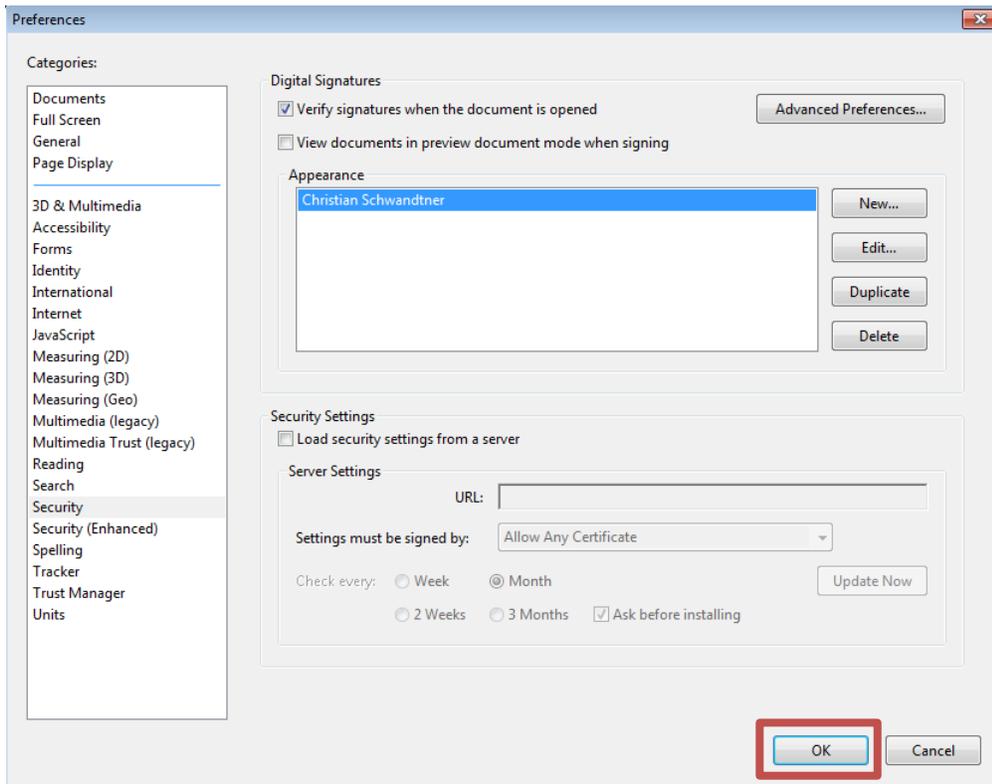
Text Properties

Text Direction: Auto Left to right Right to left

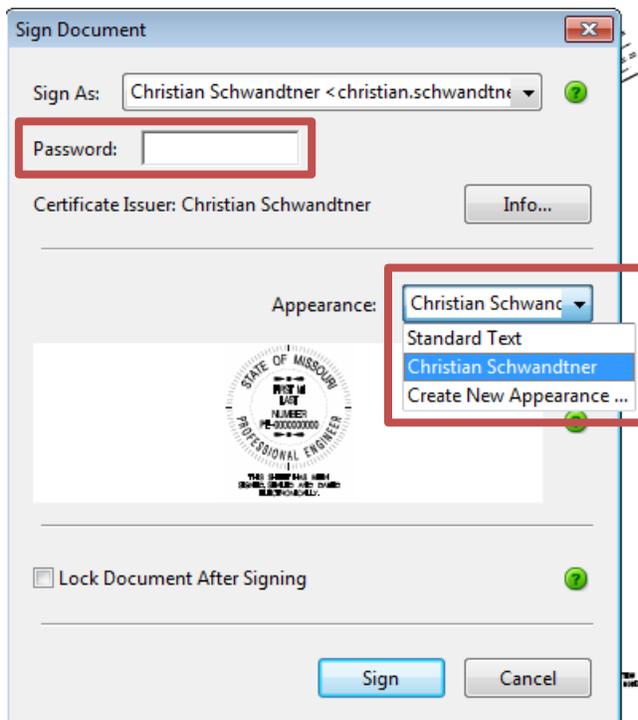
Digits:

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.



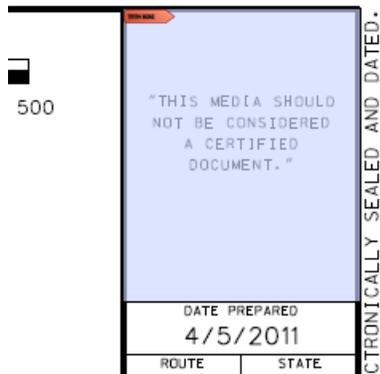
12. Once you start sealing PDF files again, you may need to watch and make sure you change your appearance from **Standard Text** to **your name** that you typed in for your appearance. This will insure the correct image to be place in the seal area of the PDF file. You will also need to input your password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



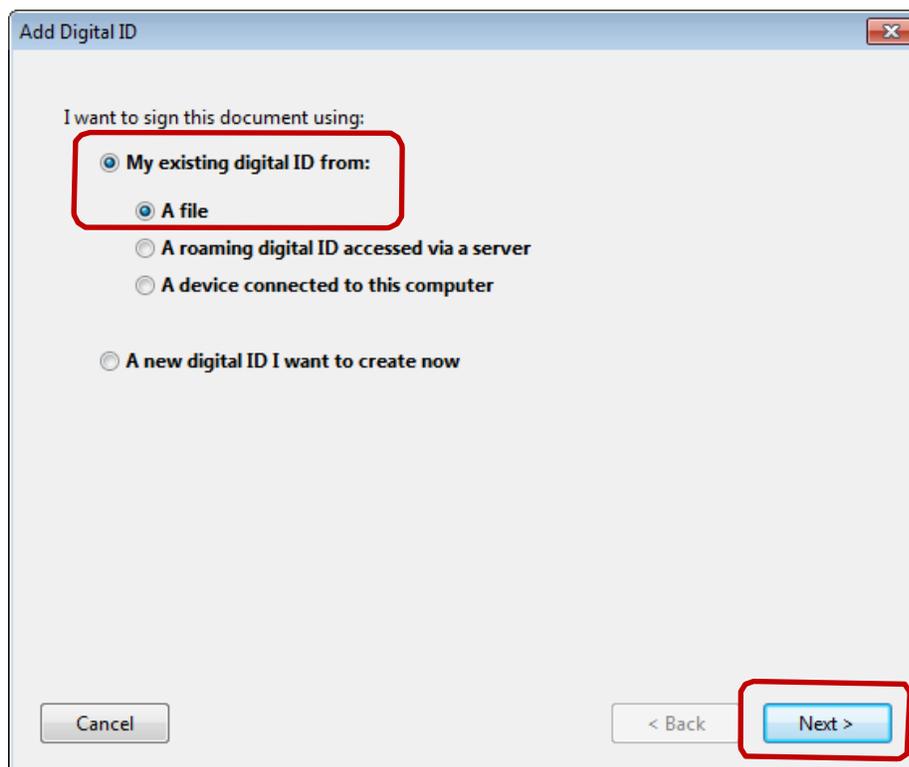
Reassociating PDF Seal in Adobe Reader 10

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.

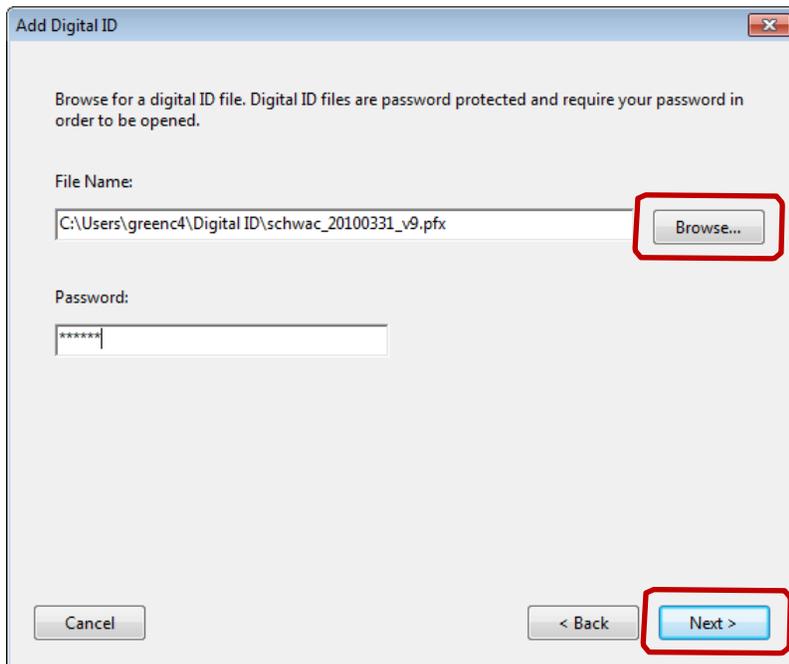


In the “Add Digital ID” dialog box, select the options as shown in the image below and then select **Next**.

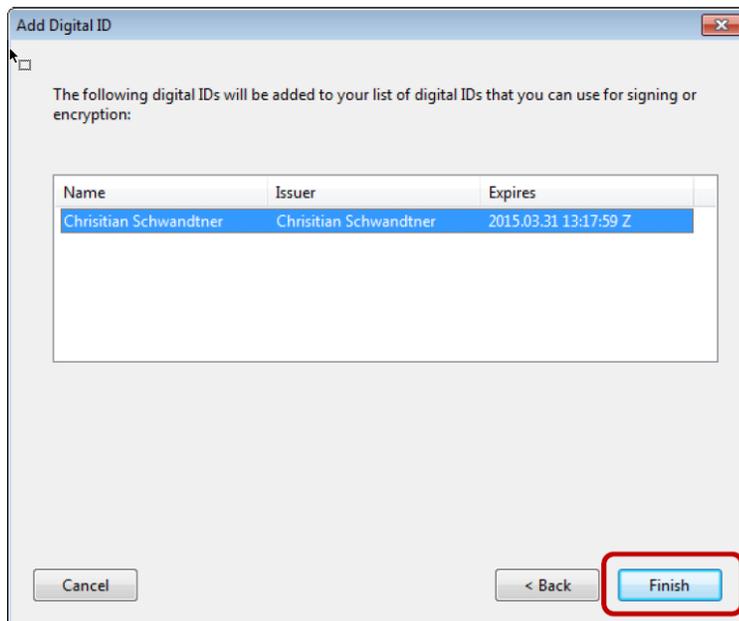


Browse for your .pfx file, which is located under the **Digital ID** folder. The Digital ID folder should be located under your **C: drive** somewhere.

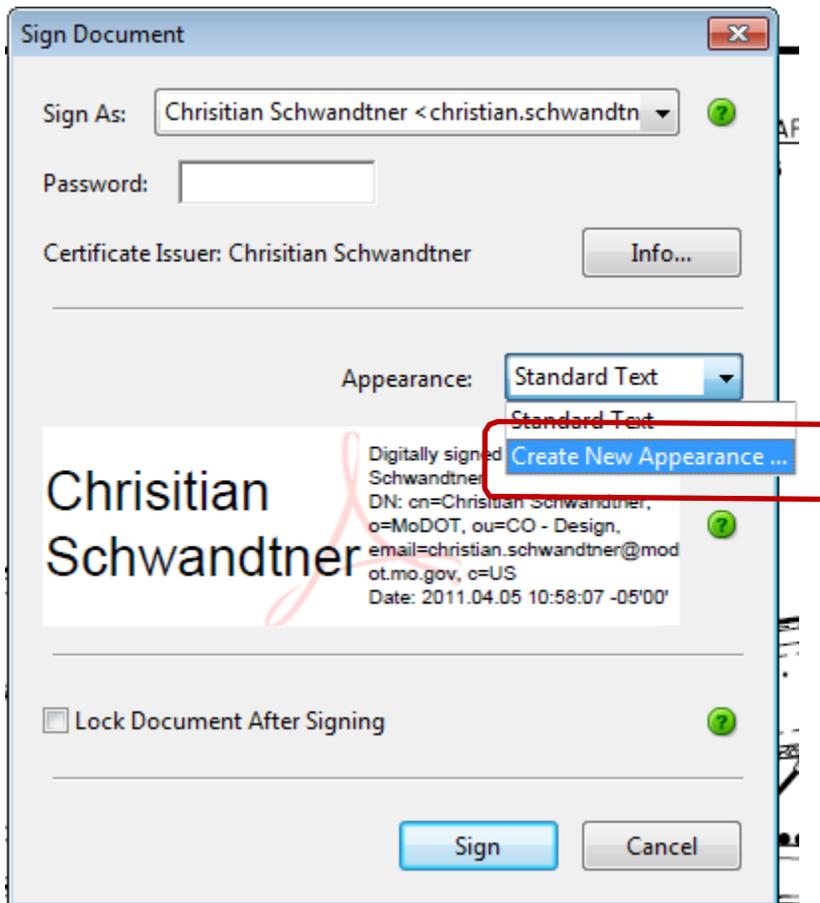
Put in your password and then select **Next**.



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



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....**



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:

Preview

Digitally signed
by your common
name here

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

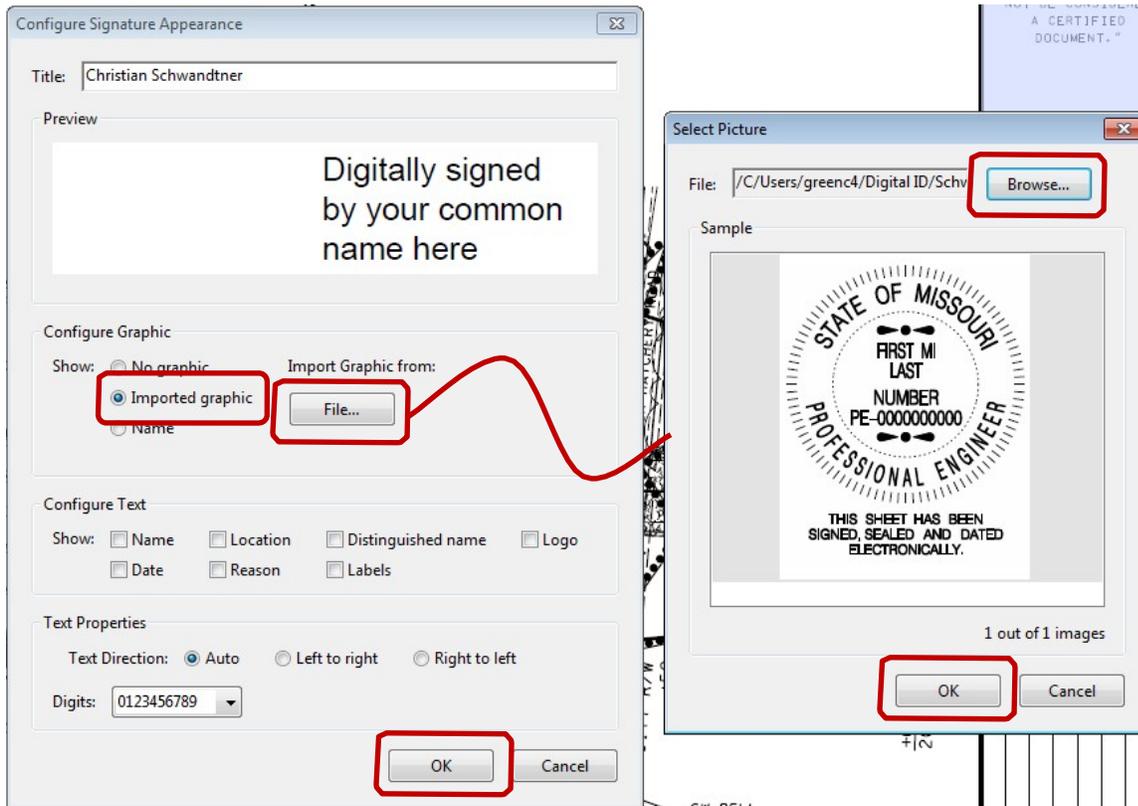
Digits:

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.

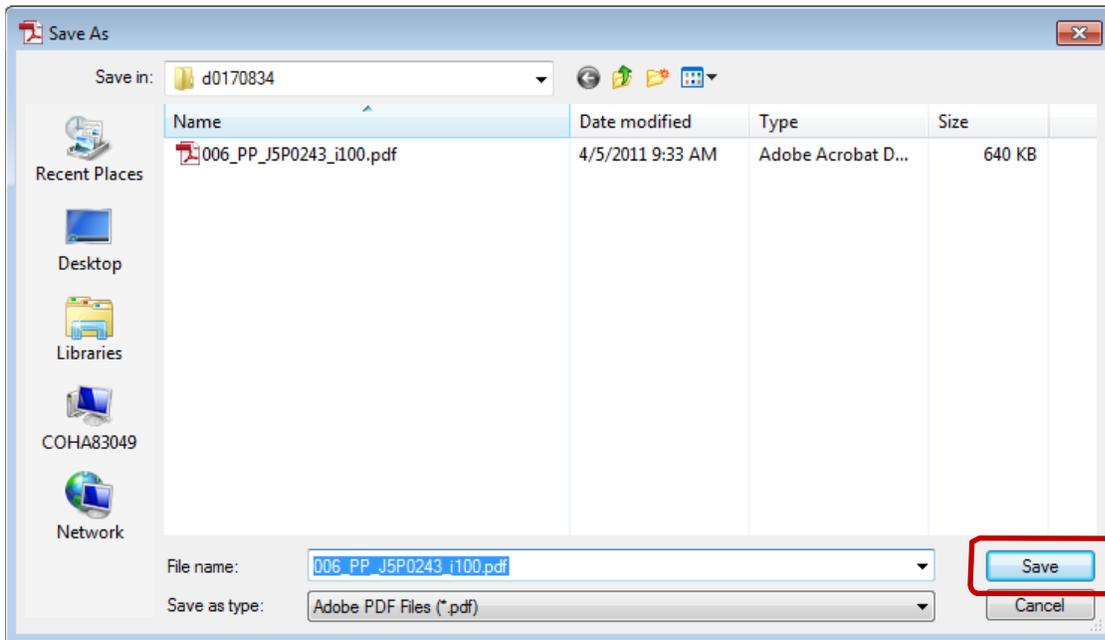


Finally, type in your Password and make sure the Appearance is set to “your” appearance that you just create.

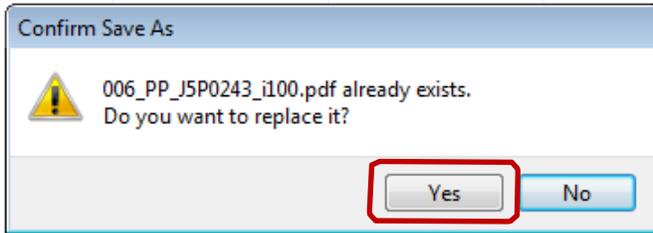
Click **Sign**.



Click on **Save** when the “Save As” dialog box opens.



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



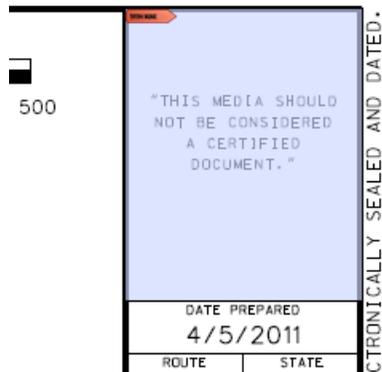
The PDF should now be sealed with your digital id.



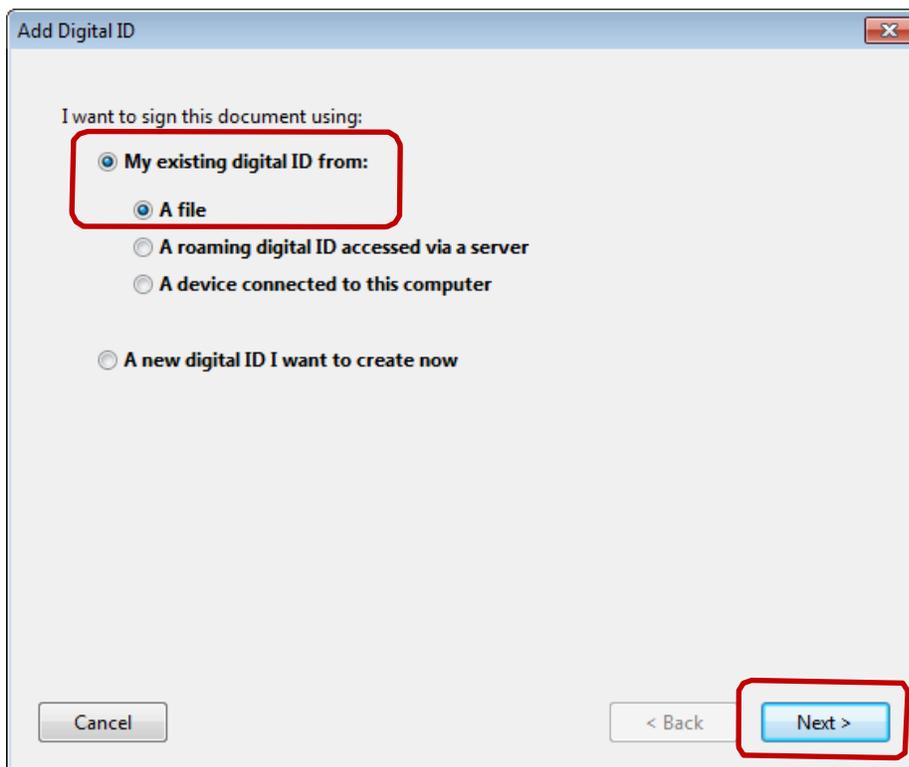
Re-associating PDF Seal in Adobe Reader 11

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.

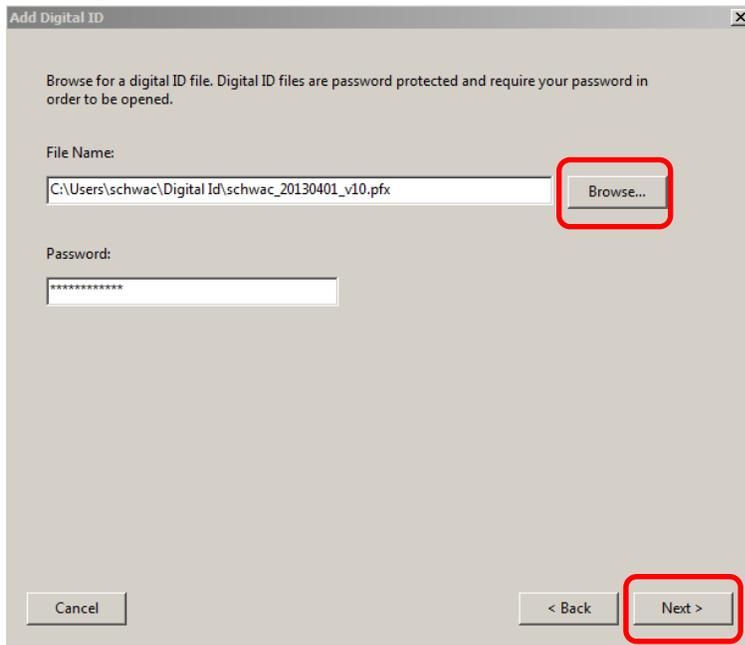


In the “Add Digital ID” dialog box, select the options as shown in the image below and then select **Next**.



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

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened.

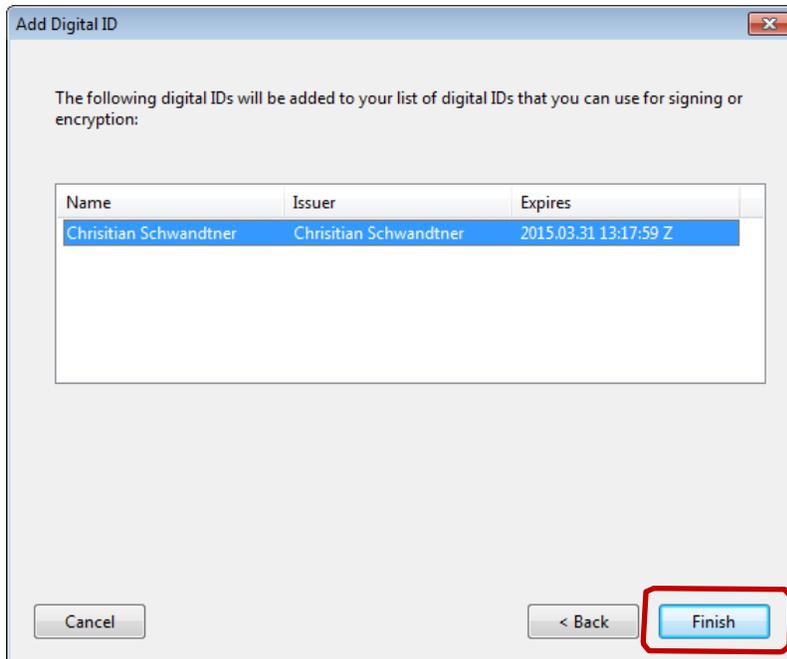
File Name:
C:\Users\schwac\Digital Id\schwac_20130401_v10.pfx

Browse...

Password:

Cancel < Back Next >

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



Add Digital ID

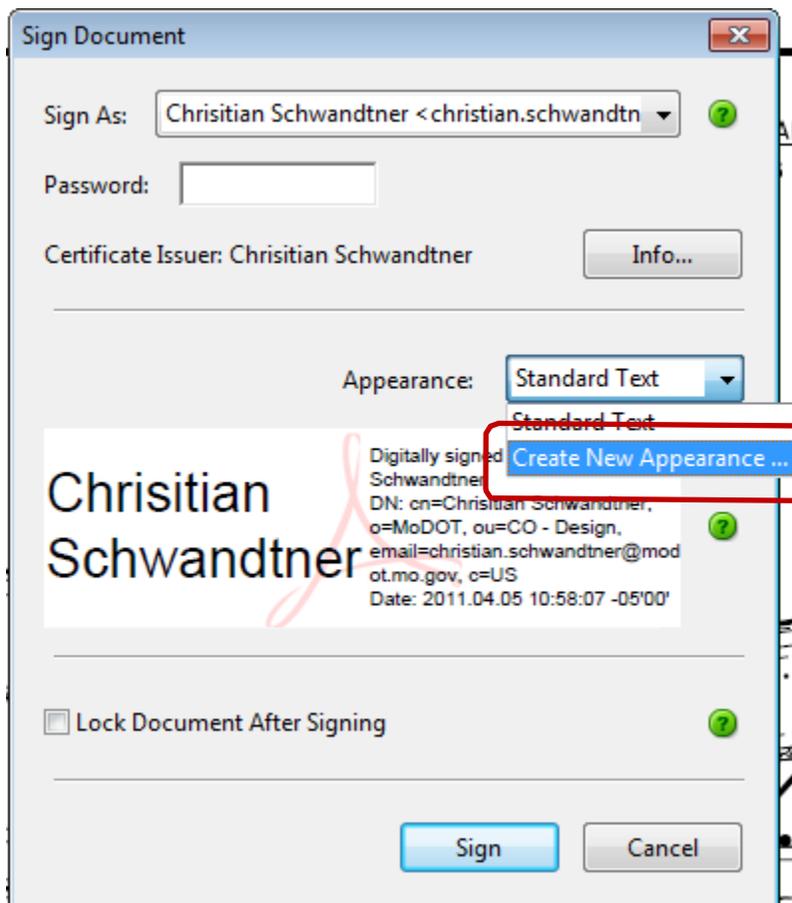
The following digital IDs will be added to your list of digital IDs that you can use for signing or encryption:

Name	Issuer	Expires
Christian Schwandtner	Christian 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....**



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 Imported graphic Name

Import Graphic from: File...

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits: 0123456789

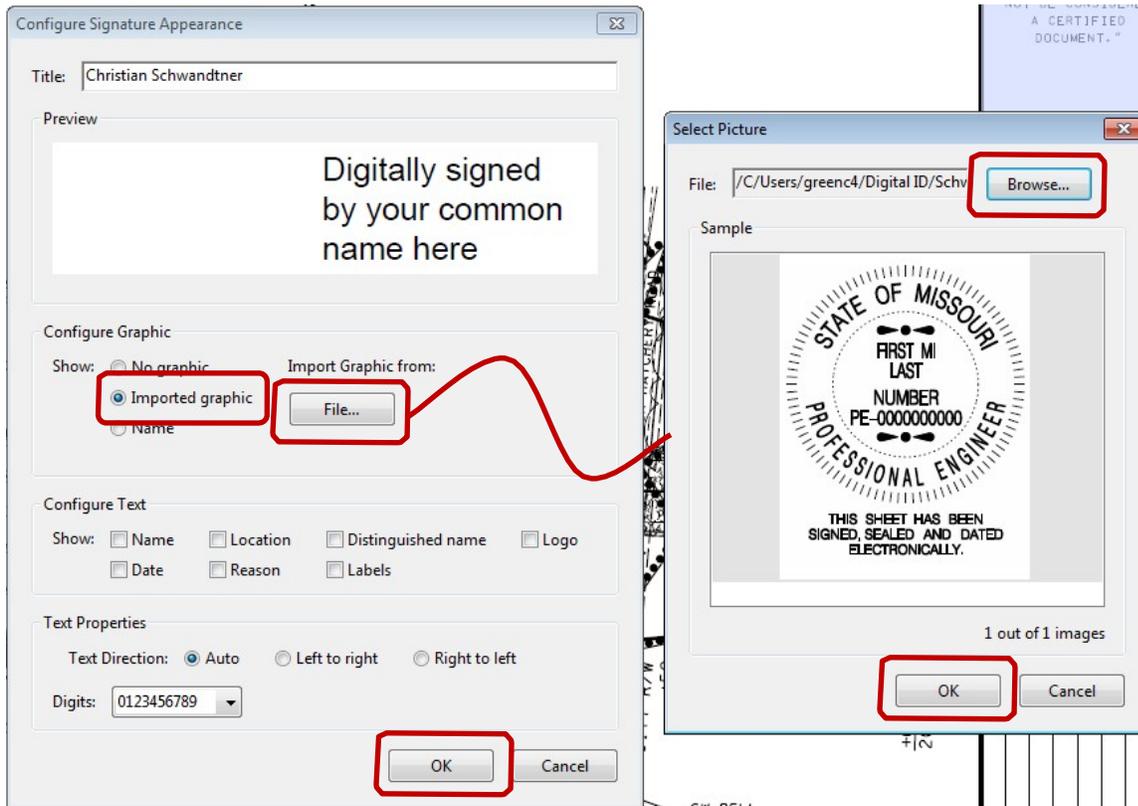
OK Cancel

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

(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.

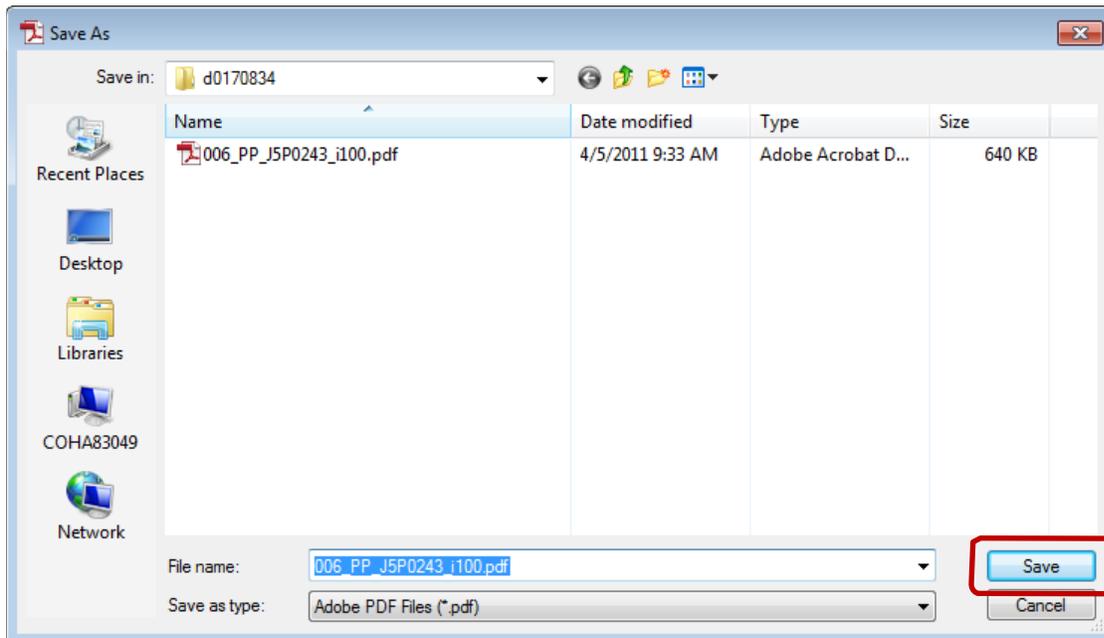


Finally, type in your Password and make sure the Appearance is set to “your” appearance that you just create.

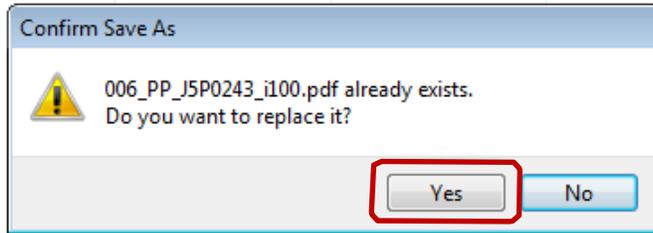
Click **Sign**.



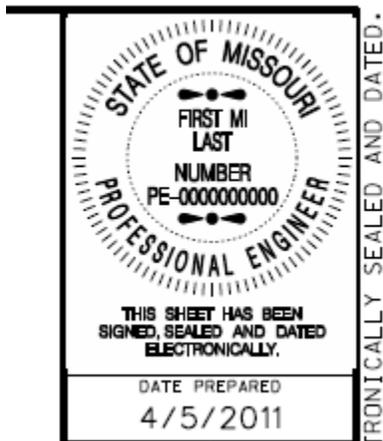
Click on **Save** when the “Save As” dialog box opens.



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



The PDF should now be sealed with your digital id.

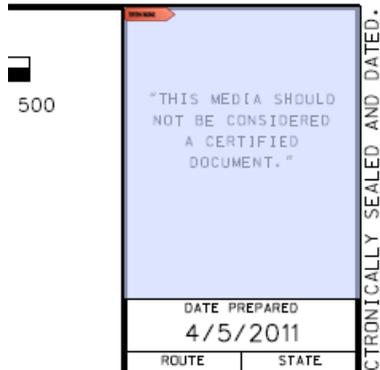


Make sure you check in your file.

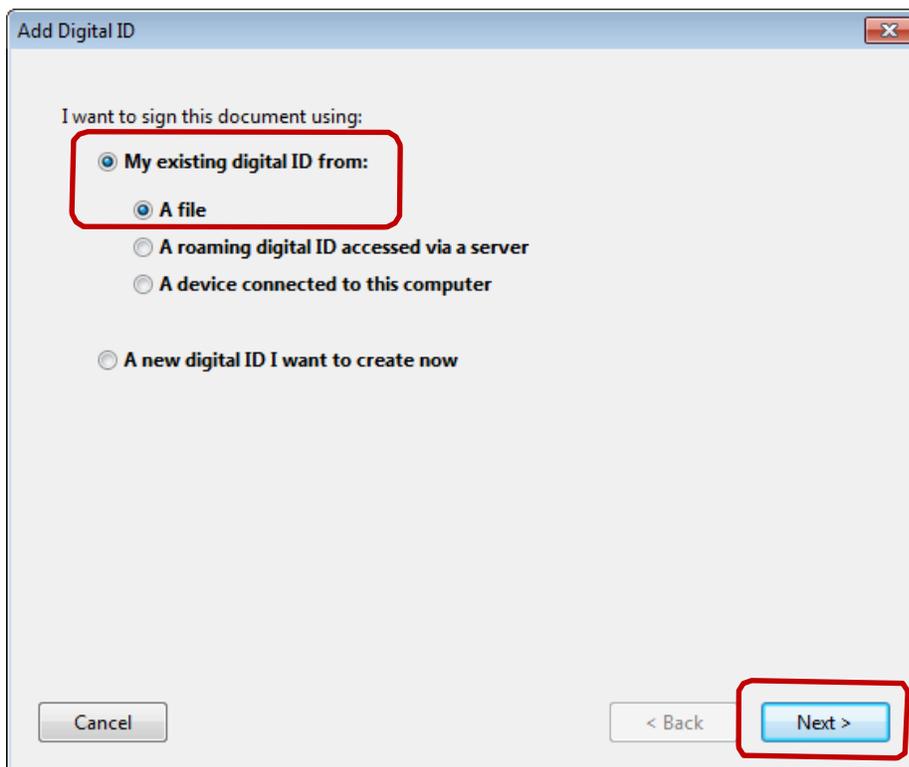
Re-associating PDF Seal in Adobe Reader DC

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.

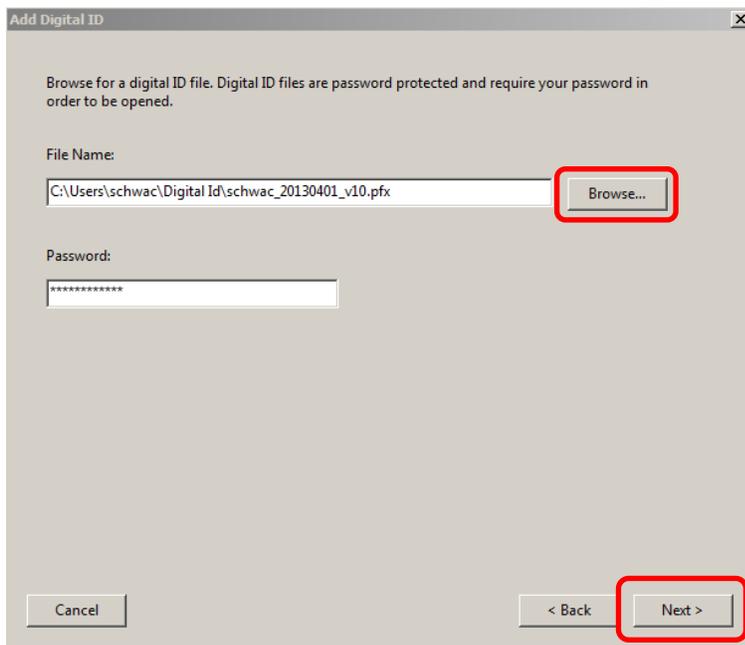


In the “Add Digital ID” dialog box, select the options as shown in the image below and then select **Next**.



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

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened.

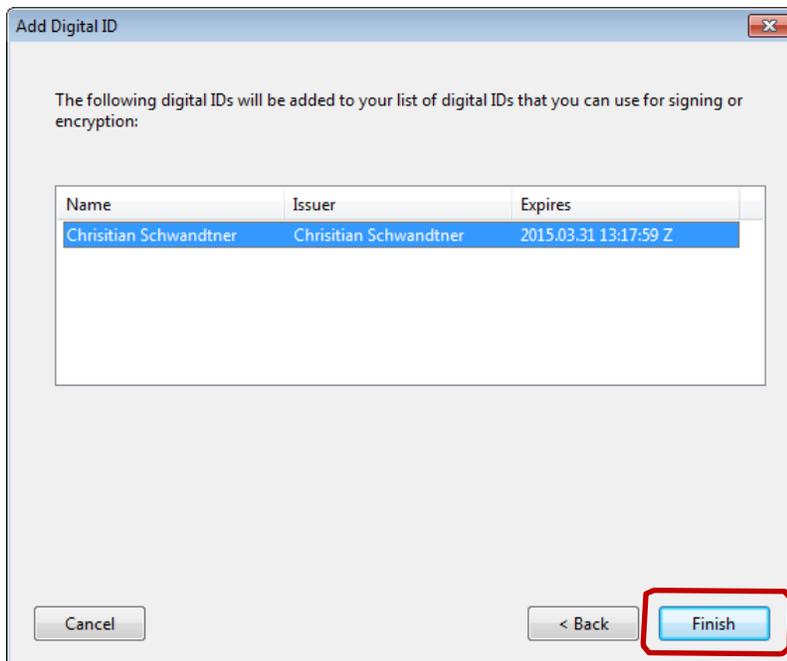
File Name:
C:\Users\schwac\Digital Id\schwac_20130401_v10.pfx

Browse...

Password:

Cancel < Back Next >

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



Add Digital ID

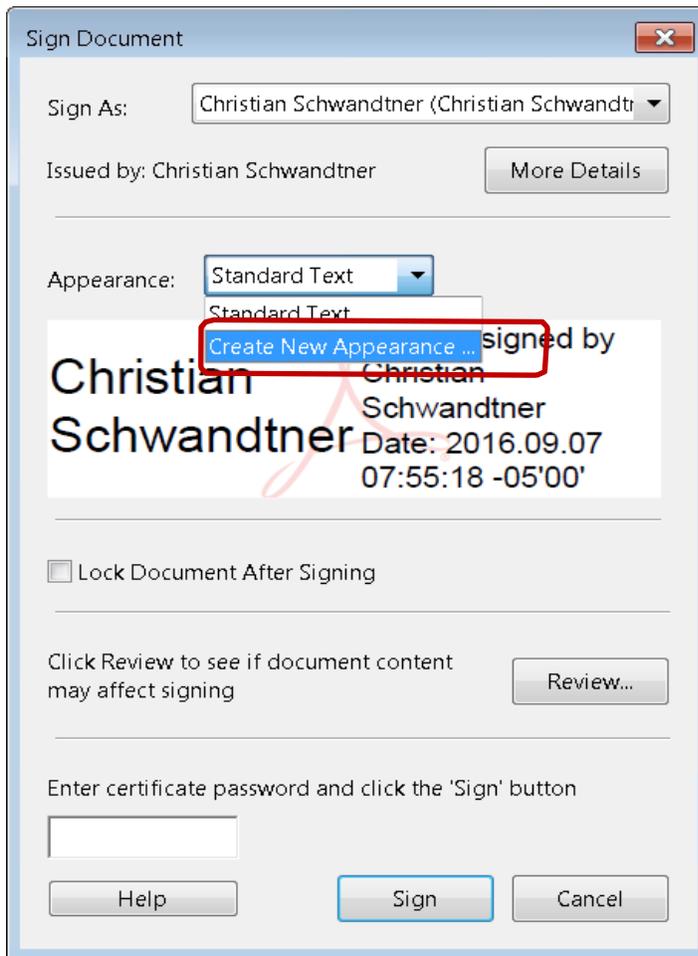
The following digital IDs will be added to your list of digital IDs that you can use for signing or encryption:

Name	Issuer	Expires
Christian Schwandtner	Christian 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....**



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 Imported graphic Name

Import Graphic from: File...

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Adobe Version Labels

Text Properties

Text Direction: Auto Left to right Right to left

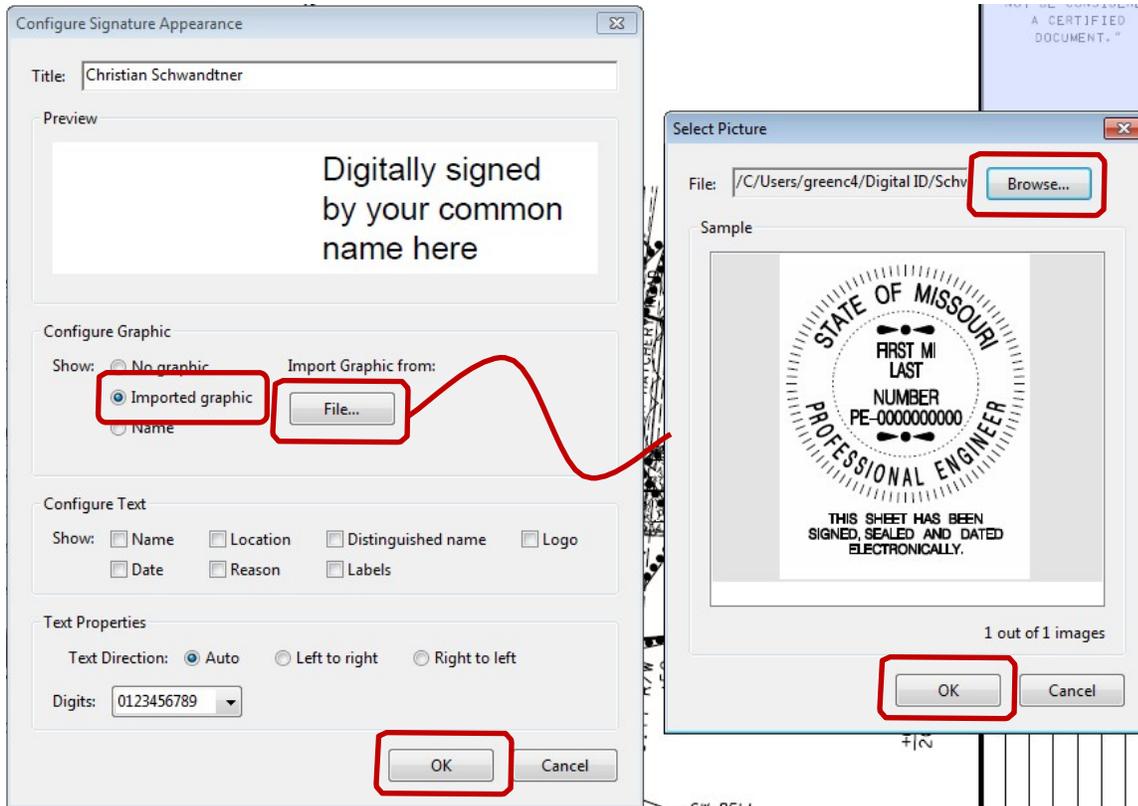
Digits: 0123456789

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

(**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 Schwandtner) ▾

Issued by: Christian Schwandtner More Details

Appearance: Christian Schwandtner ▾



STATE OF MISSOURI
FIRST IN
LAST
NUMBER
PE-000000000
PROFESSIONAL ENGINEER

THIS SHEET HAS BEEN
SIGNED, SEALED AND DATED
ELECTRONICALLY.

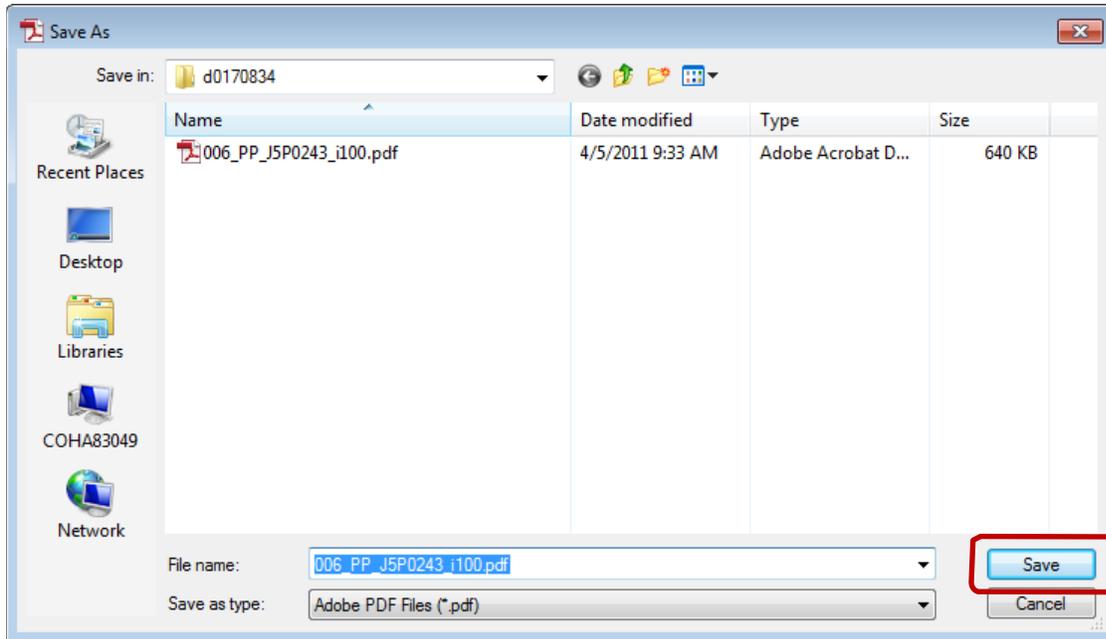
Lock Document After Signing

Click Review to see if document content may affect signing Review...

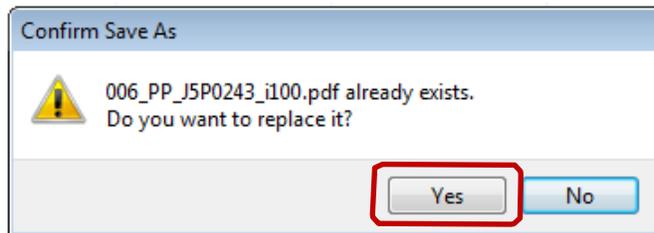
Enter certificate password and click the 'Sign' button

Help Sign Cancel

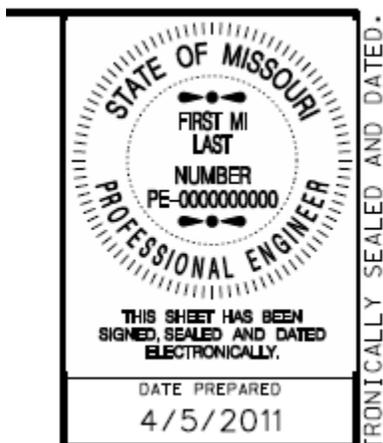
Click on **Save** when the “Save As” dialog box opens.



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.