

Creating a Digital Signature Division of People and Culture How to Guide

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

Authorisation			
Budget Centre Manager if <u>different</u> 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	\times
I want to sign this document using:	
 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:		
○ My existing digital ID from:		
A file		
A roaming digital ID accessed via a ser	ver	
\bigcirc A device connected to this computer		
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.

dd Digital ID	×
Enter a file location and password for your new digital ID file. You will nee you use the digital ID to sign or decrypt documents. You should make a r so that you can copy this file for backup or other purposes. You can later file using the Security Settings dialog.	d the password when ote of the file location change options for this
File Name:	
P:\Signatures\JoBloggs.pfx	Browse
Password:	

Best	
Confirm Password:	

Cancel < Back	Finish

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 th file using the Security Settings dialog.	1 is
File Name:	
P:\Signatures\JoBloggs.pfx Browse	
Password:	

Best	
Confirm Password:	

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.

Sign Document	×
Sign As: Jo Bloggs <jbloggs@csu.edu.au> v Password: Certificate Issuer Io Bloggs</jbloggs@csu.edu.au>	2
Appearance: Standard Text	~
Jo Bloggs Bioggs JN: cn=Jo Bloggs, o=Charles Sturt University, ou=Division of People and Culture, email=bloggs@csu.edu.au, c=AU Date: 2022.05.23 11:32:45 +10'00'	2
Sign Cancel	

Configure Signature Appearance

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.

Title:	
Digit DN: Reas Loca Date	ally signed by your common name here your distinguished name here son: your signing reason here tion: your signing location here : 2022.05.23 11:33:51 +10'00'
Configure	e Graphic
Show:	No graphic Import Graphic from:
	O Imported graphic File
	() Name
Configure	e Text
Show:	☑ Name ☑ Location ☑ Distinguished name ☑ Logo
	🗹 Date 🔽 Reason 🗹 Labels
Text Prop	erties
Text	Direction: Auto Left to right Right to left
Digits:	0123456789 🗸
	OK Cancel



	Configure Signature Appearance X
	Title: My Signature Preview
	JB6385
Un-tick all of the options under Configure Text , unless you would like them to appear beside the image.	Configure Graphic Show: O No graphic Import Graphic from: Imported graphic File Name
click OK .	Configure Text Show: Name Location Distinguished name Logo Date Reason Labels
	Text Properties Text Direction: Auto Left to right Right to left Digits: 0123456789 V
	OK Cancel

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

Sign Document	×
Sign As: Jo Bloggs <jbloggs@csu.edu.au> Password: **********</jbloggs@csu.edu.au>	3
Certificate Issuer: Jo Bloggs Info	
Appearance: My Signature	~
JB6335	8
Sign Cancel	

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