SMARTCARD QES
SIGNATURE APPLICATION – Adobe PDF

This guide will take you through how to add and remove a digital signature from electronic documents you created. For clarity, the version used in this guide is Adobe PDFMaker 10.0 for Windows. The QES, and the process of applying, is compatible with all Adobe versions, though. The icons might look differently, but the process is mostly the same.

Please remember that your Smartcard needs to be placed in the reader and the reader & root certificates need to be installed onto your computer before you can digitally sign your document.
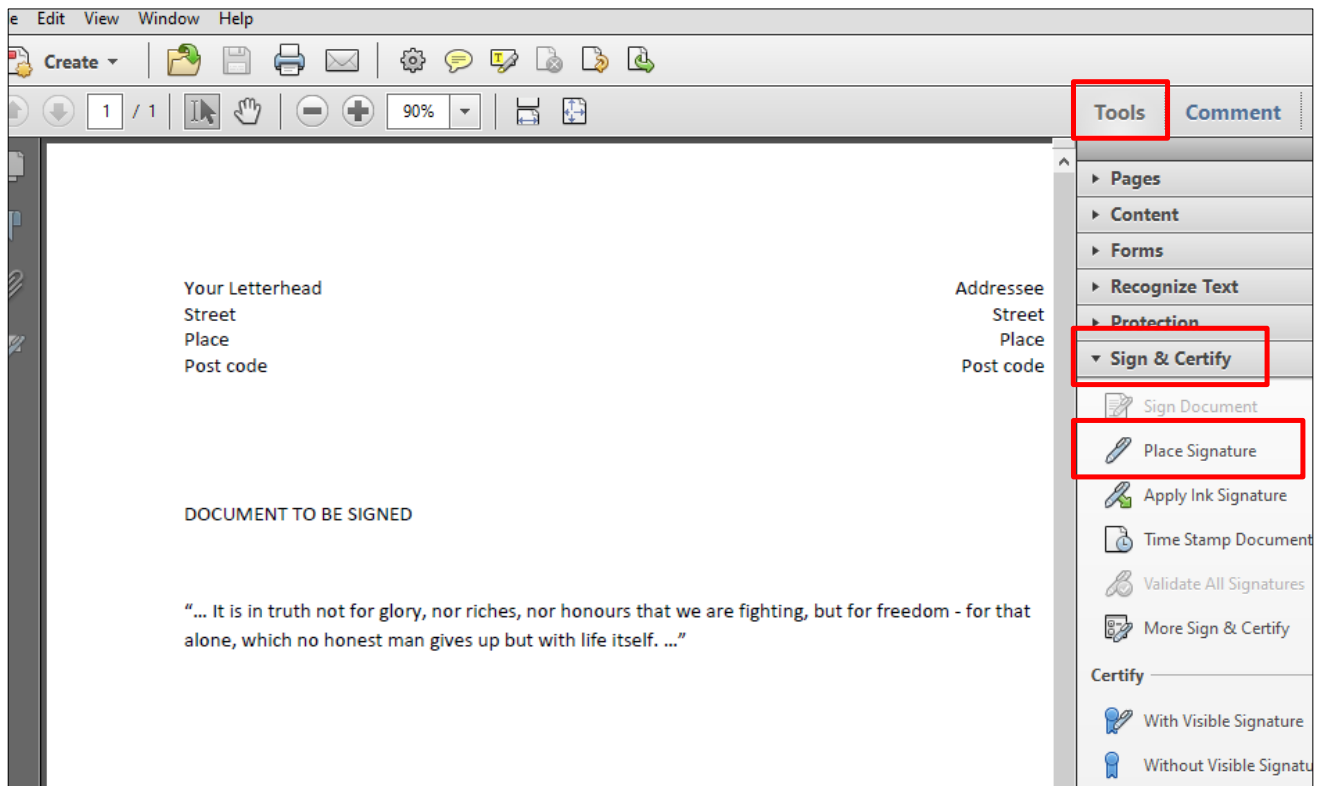
Apply your signature

1. Create/amend a document

Open or **create** a document that you wish to apply your digital signature to. This can be anything where you would normally put pen to paper and need to keep it secure. Please be aware that you cannot change anything in that document once the signature is applied. You need to make sure that this really is the final version before you sign it.

2. Place signature

Under the **Tools** tab, you will find a list of features to work with your document. Select **Sign & Certify**, and here **Place Signature**.

You cannot apply a signature to the document straight away; you need to tell Adobe where you want to put it first. **Place Signature** lets you choose where exactly in the document you want to the signature to be – simply click & drag your mouse along to draw a square. It doesn't have to be perfect. Adobe will automatically adjust to make it rectangular.

The window that opens gives you all the information your signature will include and will show what your signature looks like when applied. It is recommended to **Lock Document**.
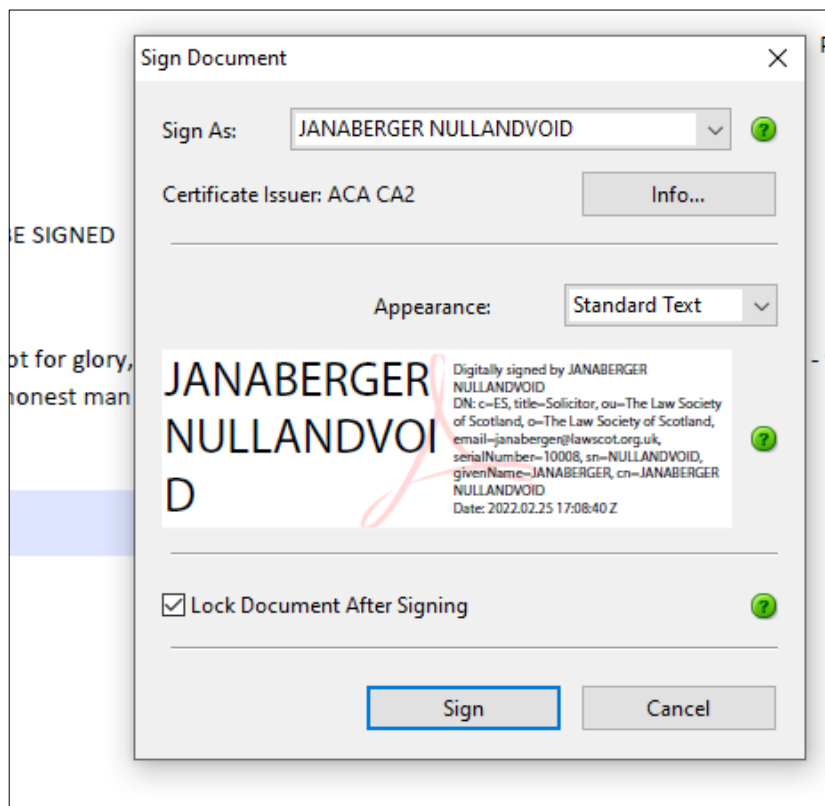
The signature box contains all the information that is part of the certificate on your chip – name, designation, issuing agency, your email, your name, etc., as well as the date the signature was created.

It is important that you check the line "Sign As:…" indicates yourself. The name showing here is taken directly from the signature on the chip of your Smartcard – if this is not you, you are using the wrong card. Also, in some cases you will have more than one signature at your disposal here – Microsoft issues electronic signatures automatically to license holders, which will show up in this window as well. These MS signatures are not QES and are not suitable for legal transactions. You need to make sure the system picks the correct digital signature, your Smartcard QES, showing your name and the "Certificate Issuer" is "ACA CA2." Should the window show the wrong signature here, use the **dropdown** menu. It will show you a list of available signatures on your computer, from which you can pick the correct one.

3. Save document

Adobe will ask you to save your document. You cannot proceed without it; it's part of finalising the document before a digital signature is applied.

4. Sign

Straight after you saved your document, the system will ask for you for your PIN code. This is the 6-digit code you entered when you picked up your Smartcard with QES.
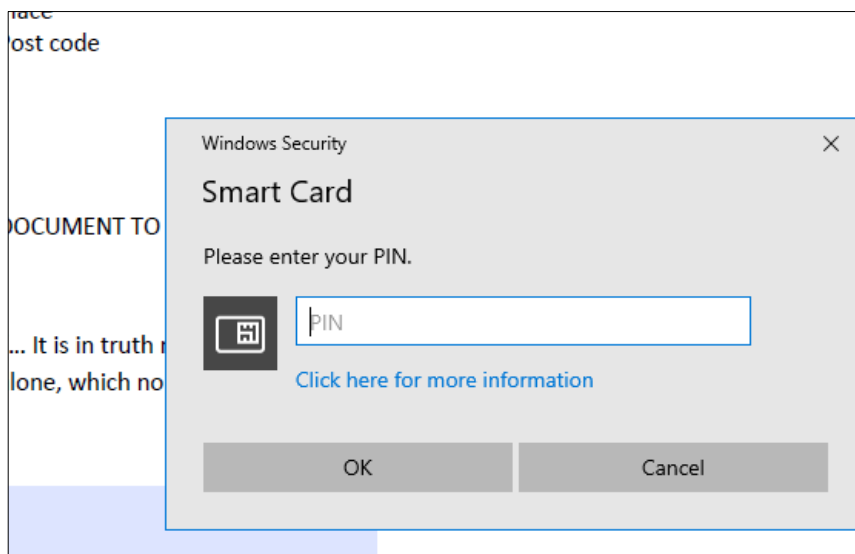
Once you entered your PIN, the signature will be finalised and embedded in the bits and bytes of your document. The signature box is also visible, letting you/the recipient know that this PDF document has been signed.

5. Confirming a digital signature

Your document once signed will look slightly different than before – the blue bar and green tick mark on top inform the reader that this document is electronically signed.
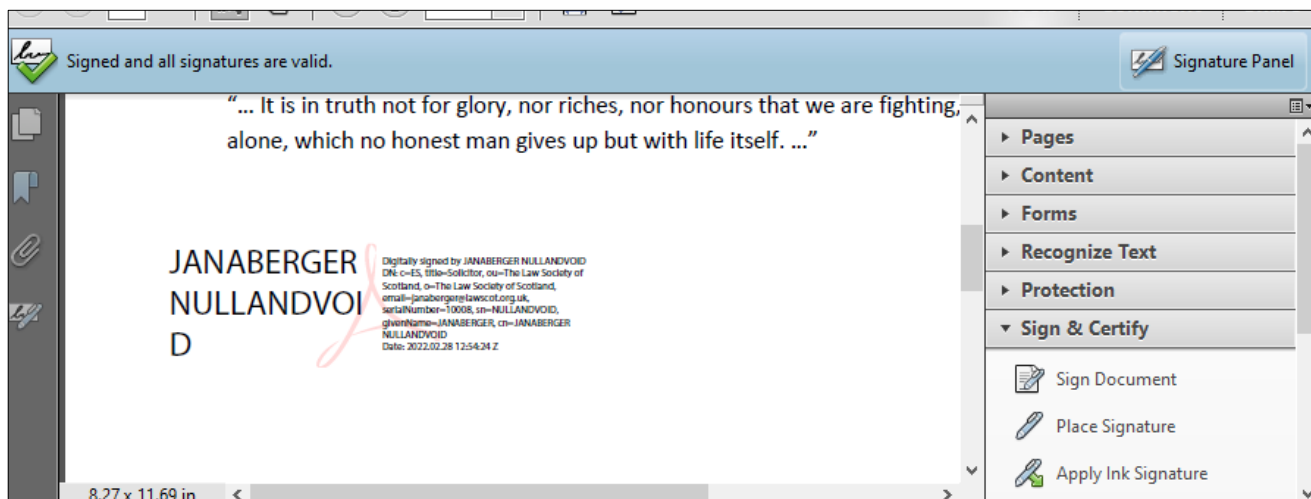

The **Signature Panel** will give you/the recipient more information about the signature & signatory. Please remember that this is an electronic signature. You could print this document, but all you have then is a picture on a sheet of paper. In order to keep it valid and useful, the document needs to stay electronic. Likewise, confirmation of signatures and checking of details is only possible with a computer while the document is in electronic form.

**Signature Details** are available in the **Signature Panel**.
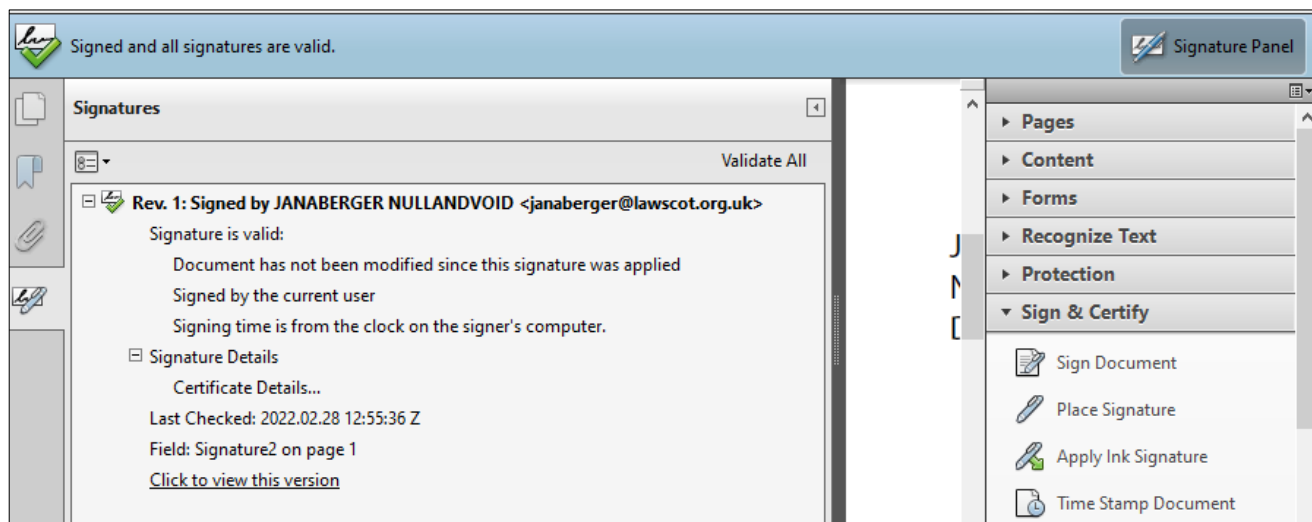
Certificate Details will show you the name of the signatory and the issuing agency, i.e. your name and ACA CA2 – information that is required to be available & visible when interrogating a QES.
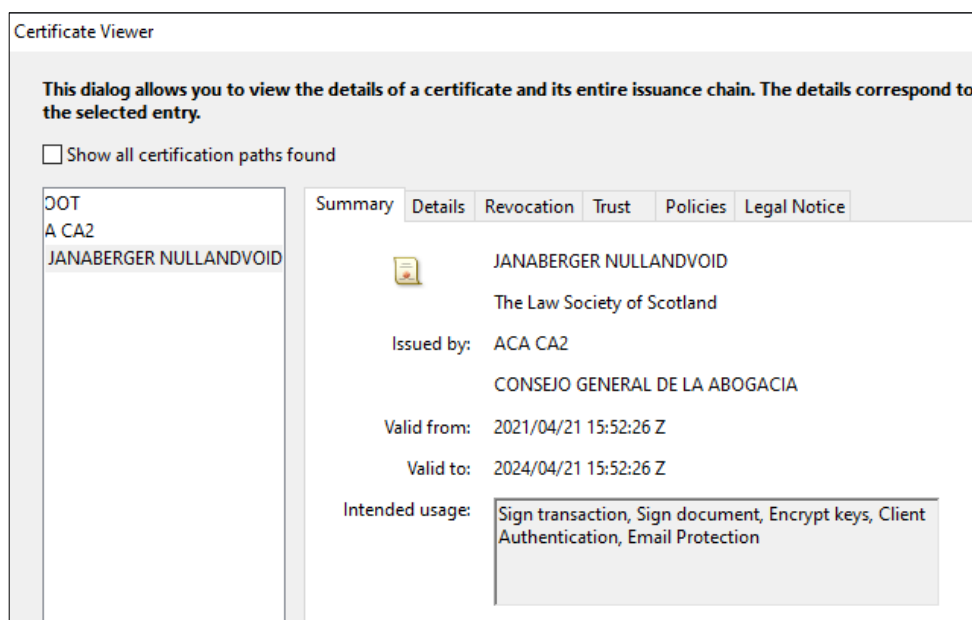

6. Removing a signature

It might become necessary to remove your digital signature again – you need to rewrite the documents, or insert a second or third signature line, etc. Removing a signature in Adobe is a two-step process – first the signature, then the signature box.
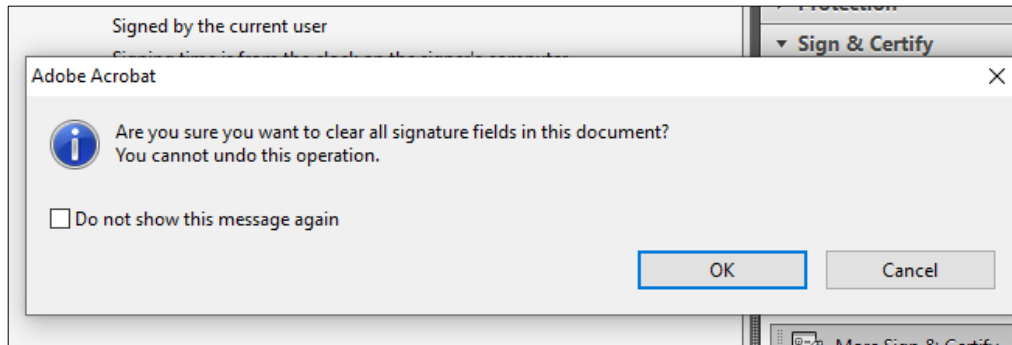
The first is done by **Clearing all signatures**, available in two places. One is the dropdown menu of the Signature Panel:
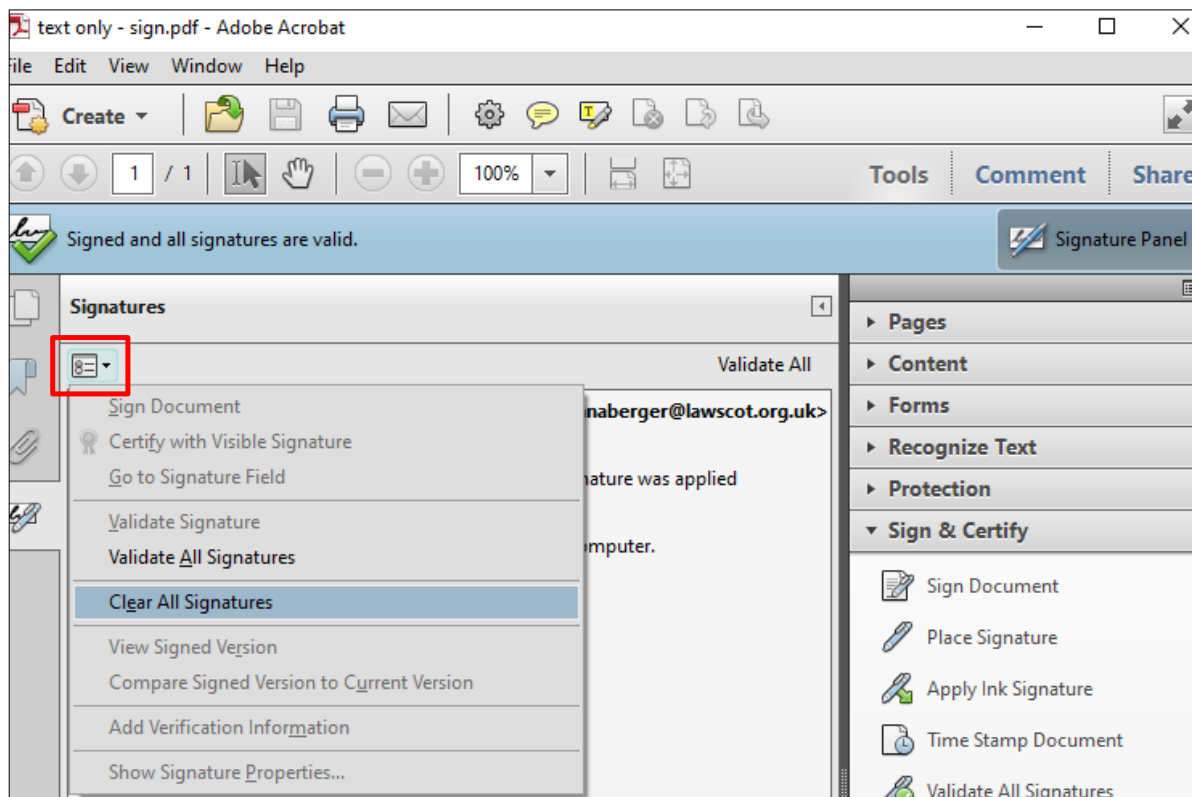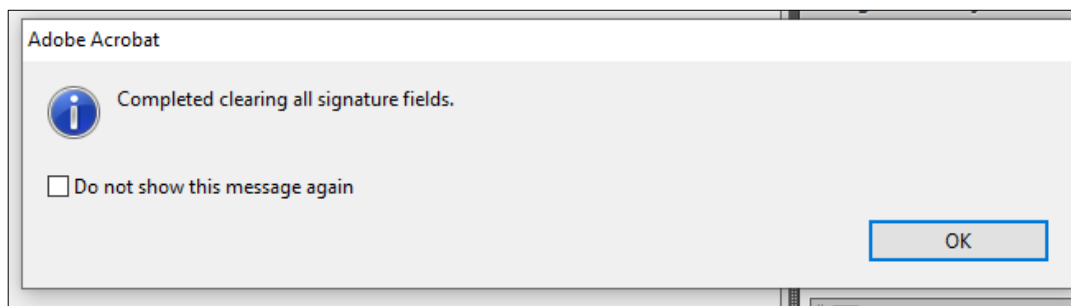
The other is in the **Sign & Certify** menu – here in **More Sign & Certify**.
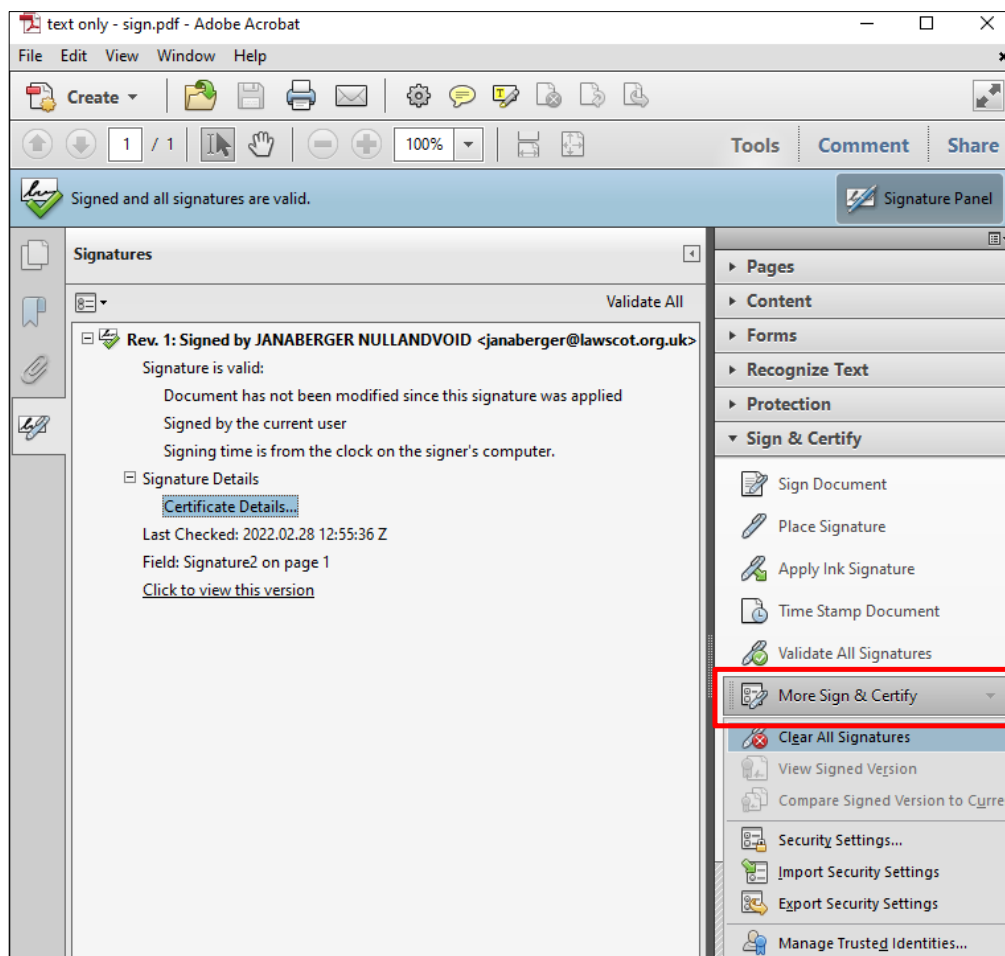
Either way will let you remove the signature from the document.

This cannot happen by mistake. Adobe will ask you specifically whether or not you really want to do that, as shown in the picture above. It will also tell you that the signature has been removed when it's done.

This leaves the signature box. You can either make your necessary changes, and sign the document again, or remove the box altogether. For this, choose the **Forms** drop-down menu, and pick **Edit**.
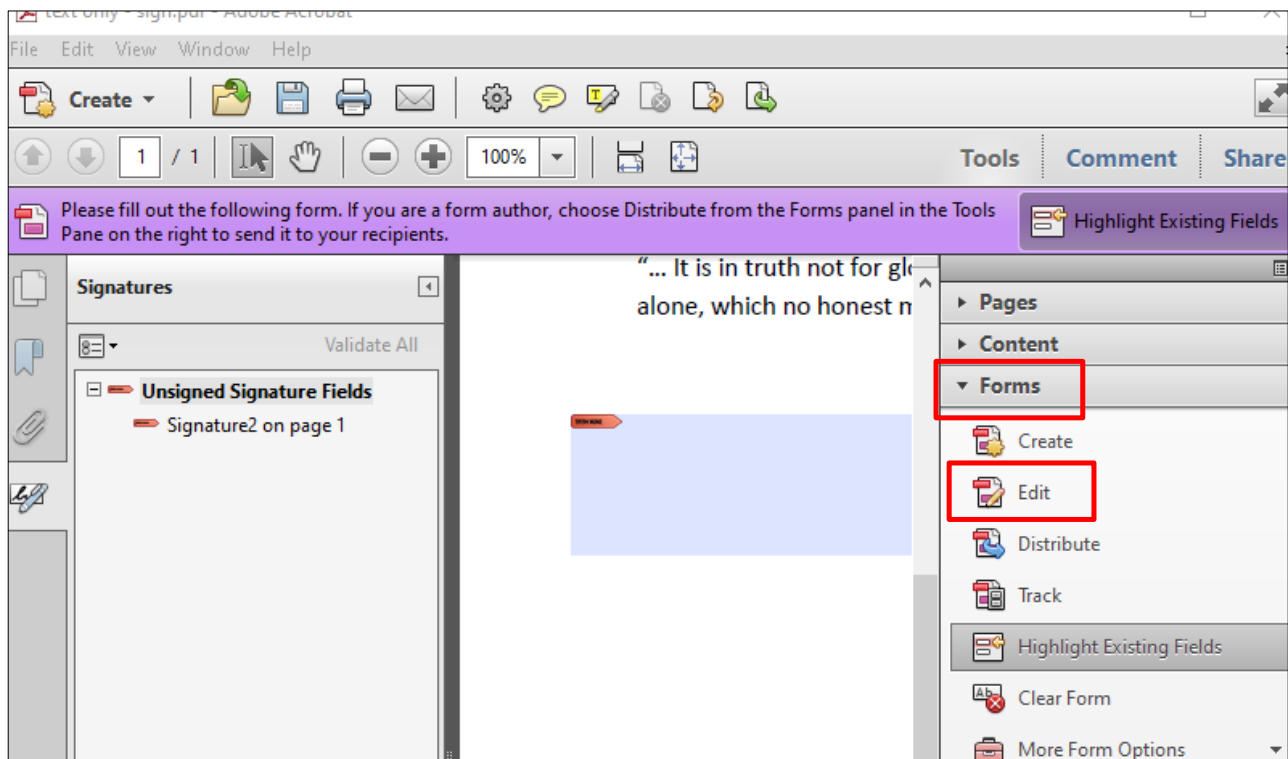
This will let you delete the signature box. **Save** the document again and close it. When you open it again, the box will be gone.

Personalise your signature

As explained in Step 2, the signature box you create in order to apply your QES contains all the information that is included in the underlying certificate. You can, however, choose how much or how little of that information you want to show. It will still be there, and can still be interrogated when verifying a signature, but it will not be visible at first glance in that box.

Please be aware that you cannot change the content or appearance of your digital signature after you have applied it. If you want to change the look of it, you need to complete the following steps before you apply your signature to your document.

In order to personalise the information, you need to create your own signature profile. You can do that when drawing the signature box. Under **Appearance**, you create a new profile.
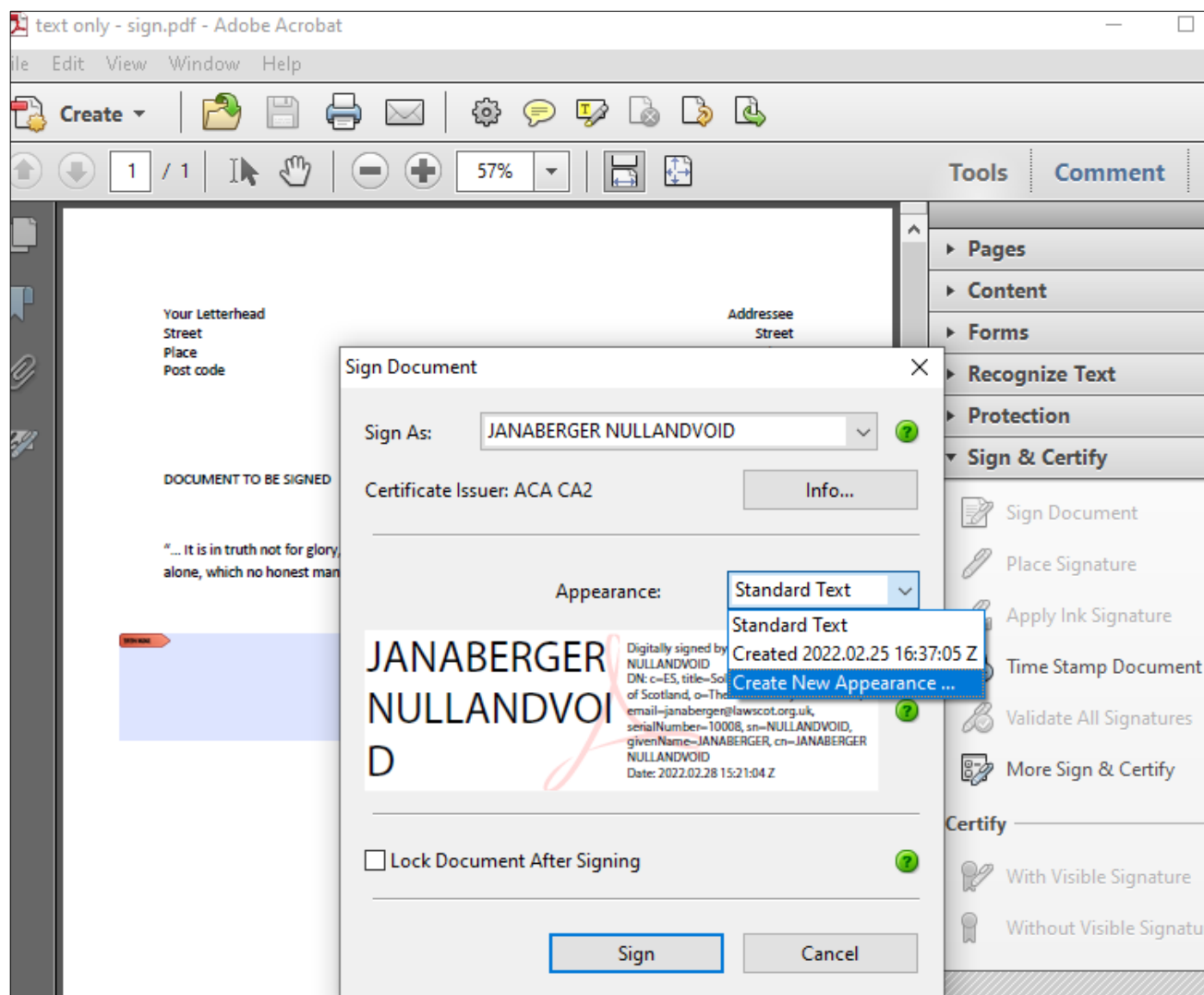
The following window gives you all available choices – you decide what kind of information you want to show. It even gives you a preview of the signature box.

Configure Text lets you decide what information is immediately visible in the signature box. You can tick/untick the boxes here according to your preferences.

Just like MS Word, Adobe lets you include a scan of your wet signature as well. Put pen to paper, take a scan of it, turn it into a jpg, and upload it here. It has zero value, but people still expect that squiggle at the bottom of the page in an official document. That scan is that squiggle. Go to **Imported Graphic** to browse your computer and pick the scan of your wet signature to insert here.

Configure Signature Appearance

Title: new profile

Preview

your common name here
A Graphic of your Choice
2022.02.28 15:25:16 Z

Configure Graphic

Show: ○ No graphic   Import Graphic from:
     ◉ Imported graphic   [File...]
     ○ Name

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]

A completed new signature profile looks like the above window. Click **OK** to complete the process. Adobe will then ask you for your PIN and apply the signature to your document.

alone, which no honest man gives up but with life itself. ..."

JANABERGER
A Graphic of your Choice NULLANDVOID
2022.02.28 16:44:07 Z