

# Guide to Creating Digital Signatures

## Introduction

This guide is provided to assist in creating a **Digital Signature**, which is the **secure** way of signing documents online. Unlike inserting a picture into a Microsoft Word document or converting a document to pdf a digital signature cannot be copied and re-used.

Signature certificates can also be used in other software if available.

The Digital Signature is **Password Protected** and therefore cannot be accessed by anyone else using your computer. The signature is only added to the computer that you use regularly but can be added to others if required. More than one signature can also be assigned to one computer if required.

The Digital Signature certifies the **Time & Date** and if required **Location** and **Reason** for the person signing the document and will show a “Question Mark” (?) if the document has been modified since the time you have signed the document.

Additional Identity features can also be added such as **Photos** or **Company Logos**.

Digital Signatures benefit the environment as documents do not have to print and enhances efficiency in processing.

If you experience any difficulties [Get in Touch](#).

## SCANNING YOUR SIGNATURE

**1.0** Sign your usual signature on a blank piece of paper, scan and crop to size.

**1.1** To add Logos or Photos paste into Microsoft Word and edit as required.

**1.2** Save in pdf with security (File → Properties → Security) to avoid others using it or delete after creation in Adobe

## 2.0 CREATING A DIGITAL ID

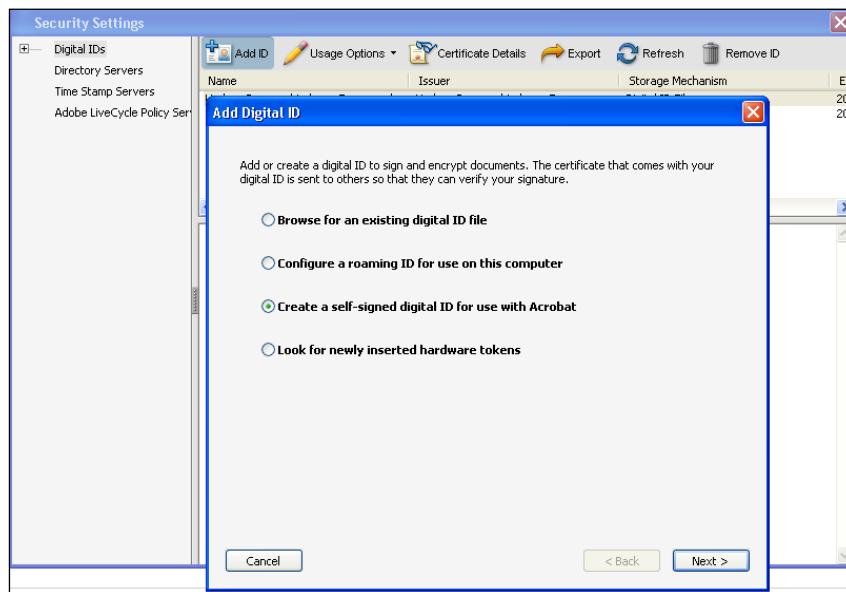
**2.0** Open your Version of Adobe Reader/Writer

**2.0.1** For **Adobe Professional** go to **“Advanced”** and then click on **“Security Settings”**

**2.0.2** For **Adobe Reader** go to **“Document”** and then click on **“Security Settings”**

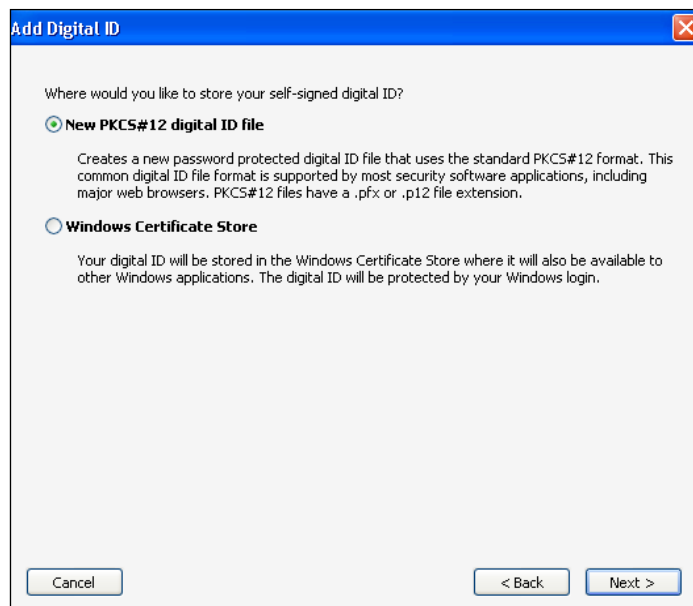
**2.1** Select **“Digital IDs”** and then click **“Add ID”** Select the **“Create a self-signed digital ID for use with Acrobat”**.

**2.2** Click **“Next”**.

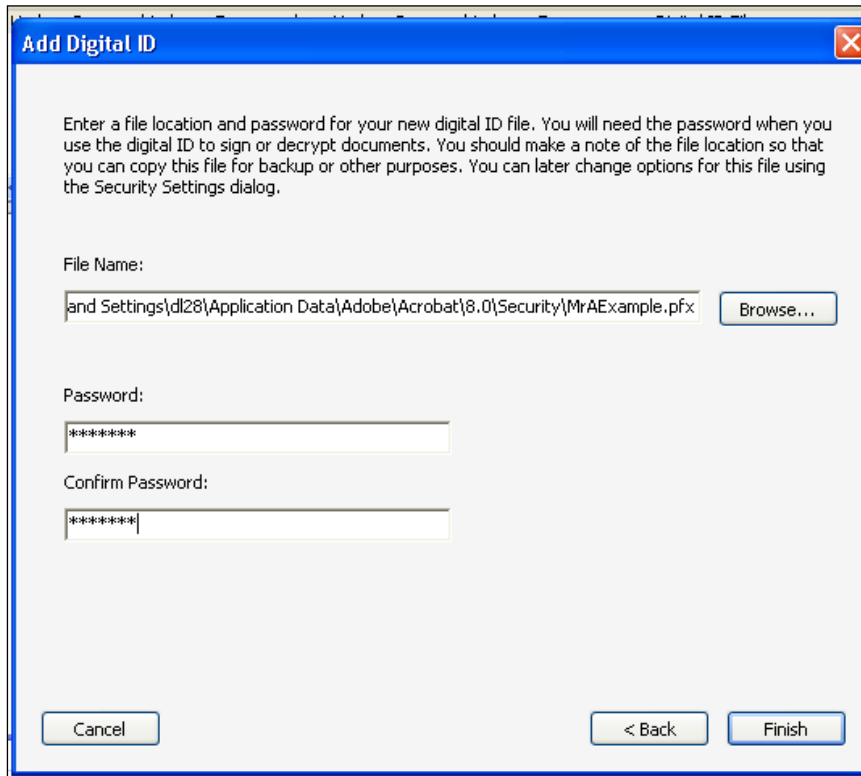


**2.3** Select **“New PKCS#12 digital ID file”**

**2.4** Select **“Next”**.

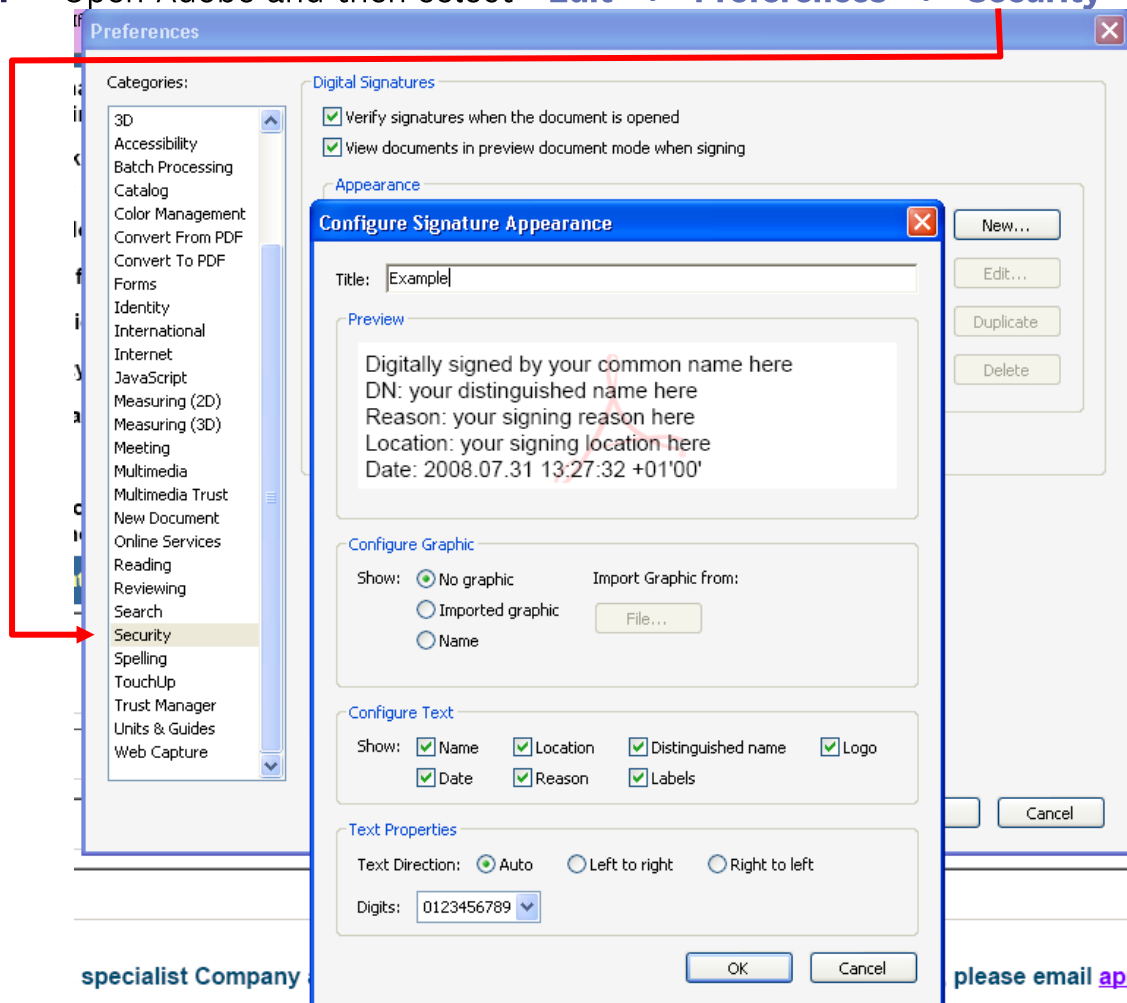


2.5 Follow the on screen instructions. Then click “Finish”.



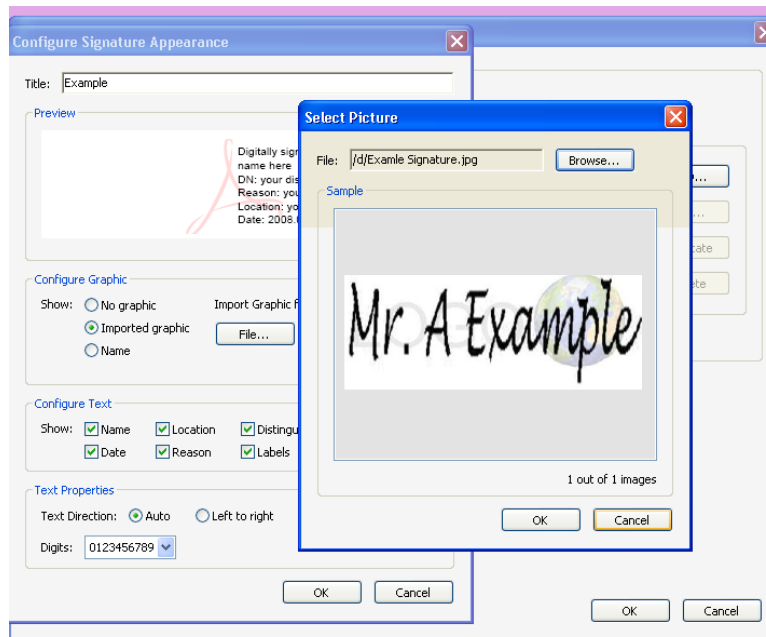
### 3.0 CREATING YOUR SIGNATURE

3.1 Open Adobe and then select “Edit” → “Preferences” → “Security” → “New”



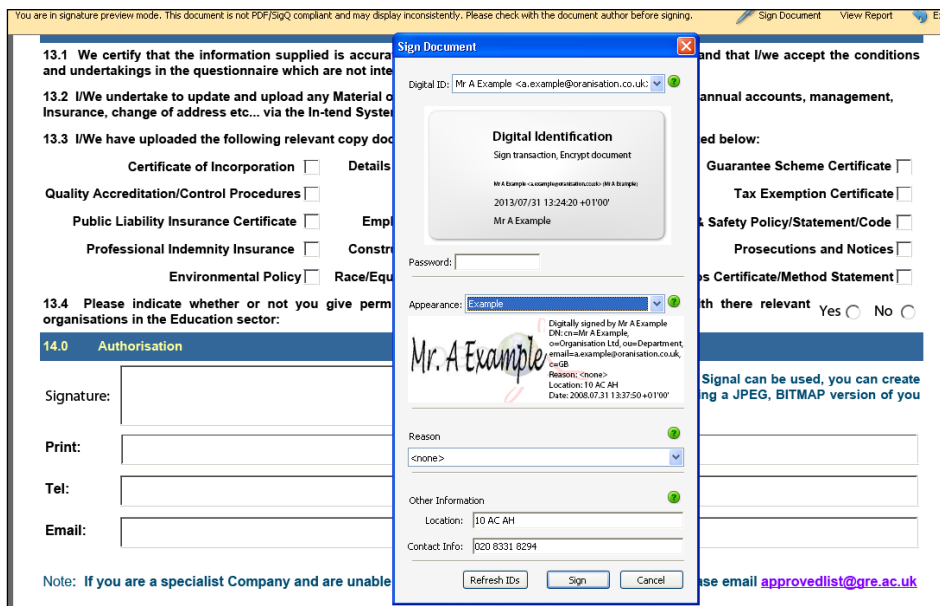
3.2 Enter the “Title” for your signature

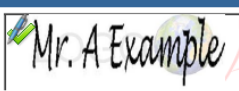
3.3 To insert the signature you created in section 1.0; go to “Configure Graphic” → “Imported Graphic” then select “File”. Browse for your signature and then click “OK” until all of the windows close.



## 4 SIGNING A DOCUMENT

4.1 To sign a document just click on the signature field if available, if not click on the Pen symbol or go to “Advanced” → “Sign and Certify” and save the document.



Signature:		Note:	An electronic or Digital Signal can be used, you can create these in Adobe PDF using a JPEG, BITMAP version of your signature.
Print:	Mr. A Example	Job Title:	Manager
Tel:	020 8854 0000	Fax:	020 8854 0001
Email:	a.example@organisation.co.uk	Date:	

Note: If you are a specialist Company and are unable to find a Commodity which applies to you, please email [approvedlist@gre.ac.uk](mailto:approvedlist@gre.ac.uk)