

# ADACOM

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.**

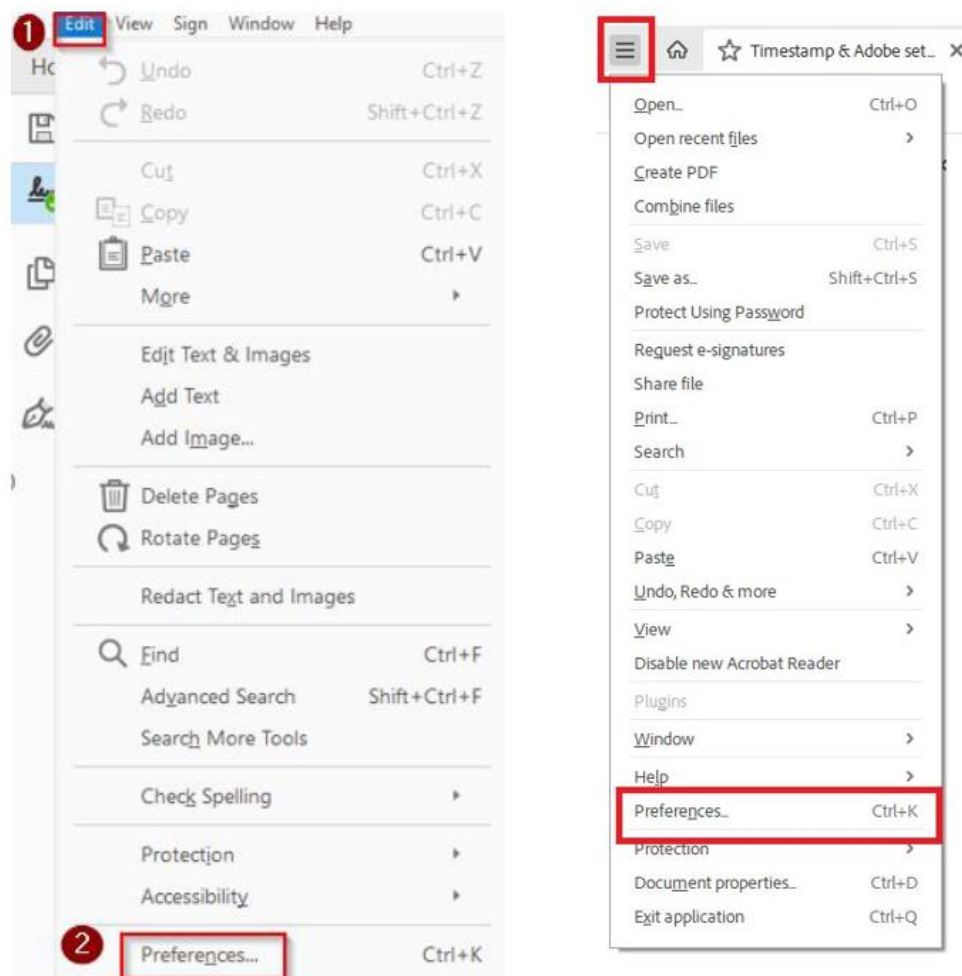


## 1. Introduction

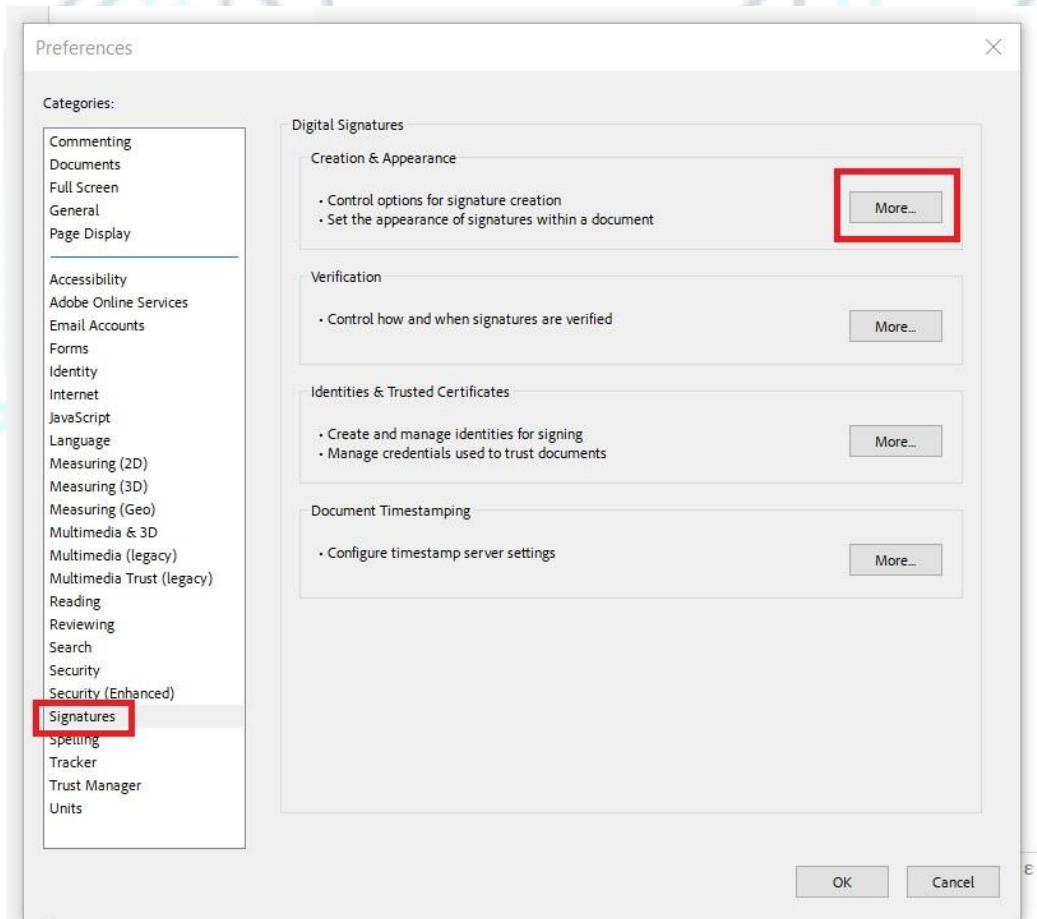
This document includes step-by-step instructions on how to import the timestamp using Adobe Acrobat Reader and the steps to insert the electronic signature into a .pdf file.

## 2. Necessary settings in Adobe Acrobat

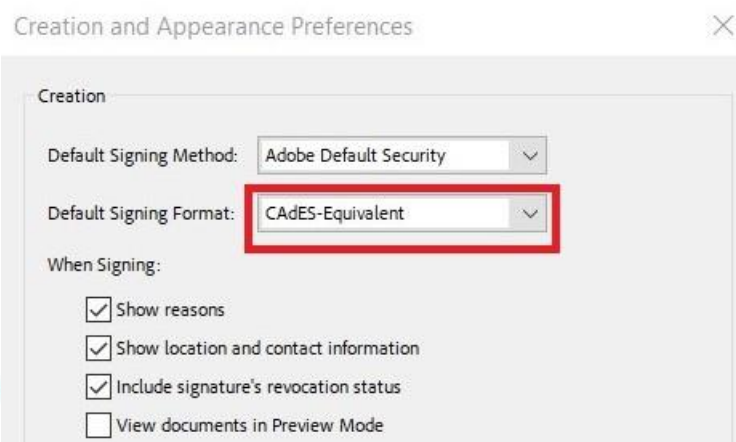
1. Open adobe reader and select Edit→Preferences as shown below.



2. Choose Signatures→ Creation & Appearance→ more



3. Select the CAdES-Equivalent option in the default signing format field

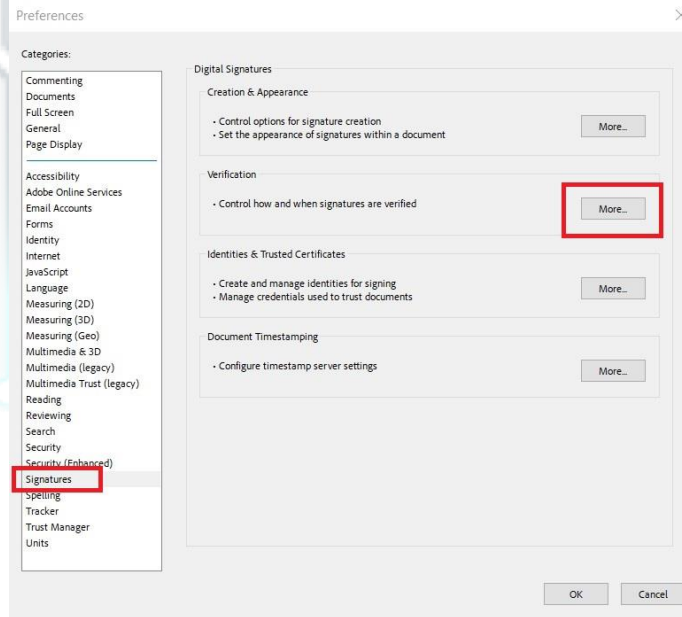


4. Choose Signatures→ Verification→ more

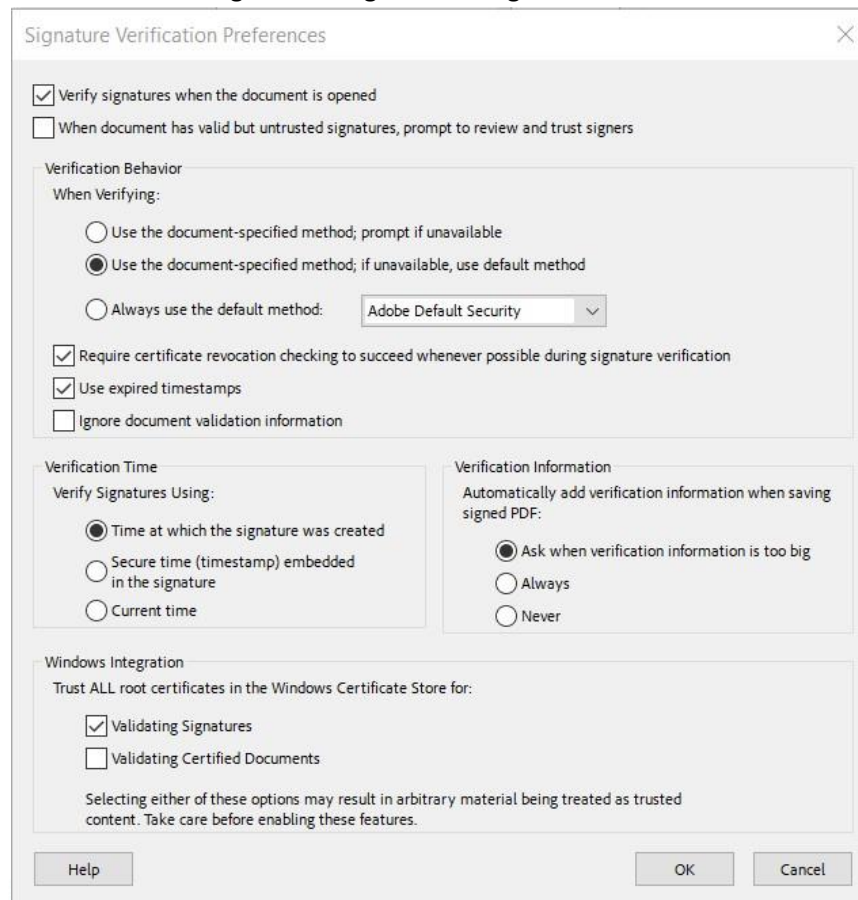
Kreontos 25, GR 10442 Athens

http: [www.adacom.com](http://www.adacom.com)

email: [customer-support@adacom.com](mailto:customer-support@adacom.com)



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



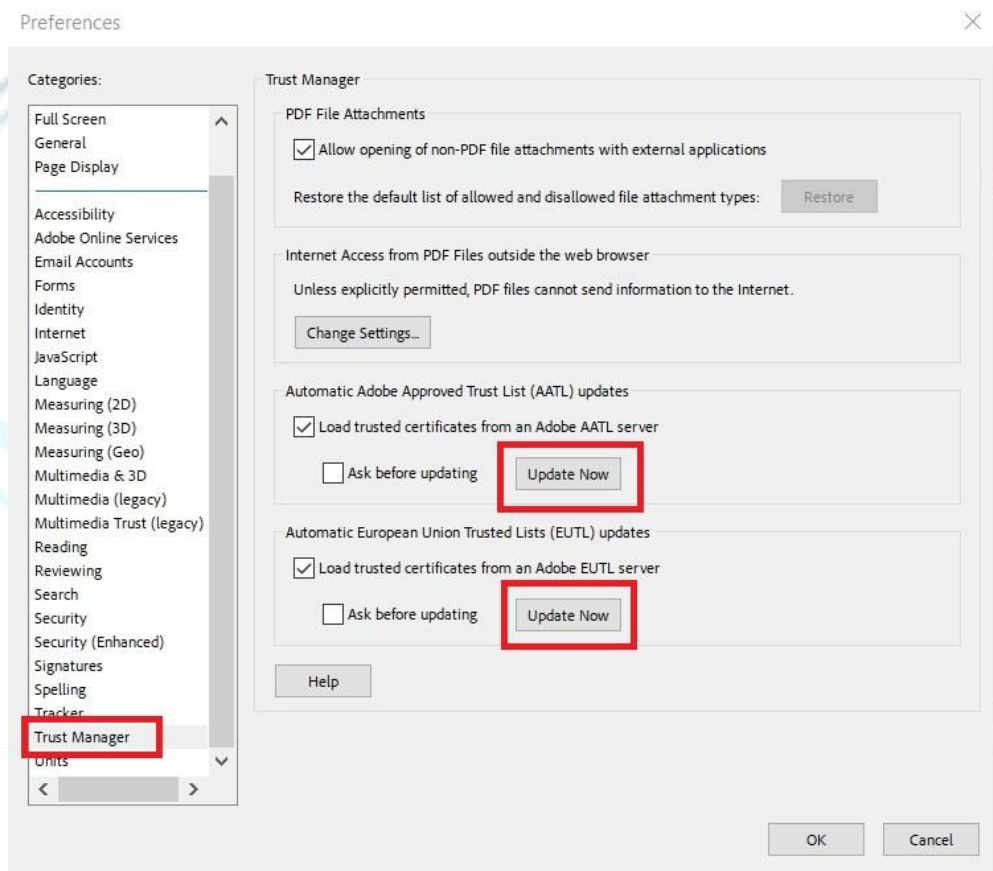
6. Finally, select Trust Manager and press the Update Now buttons as below.

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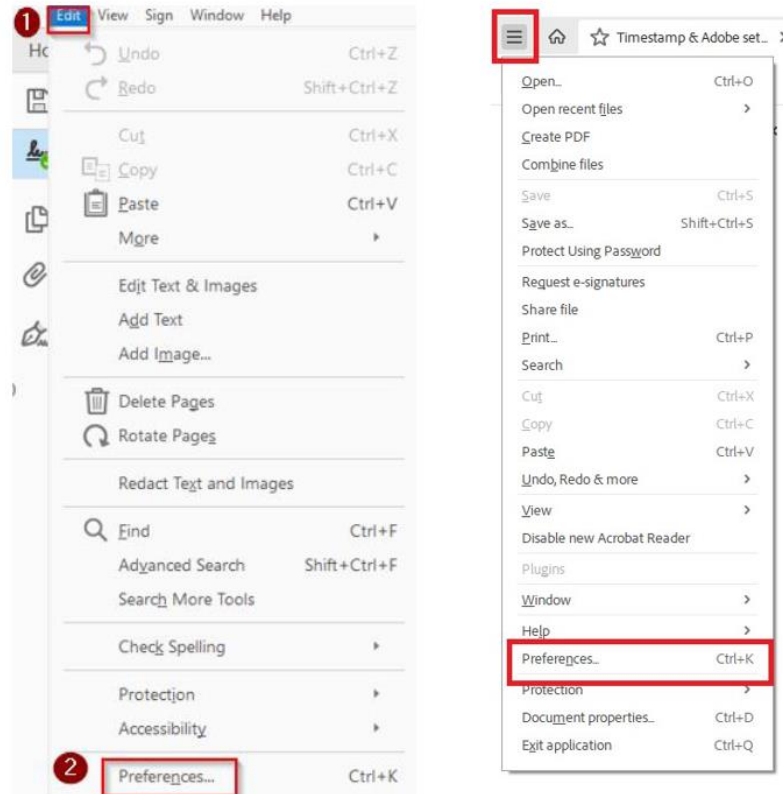
email: [customer-support@adacom.com](mailto:customer-support@adacom.com)



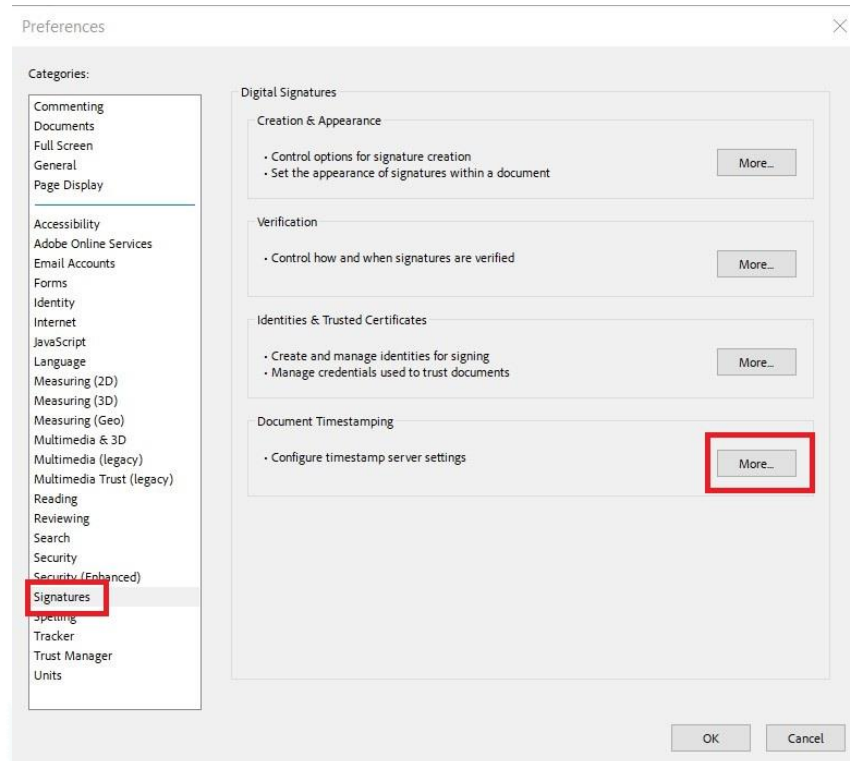


### 3. Steps to import the Qualified Timestamp

1. To import the timestamp select edit→preferences.



## 2. Choose Signatures → Document Timestamping → More



- On the screen that will appear we select NEW

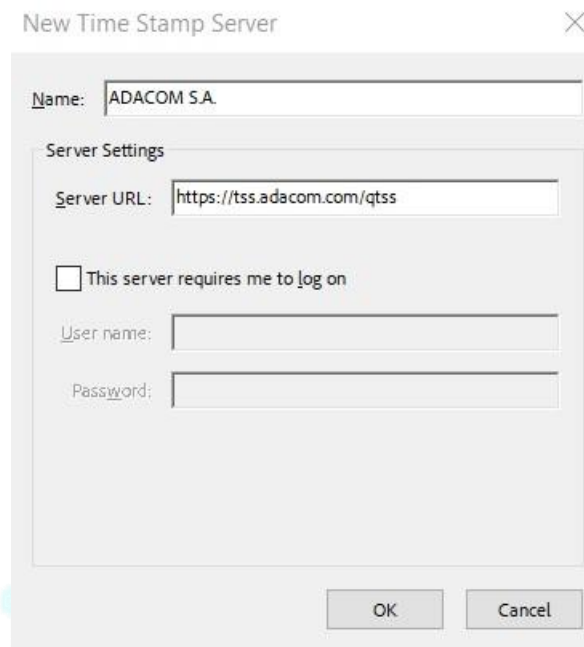


- Then fill in the form that will appear giving the following information.

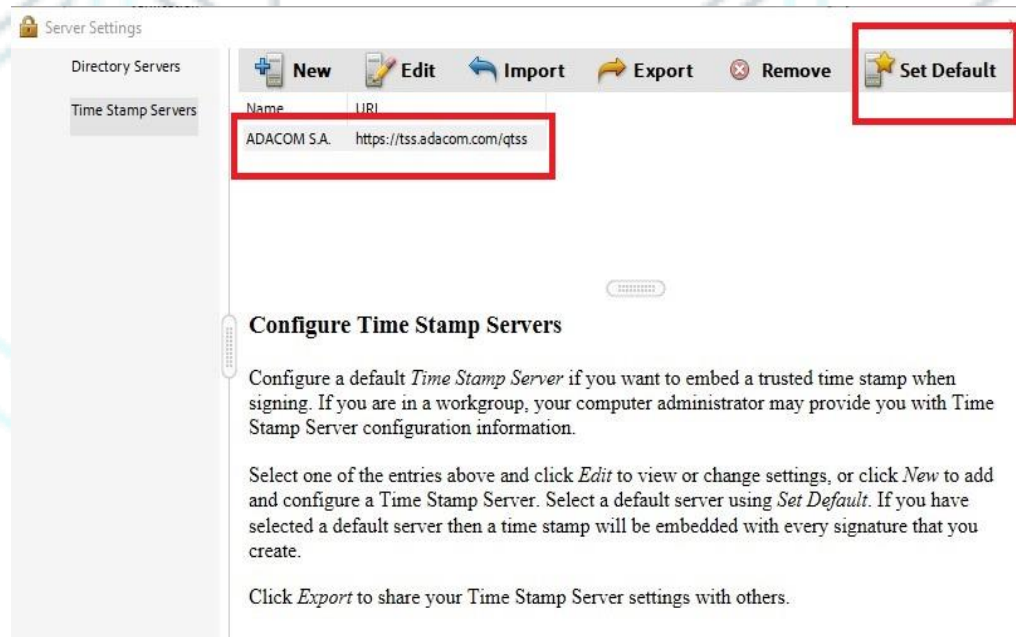
Server Name: **ADACOM S.A.**

Server URL: <https://tss.adacom.com/qtss>

And press OK.



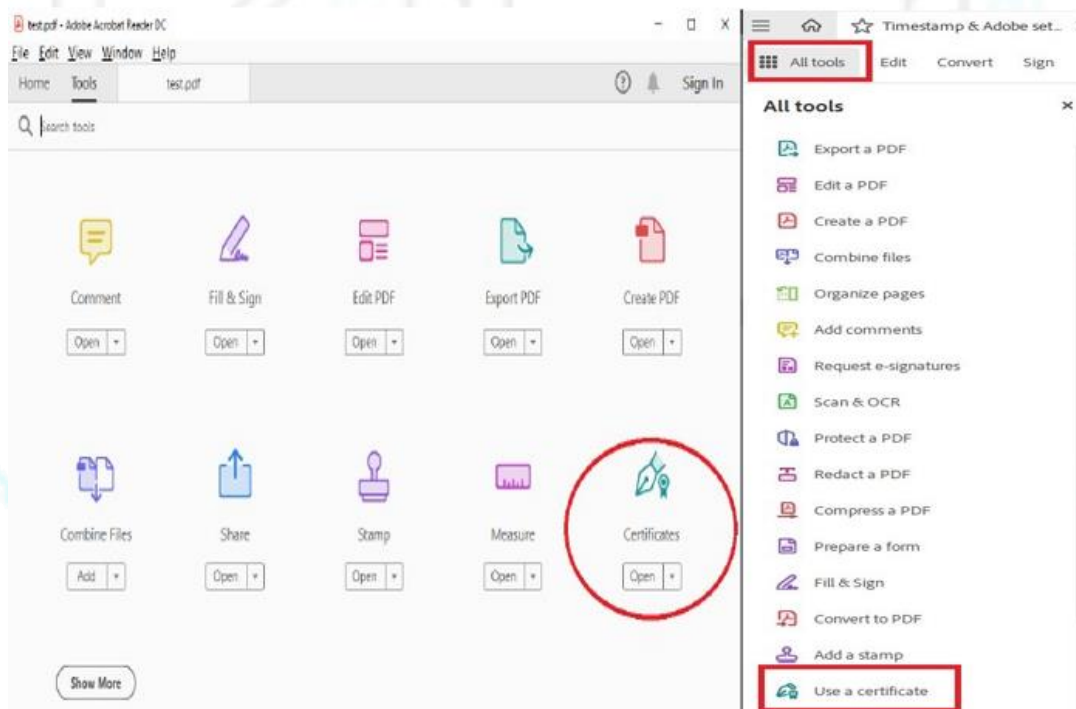
5. Finally, select the Timestamp you created and press Set Default and OK



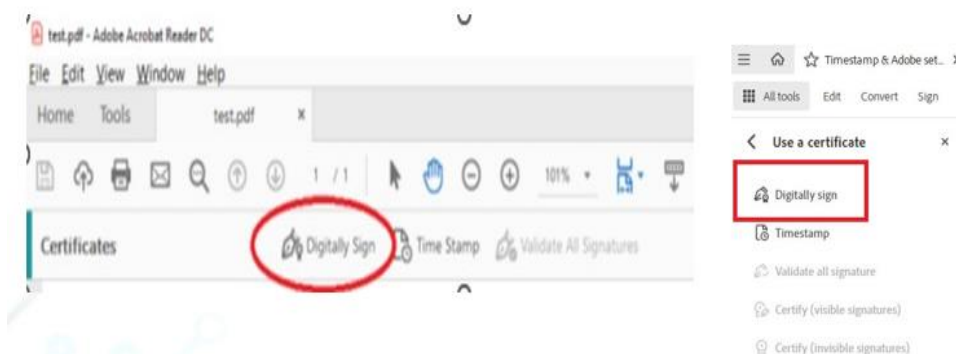
#### 4. Steps to digitally sign a pdf document

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**.

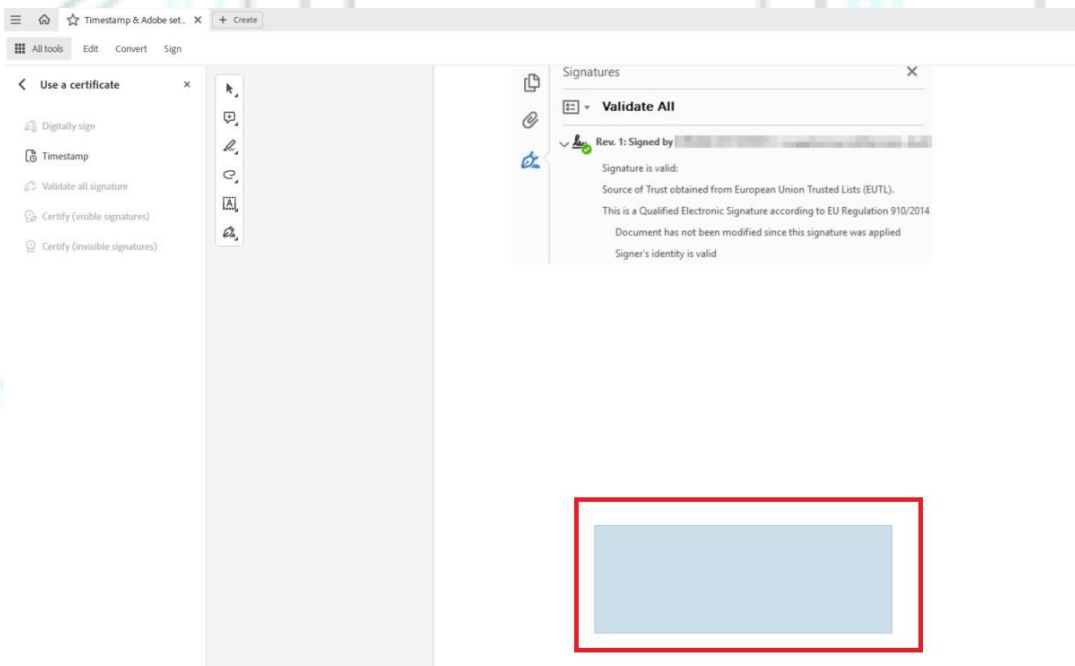




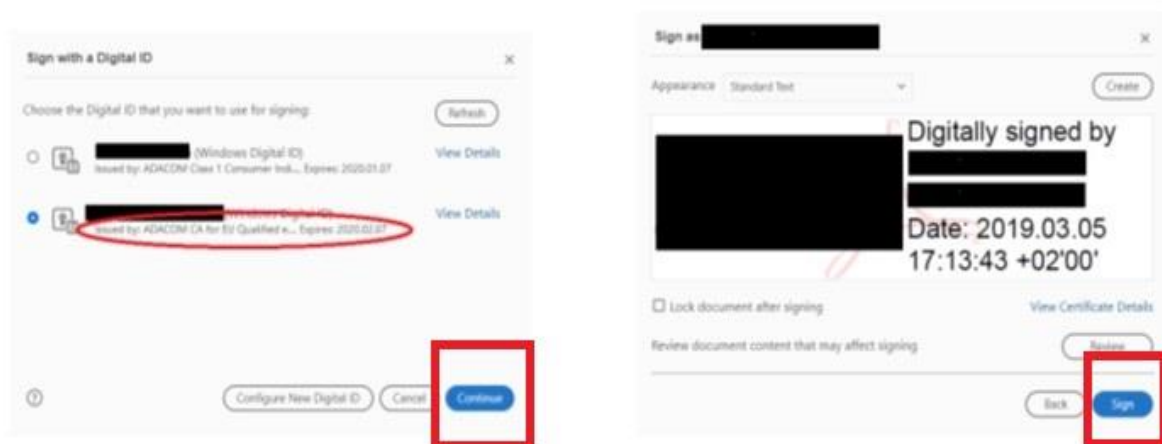
#### 4. Select Digitally Sign



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



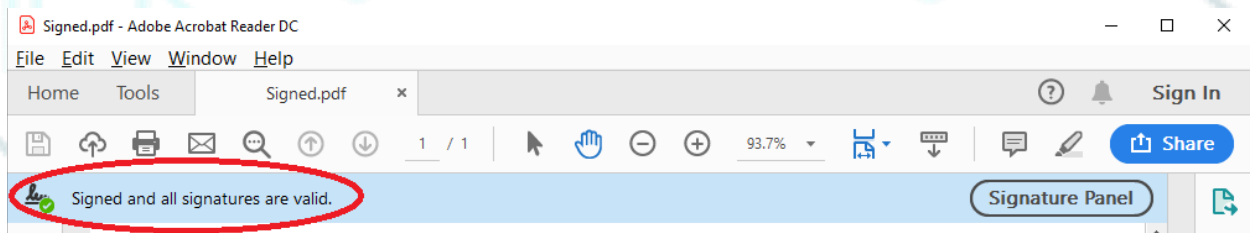
7. Select the certificate to use (Qualified Certificate) and press **Continue**.



8. Select **Sign**
9. Choose a new name for your file and save the signed document
10. Enter your USB Token PIN and select **OK**

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** "



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

