SECURITY BUILT ON TRUST

Guide for Adobe Acrobat Reader DC Settings: Adding Timestamp and Electronic Signature to PDF

This guide covers the settings in Adobe Acrobat Reader DC, demonstrating the steps to insert a qualified timestamp and digitally sign a PDF file.



SECURITY BUILT ON TRUST

°°°°°

, o o o o

1. Introduction

P

ß

0

Ó

This document includes step-by-step instructions on how to import the timestamp using Adobe Acrobat Reader and the steps to insert the electronic signature into a .pdf file.

2. Necessary settings in Adobe Acrobat

1. Open adobe reader and select Edit \rightarrow Preferences as shown below.

5	Undo	Ctrl+Z
C	<u>R</u> edo	Shift+Ctrl+2
	Cut	Ctrl+)
	Сору	Ctrl+C
Ê	Paste	Ctrl+V
	More	٠
	Edit Text & Images	
	Add Text	
	Add I <u>m</u> age	
圓	Delete Pages	
Q	Rotate Pages	
	Redact Text and Images	1
Q	Eind	Ctri+F
	Advanced Search	Shift+Ctrl+
	Search More Tools	
	Check Spelling	•
	Protection	٠

Ctrl+C	pen
3	pen recent f <u>i</u> les
	reate PDF
	om <u>b</u> ine files
Ctrl+	ave
Shift+Ctrl+	ave as
rd	rotect Using Pass <u>w</u>
	eguest e-signatures
	hare file
Ctrl+i	rint
3	earch
Ctrl+	uţ
Ctrl+	ору
Ctrl+	ast <u>e</u>
3	ndo, Redo & more
3	iew
Reader	isable new Acrobat
	lugins
3	/indow
1	elp
Ctrl+	refere <u>n</u> ces
	rotection
_ Ctrl+I	ocu <u>m</u> ent propertie
Ctrl+C	kit application

Kreontos 25, GR 10442 Athens

http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u> 2 | Page

SECURITY BUILT ON TRUST

Categories:		
	Digital Signatures	
Commenting	Creation & Appearance	
Full Screen		
General	Control options for signature creation More	
Page Display		
Accessibility	Verification	
Adobe Online Services		
Email Accounts	Control how and when signatures are verified More	
Forms		
Identity	Identifier & Trusted Castificator	
Internet	identities & indited certificates	
Language	Create and manage identities for signing More	0
Measuring (2D)	Manage credentials used to trust documents	0
Measuring (3D)		0
Multimedia & 3D	Document limestamping	0
Multimedia (legacy)	Configure timestamp server settings More	
Multimedia Trust (legacy)		
Reading		G
Search		
Security		
Security (Enhanced)		
Signatures		
Tracker		0-
Trust Manager		
Units		
. Select the CAdE	OK Cancel	ε
. Select the CAdE	ок Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences	E)
Select the CAdE	ок Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences ×	
. Select the CAdE Crea	ок Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences	
. Select the CAdE	ок Cencel ES-Equivalent option in the default signing format field ation and Appearance Preferences	
. Select the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences	
Select the CAdE	OK Cancel	
Select the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences × reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent	
Select the CAde Creating	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing:	
Select the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing:	
Select the CAde Creating	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences × reation Default Signing Method: Adobe Default Security v Default Signing Format: CAdES-Equivalent v When Signing: Show reasons	
Select the CAde Crea	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences X reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show location and contact information	
Select the CAde Creating of the contract of th	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences X reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show reasons Show location and contact information Include signature's revocation status Include signature's revocation status	
Select the CAde Creating of the contract of th	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences X reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show reasons Show location and contact information Include signature's revocation status Default signature is revocation status	
Select the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show location and contact information Include signature's revocation status View documents in Preview Mode	
S. Select the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences X reation X Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show location and contact information Include signature's revocation status View documents in Preview Mode View documents in Preview Mode	
S. Select the CAde Creating of the contract of	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences X reation	
Choose Signatu	OK Cencel S-Equivalent option in the default signing format field ation and Appearance Preferences Image: Cades Default Security Pefault Signing Method: Adobe Default Security Image: Cades Equivalent Default Signing Format: Image: Cades Equivalent When Signing: Show reasons Image: Show reasons Show location and contact information Image: Image: New Mode Image: New Mode	
. Select the CAdE Creating of the CAdE	OK Cancel Section and Appearance Preferences reation Image: Cades-Equivalent Default Signing Nethod: Adobe Default Security Default Signing Format: Cades-Equivalent When Signing: Show location and contact information Include signature's revocation status View documents in Preview Mode	
Select the CAdE Creating of th	OK Cancel	
 Select the CAdE Creating of the CAdE Creater of the C	Cancel	
Select the CAde Creating of th	Cancel S-S-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: AdES-Equivalent When Signing: Show location and contact information Show location and contact information Include signature's revocation status View documents in Preview Mode res-> Verification-> more Kreontos 25, GR 10442 Athens	
• Select the CAdE Creating of the CAdE	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show location and contact information Include signature's revocation status View documents in Preview Mode res=> Verification=> more Kreontos 25, GR 10442 Athens http: www.adacom.com	Page
• Select the CAdE Creating of	OK Cancel ES-Equivalent option in the default signing format field ation and Appearance Preferences reation Default Signing Method: Adobe Default Security Default Signing Format: CAdES-Equivalent When Signing: Show reasons Show location and contact information Include signature's revocation status View documents in Preview Mode wres-> Verification-> more Kreontos 25, GR 10442 Athens http: www.adacom.com. Agamalit curement find documents	Page

SECURITY BUILT ON TRUST

°°°°°

More_

More...

More_

More...

OK Cancel

5.	And you select the settings according to the image below

Digital Signatures

Verification

Creation & Appearance

Control options for signature creation
 Set the appearance of signatures within a document

Control how and when signatures are verified

Create and manage identities for signing
 Manage credentials used to trust documents

Identities & Trusted Certificates

Document Timestamping Configure timestamp server settings

Preferences Categories:

Commenting

Documents Full Screen

General Page Display Accessibility Adobe Online Services

Email Accounts

Internet JavaScript Language Measuring (3D) Messuring (Geo) Multimedia & 3D Multimedia & 3D Multimedia (legacy) Multimedia Trust (legacy) Reading

Forms Identity

Internet

Reading Reviewing Search

Security Security (Enhar Signatures Spelling

Tracker Trust Manager Units

gnature Verification Preferences	×
Verify signatures when the document is opened	
When document has valid but untrusted signature:	s, prompt to review and trust signers
Verification Behavior When Verifying:	
O Use the document-specified method; prom	npt if unavailable
Use the document-specified method; if una	available, use default method
Always use the default method:	be Default Security
Require certificate revocation checking to succe	ed whenever possible during signature verification
Use expired timestamps	
Ignore document validation information	
Verification Time	Verification Information
Verify Signatures Using:	Automatically add verification information when saving signed PDF:
Secure time (timestamp) embedded in the signature	 Ask when verification information is too big Always
Current time	Never
Windows Integration	
Trust ALL root certificates in the Windows Certifica	te Store for:
Validating Signatures	
Validating Certified Documents	
Selecting either of these options may result in content. Take care before enabling these featu	arbitrary material being treated as trusted ires.
Help	OK Cancel

6. Finally,

Kreontos 25, GR 10442 Athens

http: www.adacom.com

email: customer-support@adacom.com

4 | Page

3.

SECURITY BUILT ON TRUST

Full Screen 🔨	PDF File Attachments	
General Page Display	Allow opening of non-PDF file attachments with external applications	
	Restore the default list of allowed and disallowed file attachment types: Restore	
Accessibility Adobe Online Services		
Email Accounts	Internet Access from PDF Files outside the web browser	
Forms	Unless explicitly permitted, PDF files cannot send information to the Internet.	
Identity		
Internet	Change Settings	
Language		
Measuring (2D)	Automatic Adobe Approved Trust List (AATL) updates	
Measuring (3D)	✓ Load trusted certificates from an Adobe AATL server	
Measuring (Geo)	Ack before undefine	
Multimedia & 3D Multimedia (legacy)	Ask before updating	
Multimedia Trust (legacy)	Automotic Function Union Trusts of Links (FLITE) and share	1 N
Reading	Automatic European Onion Trusted Lists (EOTL) updates	
Reviewing	✓ Load trusted certificates from an Adobe EUTL server	
Search	Ask before updating	
Security (Enhanced)		
Signatures		
Spelling	Help	
Tracker		
Trust Manager		
4 3		
	OK Cancel	

Kreontos 25, GR 10442 Athens

http: www.adacom.com email: customer-support@adacom.com 5 | Page

	Lindo	r Otd+7
	0100	CUITZ
r C	Redo	Shift+Ctrl+2
	Cut	Ctr(+)
	Copy	Ctrl+C
۹ Ē	Paste	Ctrl+V
r	More	•
2	Edit Text & Images	
	Add Text	
	Add I <u>m</u> age	
Ū	Delete Pages	
Q	Rotate Pages	
	Redact Text and Image	es
Q	Eind	Ctrl+F
	Advanced Search	Shift+Ctrl+F
	Search More Tools	
	Check Spelling	
	Protection	•
	Accessibility	•
2	Preferences	Ctrl+k

ରି 🏠 Timesta	imp & Adobe se
Open	Ctrl+O
Open recent <u>fi</u> les	>
<u>C</u> reate PDF	
Com <u>b</u> ine files	
Save	Ctrl+S
S <u>a</u> ve as	Shift+Ctrl+S
Protect Using Pass <u>w</u> ord	
Reguest e-signatures	
Share file	
Print_	Ctrl+P
Search	>
Cuţ	Ctrl+X
Сору	Ctrl+C
Past <u>e</u>	Ctrl+V
Undo, Redo & more	>
<u>V</u> iew	>
Disable new Acrobat Re	ader
Plugins	
Window	>
Help	>
Preferences	Ctrl+K
Protection	>
Document properties_	Ctrl+D
Exit application	Ctrl+Q

2. Choose Signatures \rightarrow Document Timestamping \rightarrow More

Categories:		
Commenting Documents Full Screen General Page Display	Digital Signatures Creation & Appearance • Control options for signature creation • Set the appearance of signatures within a document	More_
Accessibility Adobe Online Services Email Accounts Forms	Verification • Control how and when signatures are verified	More
Identity Internet JavaScript Language Measuring (2D)	Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents	More_
Measuring (Geo) Multimedia (k 3D Multimedia (k 3D Multimedia (legacy) Multimedia Trust (legacy) Reading Reviewing Search Security Security Security Security Security Security Tracker Trust Manager Linits	Document Timestamping • Configure timestamp server settings	More_
Kreor	ntos 25. GR 10442 Athens	OK Cancel
hti	:p: <u>www.adacom.com</u>	6 Page

SECURITY BUILT ON TRUST

°°°°°

.....

MO		
On the screen	that will annear we select NFW	SECURITY BUILT ON
Server Settings		×
Directory Servers	ers Veine URL	ve 🔐 Clear
	Configure Time Stamp Servers	
	Configure 1 me Stamp Servers	time stamp when signing.
	If you are in a workgroup, your computer administrator may provide y Server configuration information.	rou with Time Stamp
	Select one of the entries above and click <i>Edit</i> to view or change setting configure a Time Stamp Server. Select a default server using <i>Set Defai</i> default server then a time stamp will be embedded with every signature	gs, or click <i>New</i> to add and <i>ult</i> . If you have selected a e that you create.
	Click Export to share your Time Stamp Server settings with others.	
Server Name: Server URL: <u>ht</u>	ADACOM S.A. ttps://tss.adacom.com/qtss	
Server Name: Server URL: <u>ht</u> And press OK.	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server	
Server Name: Server URL: <u>ht</u> And press OK.	ADACOM S.A.	
Server Name: Server URL: <u>ht</u> And press OK.	ADACOM S.A.	
erver Name: erver URL: <u>ht</u> . nd press OK .	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss This server requires me to log on	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server New Time Stamp Server Name: ADACOM S.A. Server Settings Server VIRL: https://tss.adacom.com/qtss This server requires me to log on User name:	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss User name: Password:	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss Server uRL: https://tss.adacom.com/qtss Server urequires me to log on User name: Password:	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss Server requires me to log on User name: Password:	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss This server requires me to log on User name: Password:	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss Bassword: OK	
erver Name: erver URL: ht	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss This server requires me to log on User name: Password: OK	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM SA Server Settings Server URL: https://tss.adacom.com/qtss Server requires me to log on User name: Password: OK Cancel Kreontos 25. GR 10442 Athens	
Server Name: Server URL: ht And press OK	ADACOM S.A. ttps://tss.adacom.com/qtss New Time Stamp Server Name: ADACOM S.A. Server Settings Server URL: https://tss.adacom.com/qtss This server requires me to log on User name: Password: Kreontos 25, GR 10442 Athens	7 Page

SECURITY BUILT ON TRUST

5. Finally, select the Timestamp you created and press Set Default and OK

Directory Servers	📲 New 📝 Edit 🔄 Import 🦰 Export 💿 Remove 📝 Set Default
Time Stamp Servers	Name URI ADACOM S.A. https://tss.adacom.com/qtss
	0
	(muun)
	Configure Time Stamp Servers
	Configure a default <i>Time Stamp Server</i> if you want to embed a trusted time stamp when signing. If you are in a workgroup, your computer administrator may provide you with Time Stamp Server configuration information.
	Select one of the entries above and click <i>Edit</i> to view or change settings, or click <i>New</i> to add

4. Steps to digitally sign a pdf document

- 1. Connect the USB Token containing your digital signature to the PC.
- 2. You open the PDF document that you want to sign.
- 3. Click on Tools or All tools and click on Certificates or Use a certificate.

Kreontos 25, GR 10442 Athens

http: <u>www.adacom.com</u> email: <u>customer-support@adacom.com</u> 8 | Page

SECURITY BUILT ON TRUST



SECURITY BUILT ON TRUST

0

0

5. Select **OK** and then create a frame with the mouse where you want your signature to appear.

Use a certificate ×		Signatures	×
	₽.	l → Validate All	
Digitally sign	R.	Rev. 1: Signed by	and the other states in the
Validate all constore	e,	Signature is valid:	
Contify (visible signatures)	Ι <u>Α</u>	Source of Trust obtained from European Ur This is a Qualified Electronic Signature acco	non Trusted Lists (EUTL). ording to EU Regulation 910/20
Certify (invisible signatures)	a,	Document has not been modified since	this signature was applied

7. Select the certificate to use (Qualified Certificate) and press **Continue**.



SECURITY BUILT ON TRUST

Confirm signature.

1. Open the file for which you want to confirm the correctness of the signature

2. Check the green indicator which appears at the top of the document and says " Signed and all signatures are valid "

🔒 Sigi	ned.pdf	- Adobe	Acrobat	Reader D	C													_		×
<u>F</u> ile <u>I</u>	Edit 1	<u>V</u> iew <u>N</u>	<u>W</u> indow	v <u>H</u> elp	р															
Hom	ne	Tools		Sig	ined.pd	lf	×										?	L	Sign	In
₿	ጭ	8	\bowtie	୍	\bigcirc		_1	/ 1	k	•	Θ	\oplus	93.7% 💌	L ·	₩	F	D	Ľ] Shai	re
Signed and all signatures are valid. Signature Panel)	[]										
			_																^	

3. Select "Signature Panel" to see the signature details and that it is LTV enabled and timestamped.

ts (EUTL). egulation 910/2014 was applied
°
11 Page