

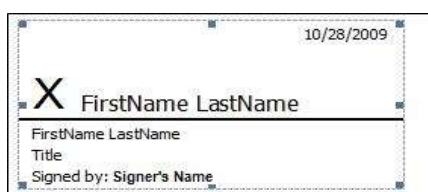
Creating a digital signature on PDF documents

What is a digital signature?

A digital signature is an electronic, encrypted stamp of authentication on digital information such as email messages or electronic documents.

It confirms that the information originated from the signer and has not been altered since it left them.

The following is an example of a signature line.

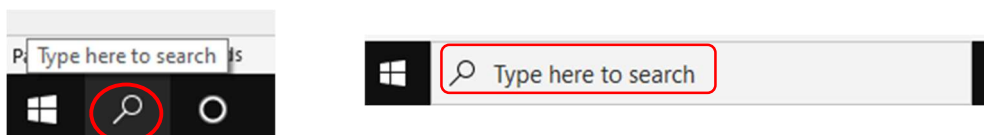


How can I create one on a PDF?

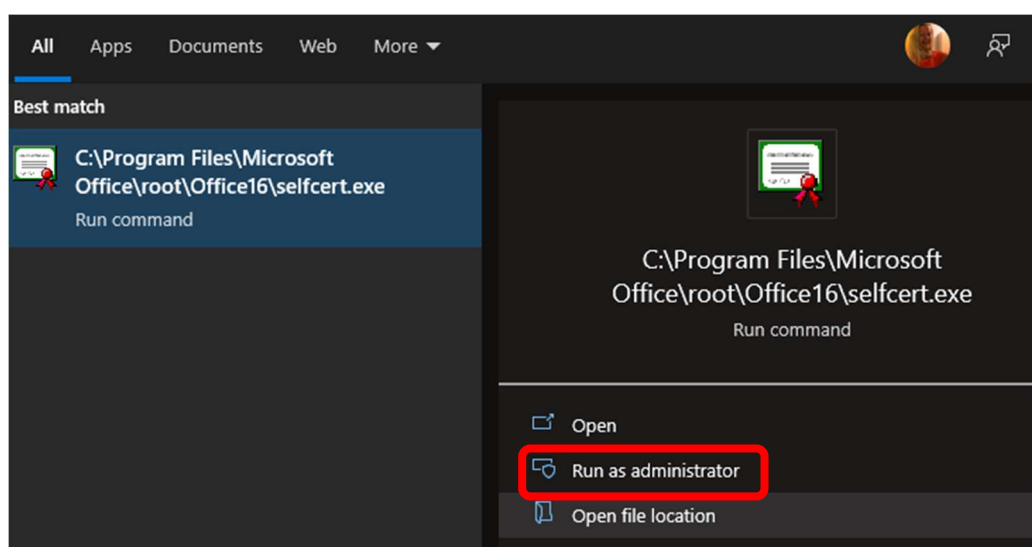
The easiest method is to copy the following link into your Windows search field:

C:\Program Files\Microsoft Office\root\Office16\selfcert.exe

If you are not sure where the search field is, it is in bottom left of your screen and is indicated by a magnifying glass icon. It will either be just the icon or will be a longer box:



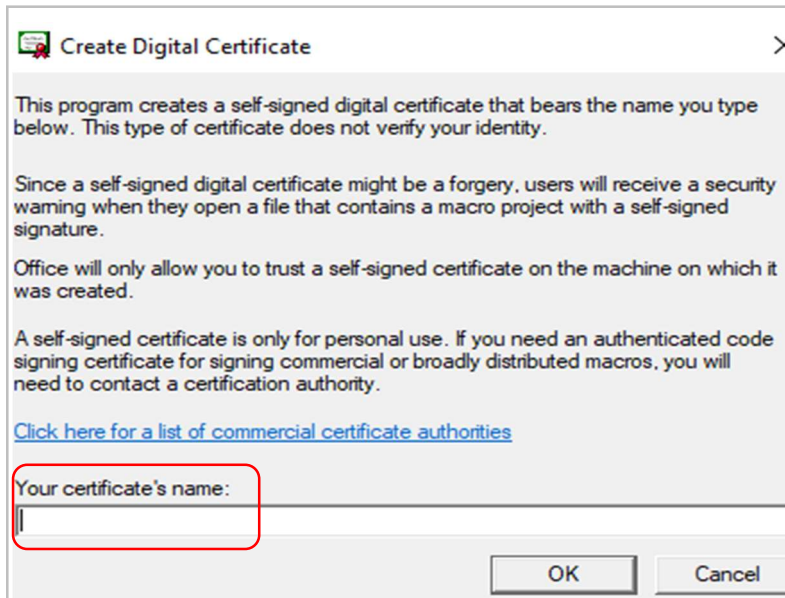
Once you have pasted **C:\Program Files\Microsoft Office\root\Office16\selfcert.exe** into the search field, you should get this screen:



Click on the **'Run'** command

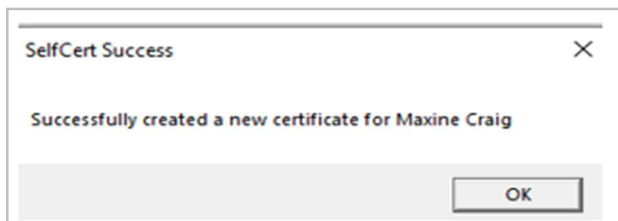
A digital certificate creation box appears, telling you that the program creates a self-signed digital certificate that bears the name you type below.

Create a digital signature certificate by typing your name into the box that appears.



Then click OK.

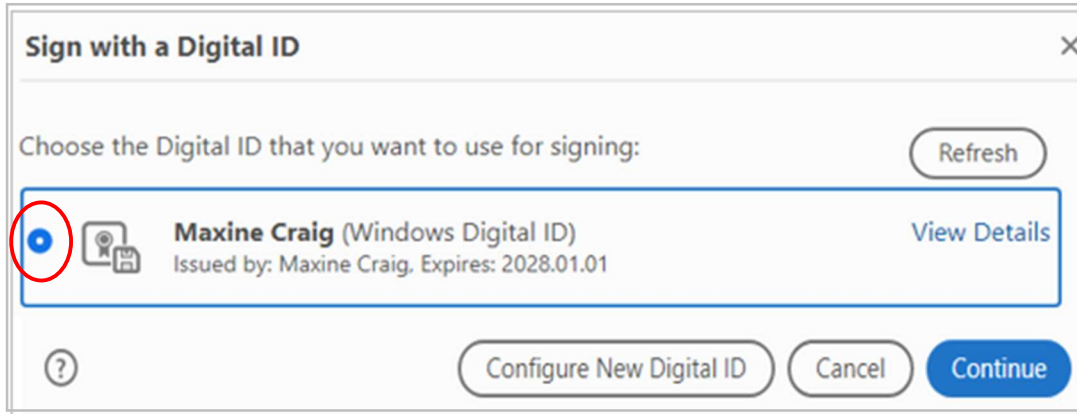
You will see a message box telling you that a certificate has been created in your name.



What happens when I sign the PDF?

When you now sign a PDF that needs a digital signature, you click into the Signature field and the 'Sign with a Digital ID' box appears.

Click the blue button next to the digital ID that you want to sign with (you are likely to have only one).



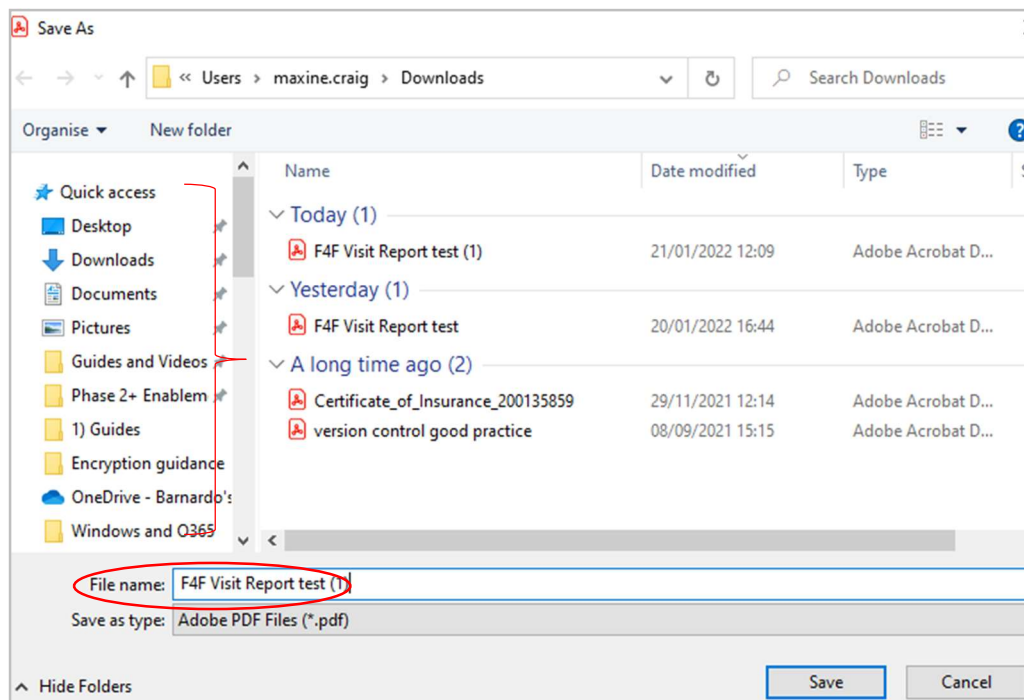
And click 'Continue'.

Adobe will show you what it is going to put into the signature field:

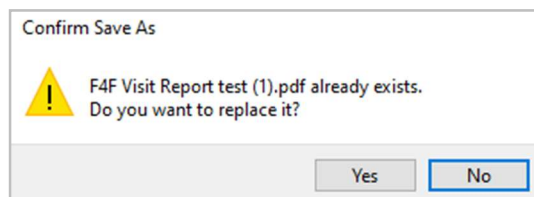


Click the blue 'Sign' button.

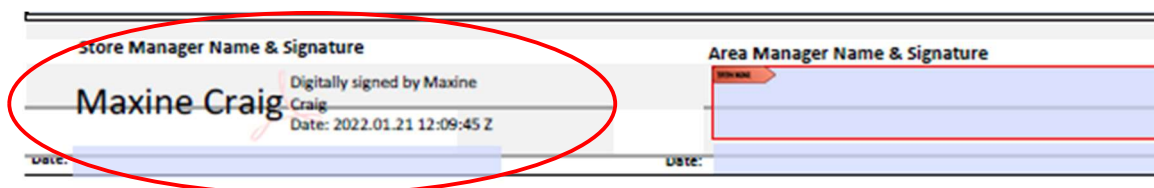
Your File Explorer area will then open for you to save your signed PDF copy.



Choose where you want it to be saved and what you want to name it. If you wish to keep the original name of the PDF document and the original is saved in the same folder, you will get a message asking if you want to save both or replace the first copy.



Your updated PDF document saves with your digital signature applied.



What does the recipient see?

When someone clicks onto your 'signature' they will see this message telling them that the signature is valid and the document has not been modified since your digital signature was put onto it.



If they click further onto 'Signature Properties', they get more information if they need it.

