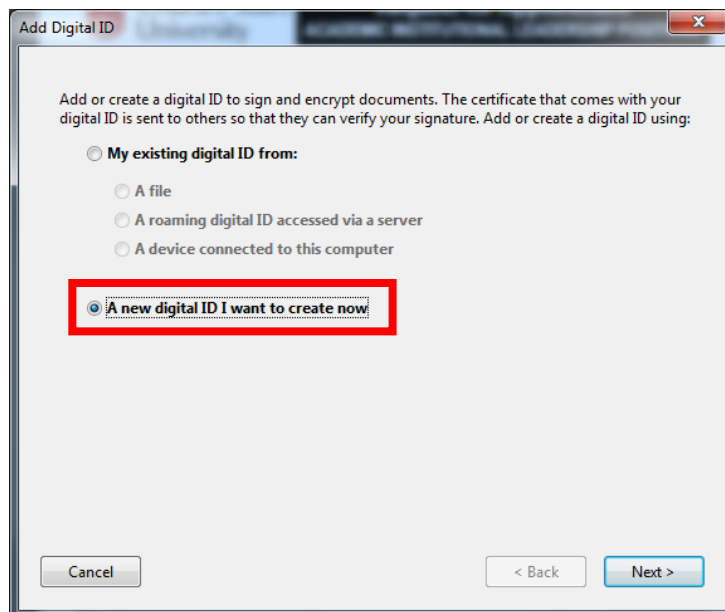


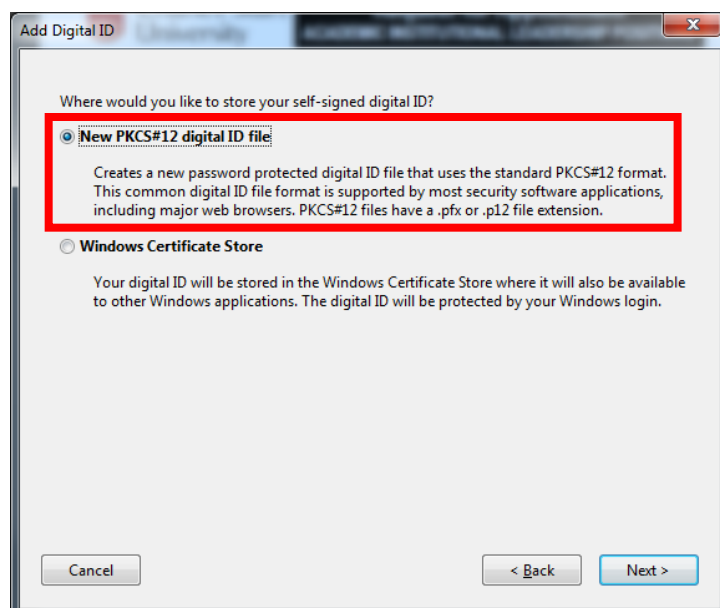
Open a PDF file that has a signature field (for example, the [Casual General Staff Form](#)) and click on the signature field.

Authorisation		
Band 5 delegate or above Who is this?	<input type="text"/>	<input type="text"/>
	Name	Signature
		Date

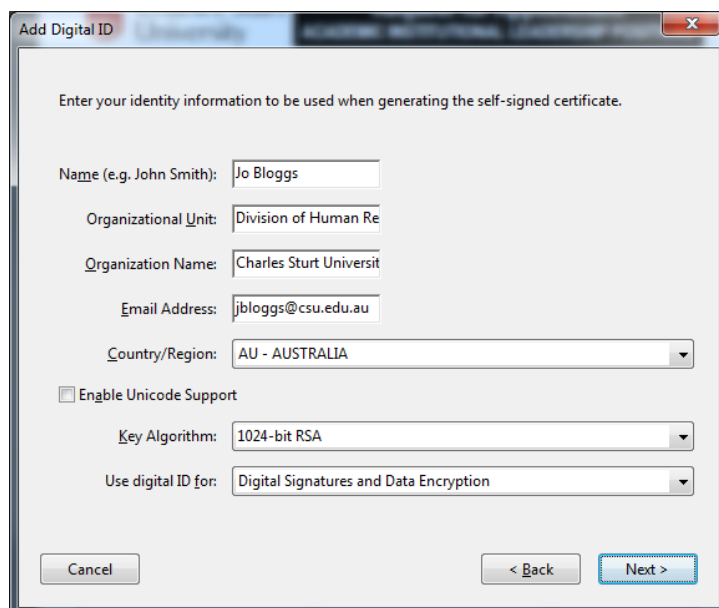
In the *Add Digital ID* dialogue box, select **A new digital ID I want to create now** and click **next**.



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 CSU password and will not be updated. Click **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.

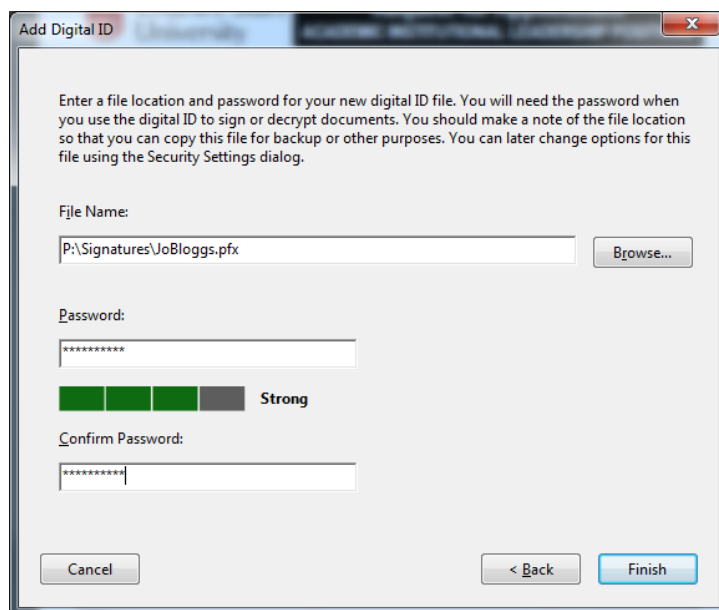


The screenshot shows a dialog box titled "Add Digital ID" with the following fields and options:

- Name (e.g. John Smith): Jo Bloggs
- Organizational Unit: Division of Human Re
- Organization Name: Charles Sturt Universit
- Email Address: jbloggs@csu.edu.au
- Country/Region: AU - AUSTRALIA
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons: Cancel, < Back, Next >

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.



The screenshot shows a dialog box titled "Add Digital ID" with the following fields and options:

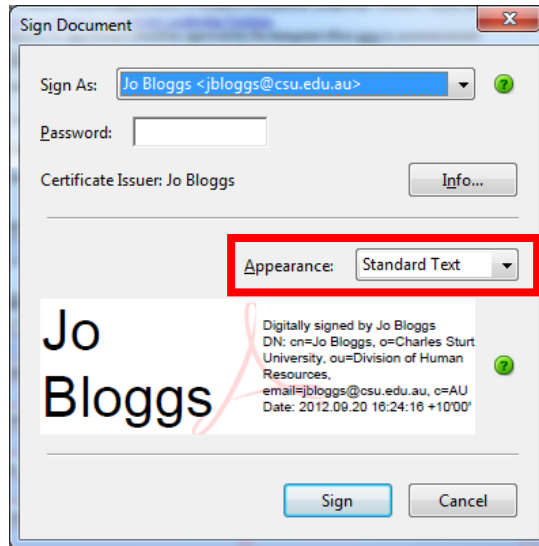
- File Name: P:\Signatures\JoBloggs.pfx (with a Browse... button)
- Password: [masked with asterisks]
- Strength indicator: 4 green bars, 1 grey bar, labeled "Strong"
- Confirm Password: [masked with asterisks]

Buttons: Cancel, < Back, Finish

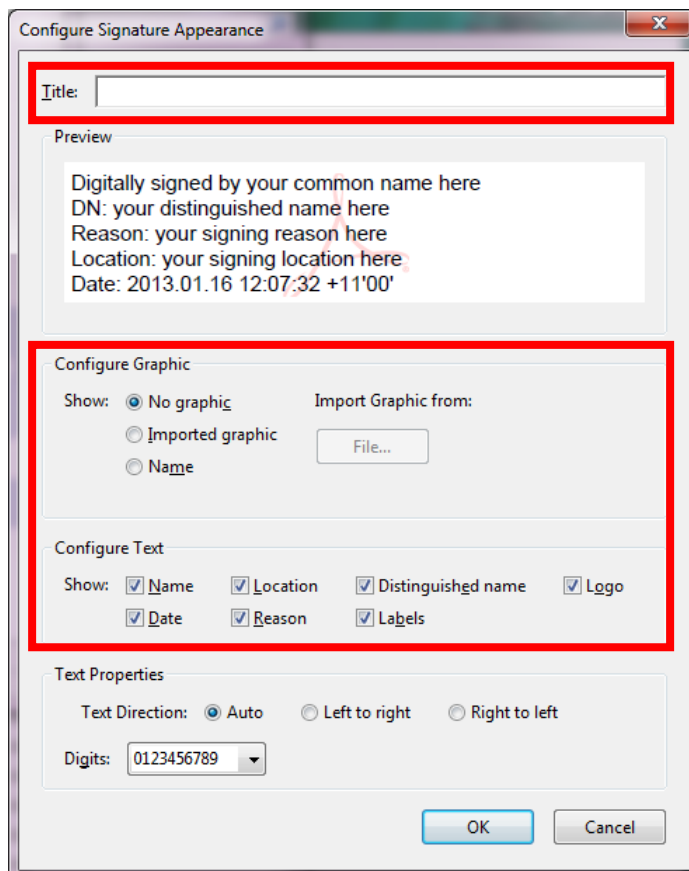
You have now created your ID.

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.

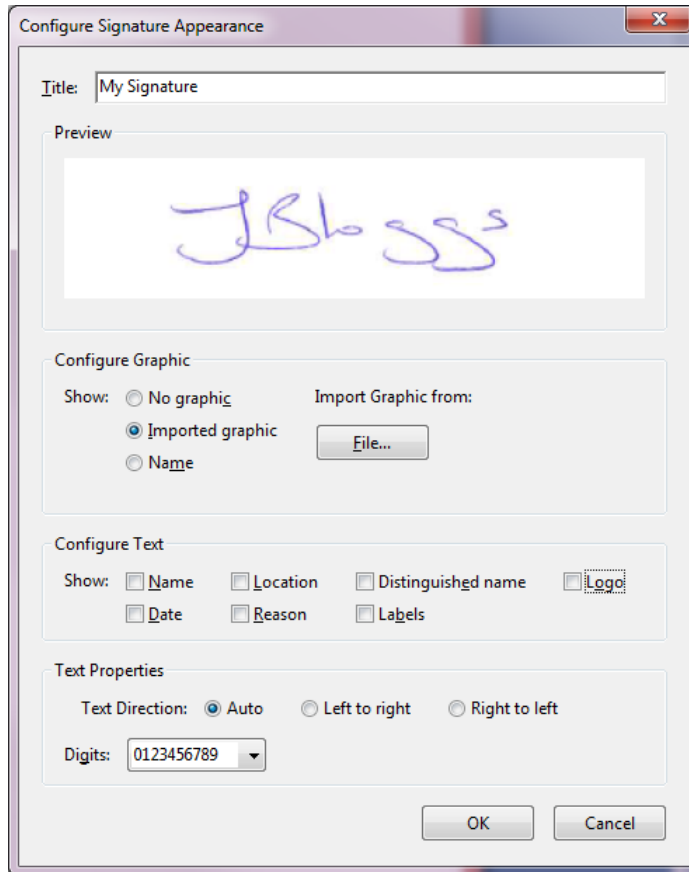


Enter a title for the signature (e.g. My Signature) and then select the **Imported Graphic** radio button. Click on the **File...** button and locate the PDF signature image file on your computer using the **Browse** button then click OK to upload the image.

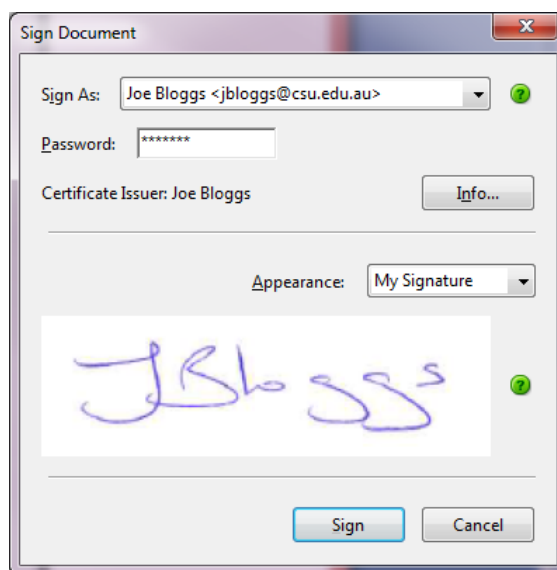


Un-tick all of the options under **Configure Text**, unless you would like them to appear beside the image.

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.