



Creating a Digital Signature

Division of People and Culture How to Guide

Open a PDF file that has a signature field (for example, the [Casual Professional/General Staff form](#)) and click on the signature field.

Authorisation

Budget Centre Manager
if **different** from the Band 8
delegate below

Name

Signature

Date

In the *Add Digital ID* dialogue box, select **A new digital ID I want to create now** and click **next**.

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

You will then be asked where you would like to store your new ID. Select option 1, **New PKCS#12 digital ID file**, as this will allow you to create a password for added security. Please note, the password will be separate to your Charles Sturt password and will not be updated. Click **next**.

Add Digital ID

I want to sign this document using:

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- A file
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A new digital ID I want to create now

Cancel < Back Next >



You will then be prompted to enter your personal information. Leave the Enable Unicode Support option un-ticked and the remaining encryption details the way they are and click next.

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:
P:\Signatures\JoBloggs.pfx

Password:

Best

Confirm Password:

Choose where you would like to save the digital ID file, to your P drive for instance, and then enter and confirm a strong password.

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:
P:\Signatures\JoBloggs.pfx

Password:

Best

Confirm Password:

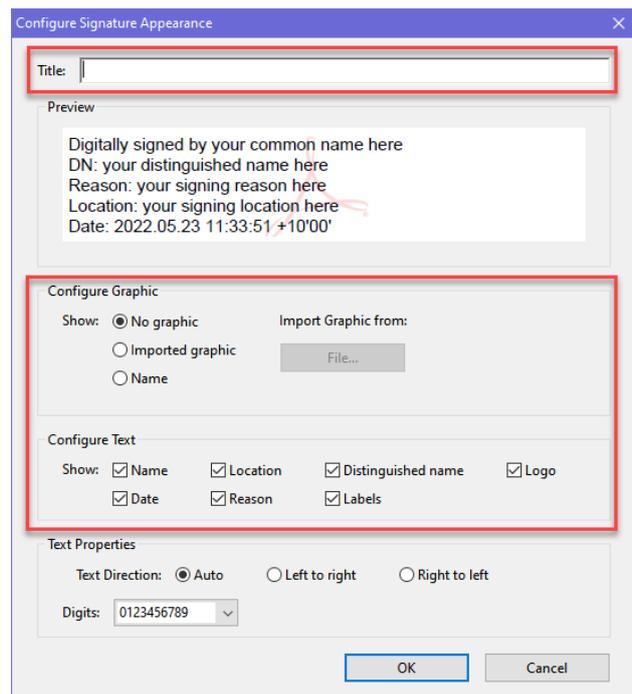
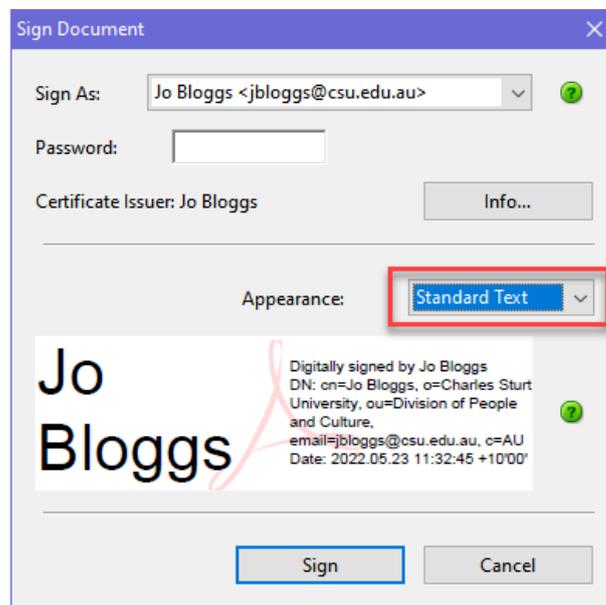
You have now created your ID.

If you would like to change the appearance of the signature from the default plain text to an image of your written signature, please follow the remaining steps in this how to guide.



You will need to create an electronic version of your signature by scanning your signature and, if necessary, cropping the result to the size of the signature to remove any excess blank space. The file needs to be saved as a PDF in order to be used as an electronic signature.

Click the **Appearance Drop Down** and select **Create New Appearance...** from the list.

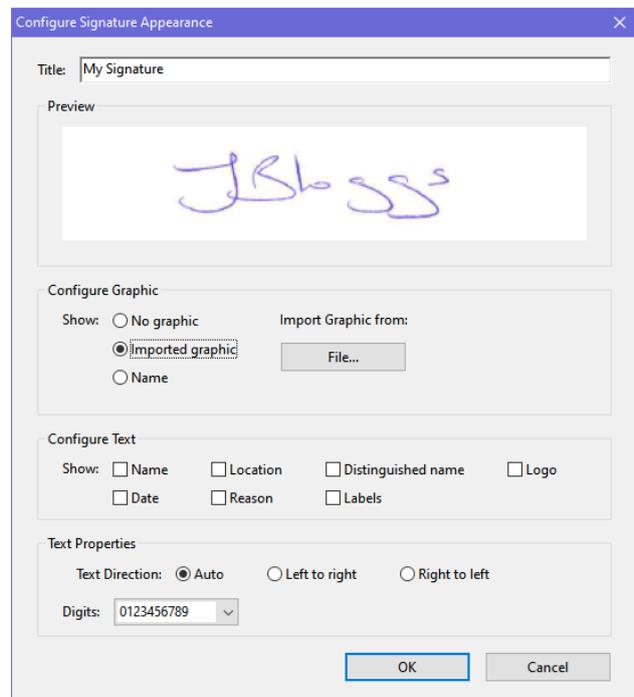


Enter a title for the signature (e.g. My Signature) and then select the **Imported Graphic** radio button. Click on the **File...** button and locate the PDF signature image file on your computer using the **Browse** button then click OK to upload the image.

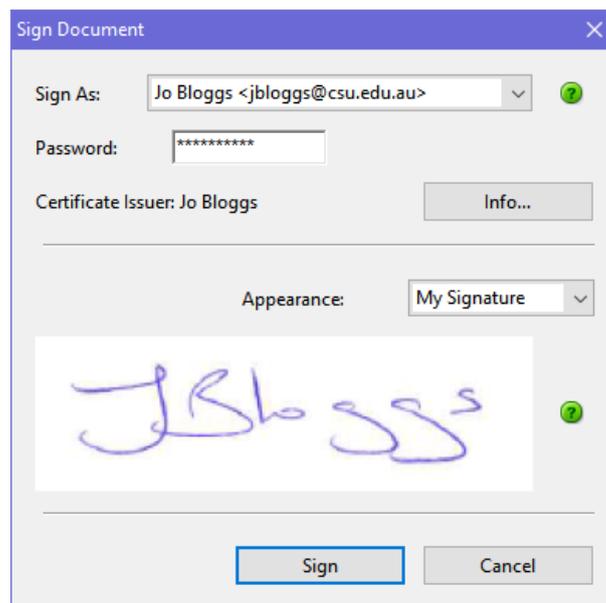


Un-tick all of the options under **Configure Text**, unless you would like them to appear beside the image.

Leave the remaining options as the default and click **OK**.



To sign a document, enter your password and click **Sign** and your signature will appear.



Every time you sign a document, you will first be prompted to save it somewhere to have a copy for your records.