

Signing a PDF Document Electronically

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Signing a PDF Form for the First Time

To sign a form for the first time, you must:

- **Have Adobe Reader X or greater installed on your computer**

To download the latest version of Adobe Reader, go to <http://get.adobe.com/reader/>.

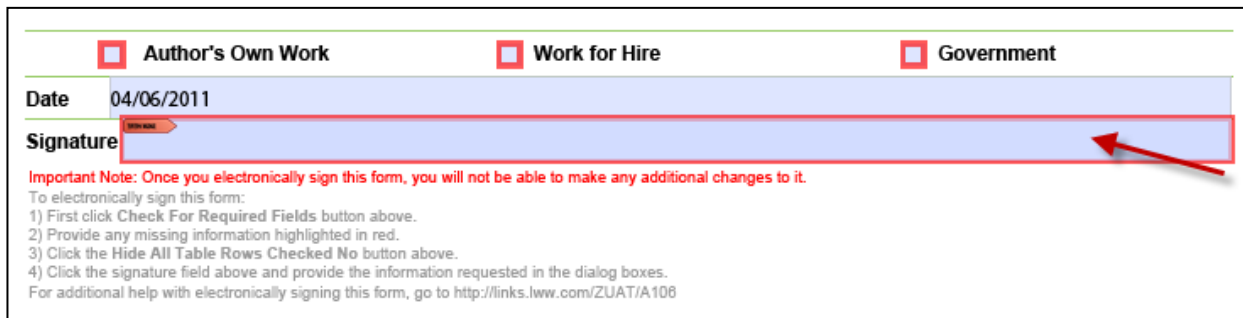
- **Create a digital ID**

For more information about digital IDs, please see:

http://help.adobe.com/en_US/acrobat/standard/using/WSAC8084C2-14F7-4841-9EF8-92106D22C3DB.w.html.

Creating a Digital ID

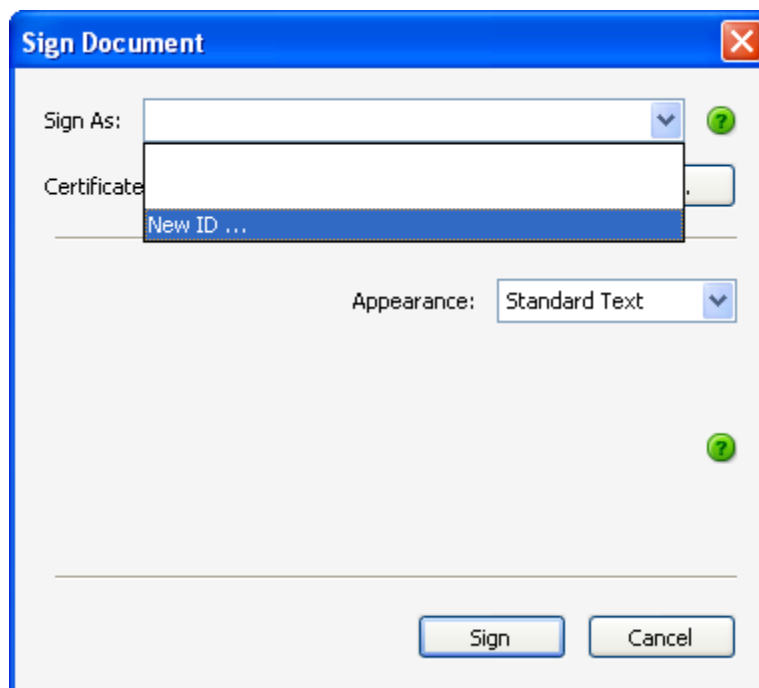
Step 1. Click anywhere in the Signature field.



The screenshot shows a form with three radio buttons at the top: Author's Own Work, Work for Hire, and Government. Below these is a 'Date' field containing '04/06/2011'. The 'Signature' field is highlighted with a red border, and a red arrow points to it from the right. Below the signature field is an 'Important Note' in red text: 'Important Note: Once you electronically sign this form, you will not be able to make any additional changes to it.' Below the note are instructions for electronically signing the form: 'To electronically sign this form: 1) First click Check For Required Fields button above. 2) Provide any missing information highlighted in red. 3) Click the Hide All Table Rows Checked No button above. 4) Click the signature field above and provide the information requested in the dialog boxes. For additional help with electronically signing this form, go to <http://links.lww.com/ZUAT/A108>

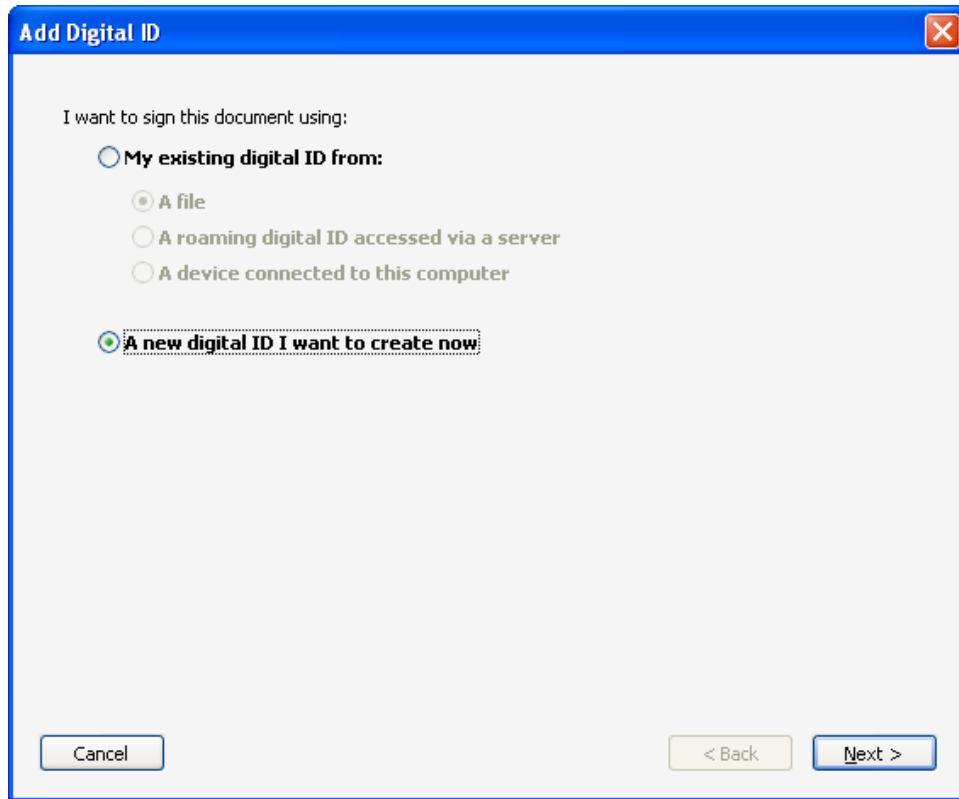
The 'Sign Document' box will then appear.

Step 2. Click on 'New ID...'' to begin creating your digital ID.

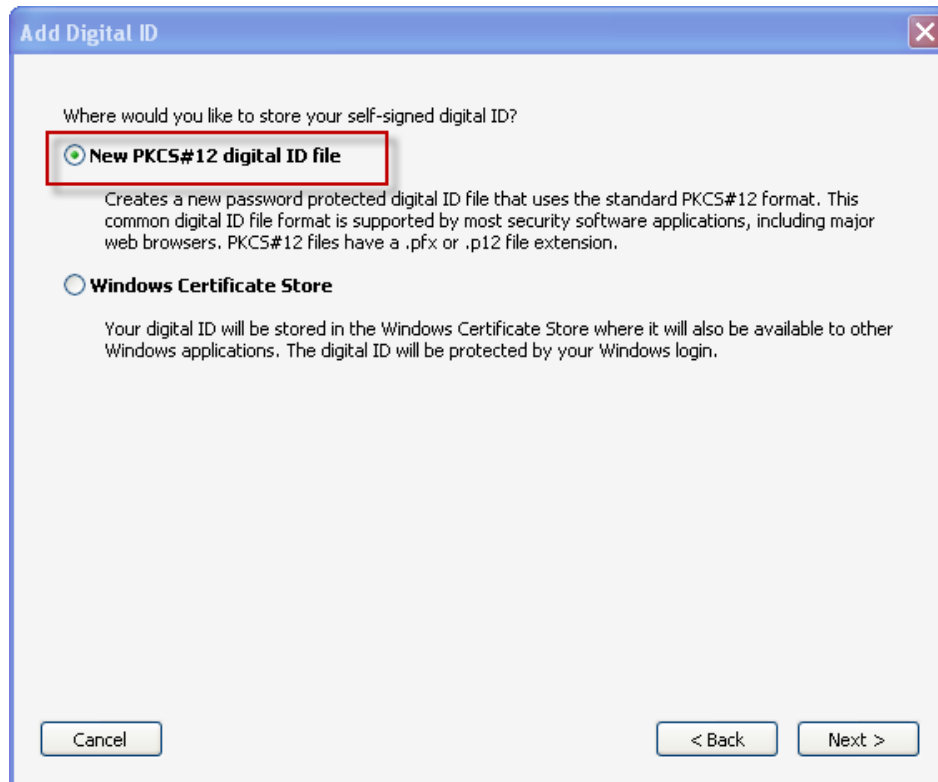


The 'Sign Document' dialog box has a blue title bar with a close button. It contains a 'Sign As:' dropdown menu with a green question mark icon to its right. Below it is a 'Certificate' dropdown menu with a list of options, including 'New ID ...' which is highlighted in blue. To the right of the 'Certificate' dropdown is a small white button. Below the dropdowns is an 'Appearance:' dropdown menu set to 'Standard Text' with a green question mark icon to its right. At the bottom of the dialog are 'Sign' and 'Cancel' buttons.

Step 3. Select 'A new digital ID I want to create now', then click Next.



Step 4. Select 'New PKCS#12 digital ID file', then click Next.



Step 5. Provide the requested information, then 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

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- Step 6. Enter and confirm a password, then click Finish.
- The file location indicated is where your digital ID file will be saved on your computer.
 - You should select a password that meets the security requirements but will be easy for you to remember. *This password cannot be recovered; if you forget it, you will need to create a new digital ID.*

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:
C:\Documents and Settings\Jodie.Strusz\Application Data\Adobe\Acrobat\10.0\Security

Password:

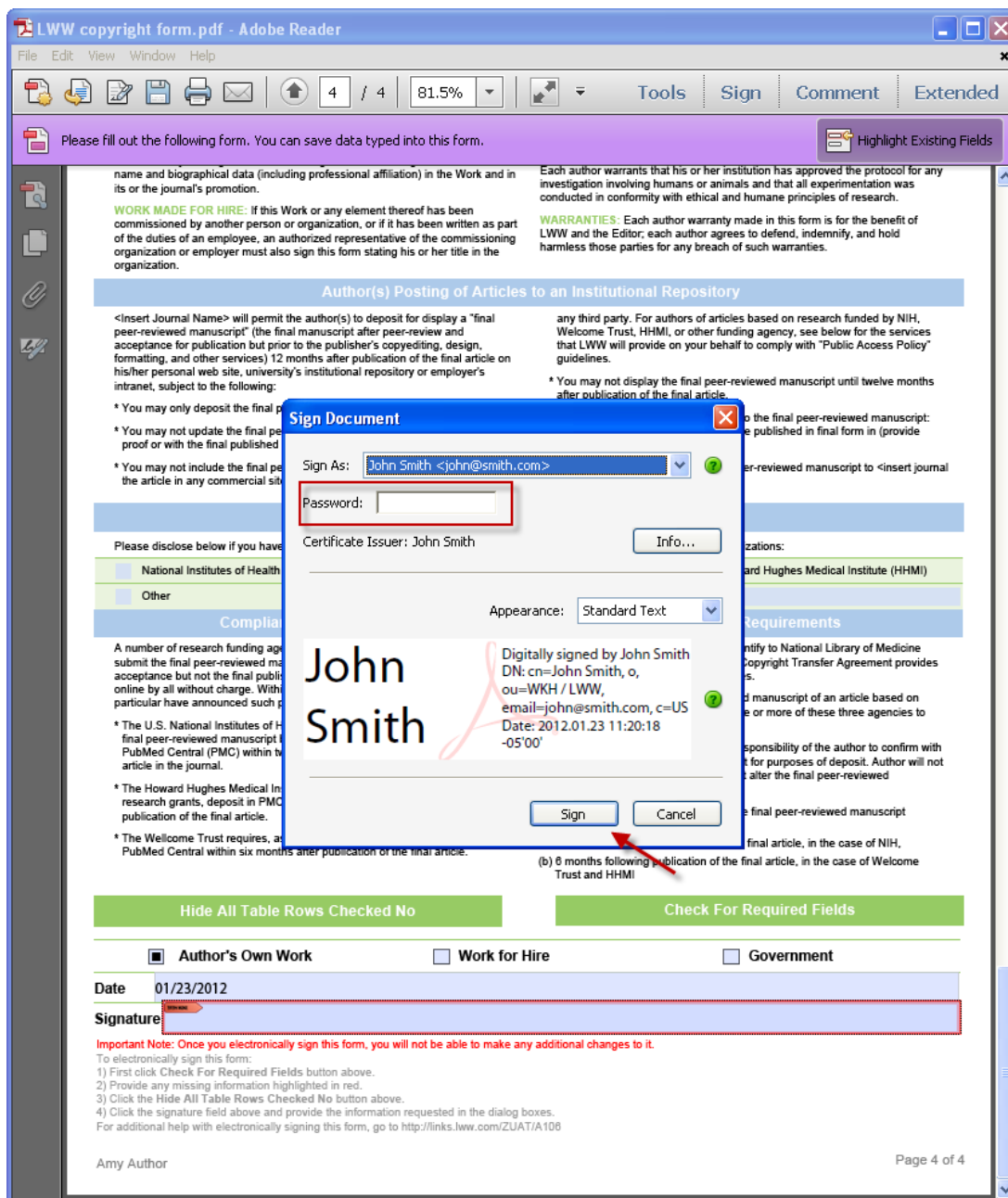
Not Rated

Confirm Password:

You will then be returned to the Sign Document window. Complete the steps below to sign and save the document.

Signing a Document

Select your digital ID from the 'Sign As' drop-down menu. Type your password, then click 'Sign'. Adobe will then prompt you to save the PDF document; your digital signature will appear on the document after it has been saved.



NOTE: You only need to create a digital ID the **first time** you sign a PDF document on a particular computer. Once you have created your digital ID, you will be able to select it from the list of available IDs in the Sign Document window.

Once the form has been saved, the signature field will be populated. You will also see a confirmation notice at the top of the window, as shown below.

Signed and all signatures are valid.

name and biographical data (including professional affiliation) in the Work and in its or the journal's promotion.

WORK MADE FOR HIRE: If this Work or any element thereof has been commissioned by another person or organization, or if it has been written as part of the duties of an employee, an authorized representative of the commissioning organization or employer must also sign this form stating his or her title in the organization.

Each author warrants that his or her institution has approved the protocol for any investigation involving humans or animals and that all experimentation was conducted in conformity with ethical and humane principles of research.

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- * You may not update the final peer-reviewed manuscript text or replace it with a proof or with the final published version.
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- * You shall provide a link in the final peer-reviewed manuscript to <insert journal name> website.

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Please disclose below if you have received funding for research on which your article is based from any of the following organizations:

<input type="checkbox"/> National Institutes of Health (NIH)	<input type="checkbox"/> Wellcome Trust	<input type="checkbox"/> Howard Hughes Medical Institute (HHMI)
<input type="checkbox"/> Other	Please List:	

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A number of research funding agencies now require or request the author to submit the final peer-reviewed manuscript (the article after peer review and acceptance but not the final published article) to a repository that is accessible online by all without charge. Within medical research, three funding agencies in particular have announced such policies:

- * The U.S. National Institutes of Health (NIH) requires the author to deposit the final peer-reviewed manuscript based on NIH-funded research in its repository PubMed Central (PMC) within twelve months after publication of the final article in the journal.
- * The Howard Hughes Medical Institute (HHMI) requires as a condition of research grants, deposit in PMC, but in its case within six months after publication of the final article.
- * The Wellcome Trust requires, as a condition of research grants, deposit in UK PubMed Central within six months after publication of the final article.

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Author will not authorize the display of the final peer-reviewed manuscript prior to:

- 12 months following publication of the final article, in the case of NIH,
- 8 months following publication of the final article, in the case of Wellcome Trust and HHMI

Hide All Table Rows Checked No **Check For Required Fields**

Author's Own Work Work for Hire Government

Date: 01/23/2012

Signature John Smith

Digitally signed by John Smith
DN: cn=John Smith, o=LWW_email=john@lww.com, c=US
Date: 2012.01.23 11:38:20 -0500

Important Note: Once you electronically sign this form, you will not be able to make any additional changes to it.

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 3) Click the Hide All Table Rows Checked No button above.
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John Smith

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