

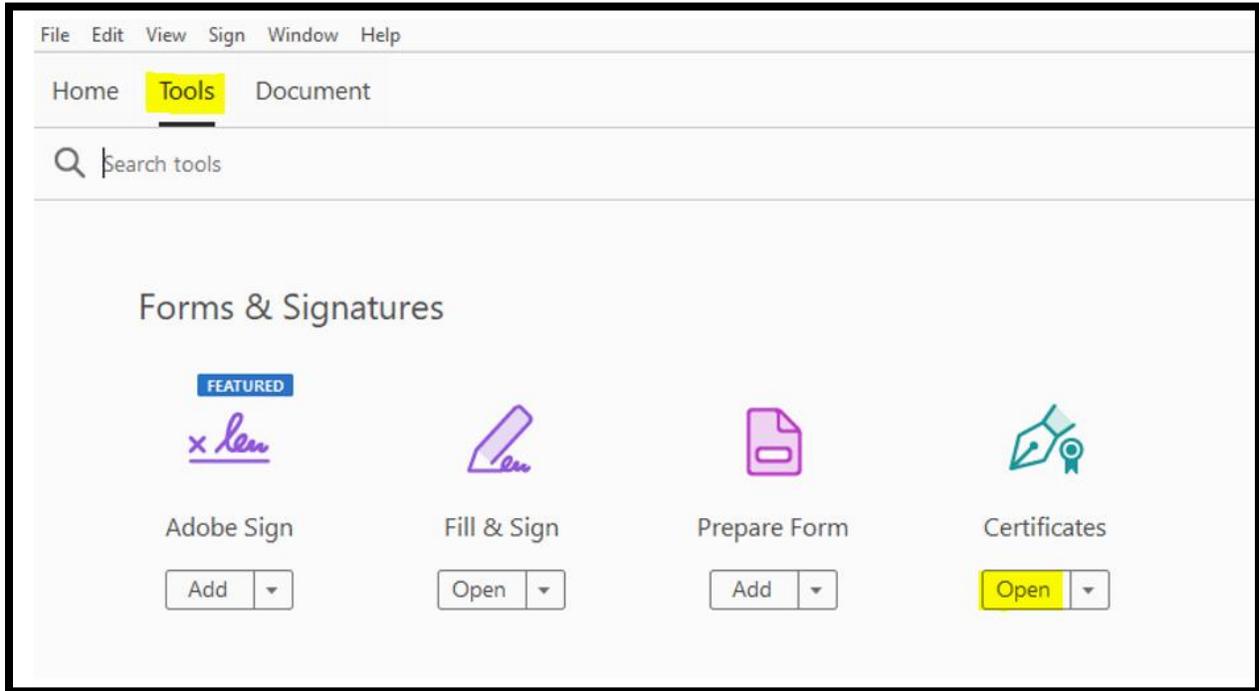
# How to Create a digital signature

## Use the Digitally Sign tool to create a digital signature

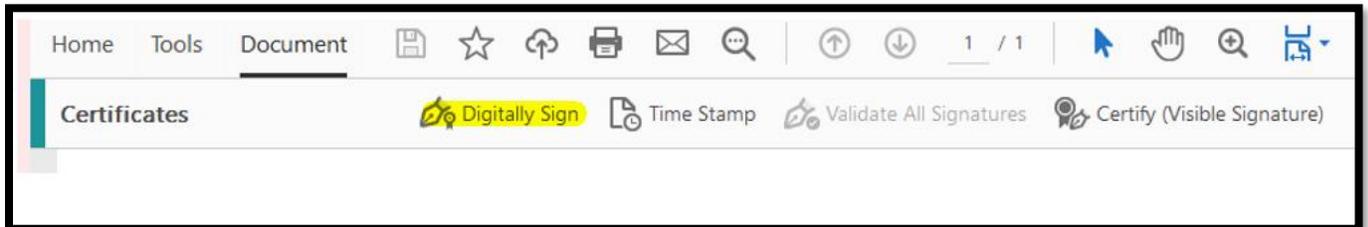
Go to the Tools Menu

Scroll down to Forms & Signatures

Click Open on the Certificates icon to launch the Certificates menu

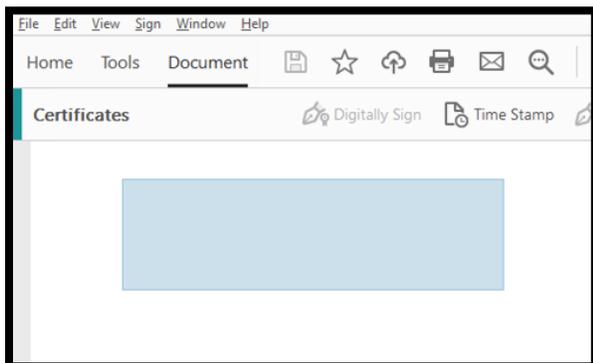


In the Certificates menu, select Digitally Sign



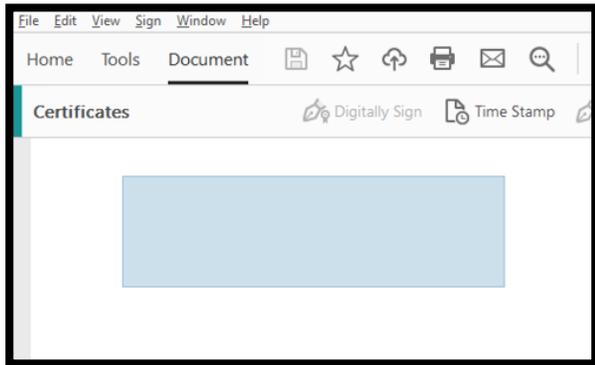
The mouse cursor will change to a plus symbol. Draw a box where the digital signature is to be placed.

Example:

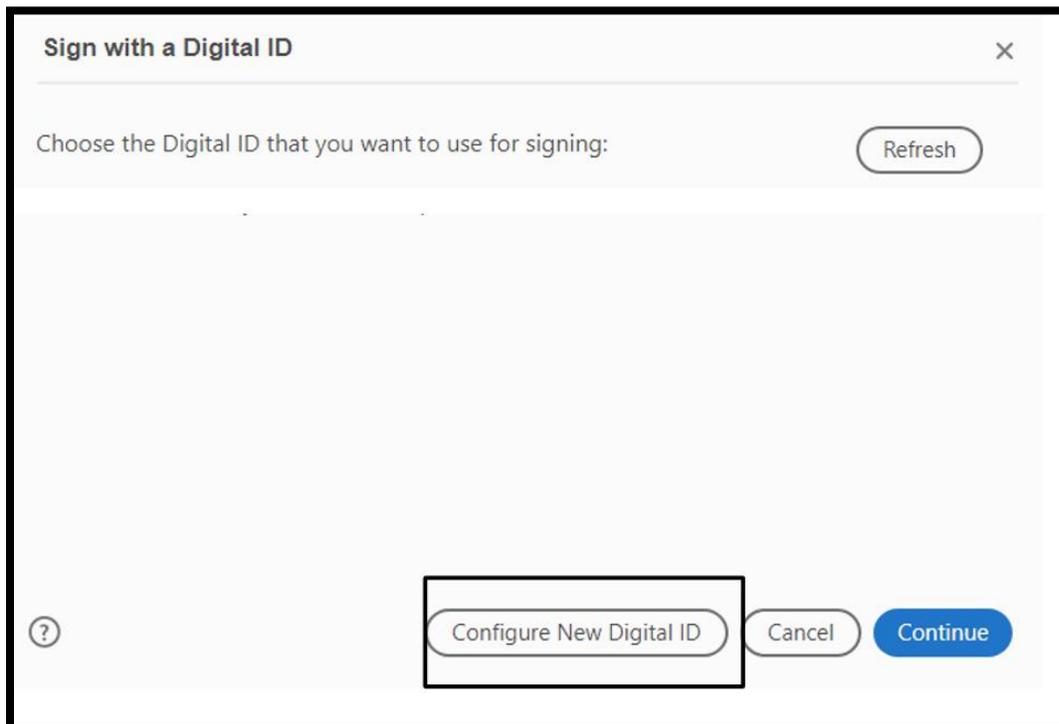


## How to Create a digital signature

**Note: The size of the drawn box will determine the size of the signature.** Release the mouse button and a new window will open.



Click Configure New Digital ID



## How to Create a digital signature

Select: Create a new Digital ID

### Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

[?](#) [Cancel](#) [Continue](#)

Select: Save to File

### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?](#) [Back](#) [Continue](#)

## How to Create a digital signature

Enter your name, department, Northwestern, and your email address.

Leave all the other boxes as they are.

Click Continue

### Create a self-signed Digital ID ×

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

|                     |   |
|---------------------|---|
| Name                | <input type="text" value="Your Name"/>                  |
| Organizational Unit | <input type="text" value="Your Department"/>            |
| Organization Name   | <input type="text" value="Northwestern University"/>    |
| Email Address       | <input type="text" value="your-name@northwestern.edu"/> |
| Country/Region      | <input type="text" value="US - UNITED STATES"/>         |
| Key Algorithm       | <input type="text" value="2048-bit RSA"/>               |
| Use Digital ID for  | <input type="text" value="Digital Signatures"/>         |

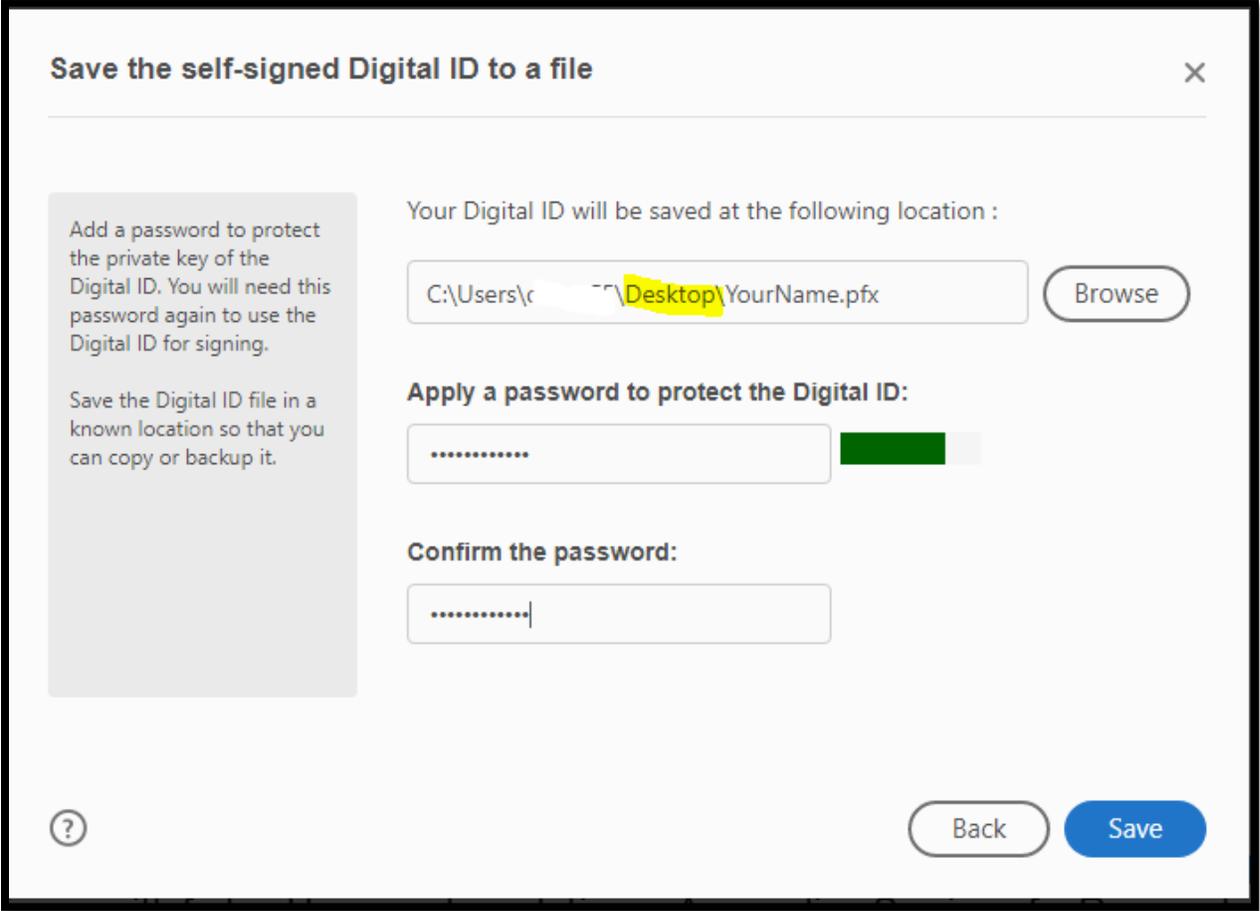
? Back Continue

## How to Create a digital signature

The file that stores your digital signature will be saved on the desktop. There is also the option to **click browse to save it somewhere else locally** on your computer. (Ex. Documents, a new folder somewhere on the desktop, etc.).

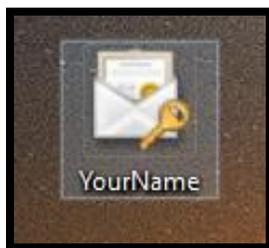
Create a password. **You must remember and use this password every time the digital signature is used. If the password is forgotten, a new digital ID must be created.**

Click Save



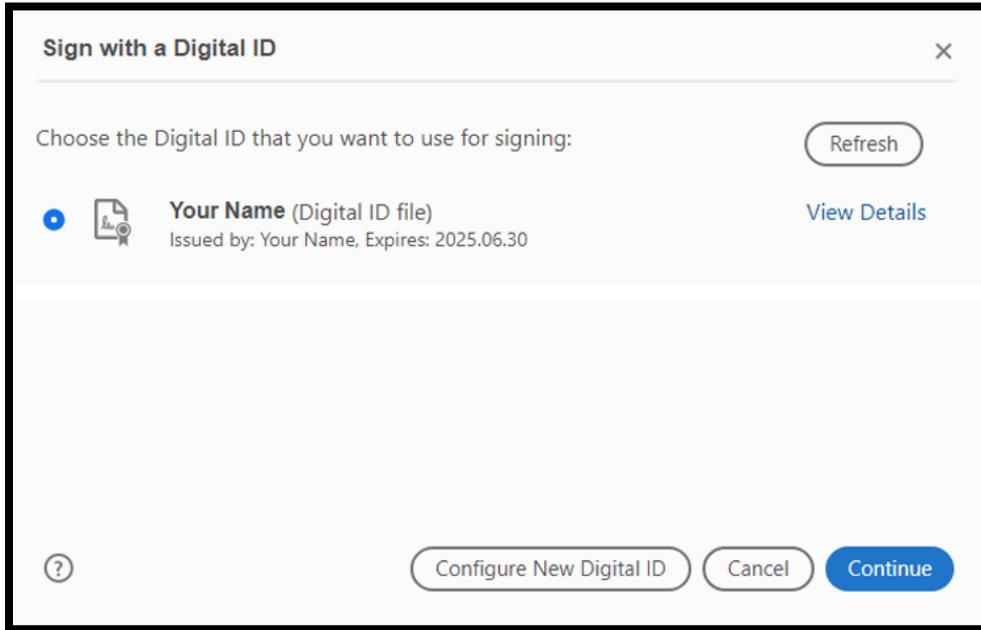
The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with two paragraphs: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." To the right of this box, the text "Your Digital ID will be saved at the following location :" is followed by a text input field containing "C:\Users\c... Desktop\YourName.pfx" and a "Browse" button. Below this, the section "Apply a password to protect the Digital ID:" features a password input field with a green strength indicator. The "Confirm the password:" section has another password input field. At the bottom right, there are "Back" and "Save" buttons. A help icon (?) is located at the bottom left.

This is the .pfx (Personal Information Exchange) file saved to the desktop:



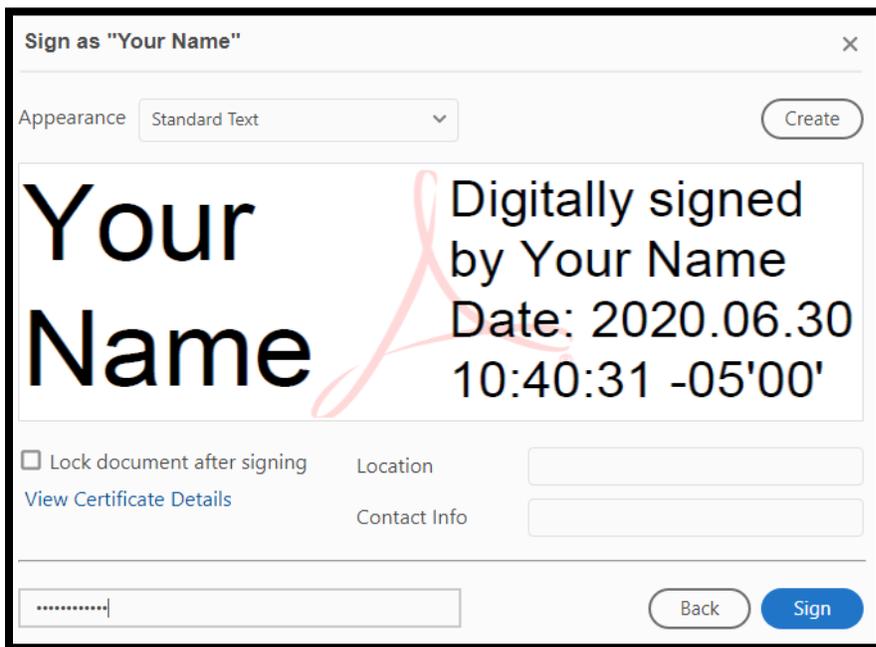
## How to Create a digital signature

The new digital ID with your name will be displayed. Click Continue.



The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, there is a prompt: "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. A list of digital IDs is shown below, with one selected: "Your Name (Digital ID file)" with a subtext "Issued by: Your Name, Expires: 2025.06.30" and a "View Details" link. At the bottom left is a help icon (?). At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

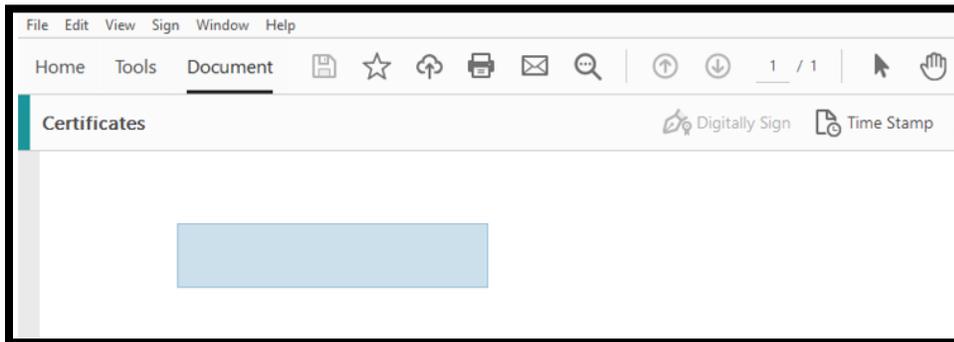
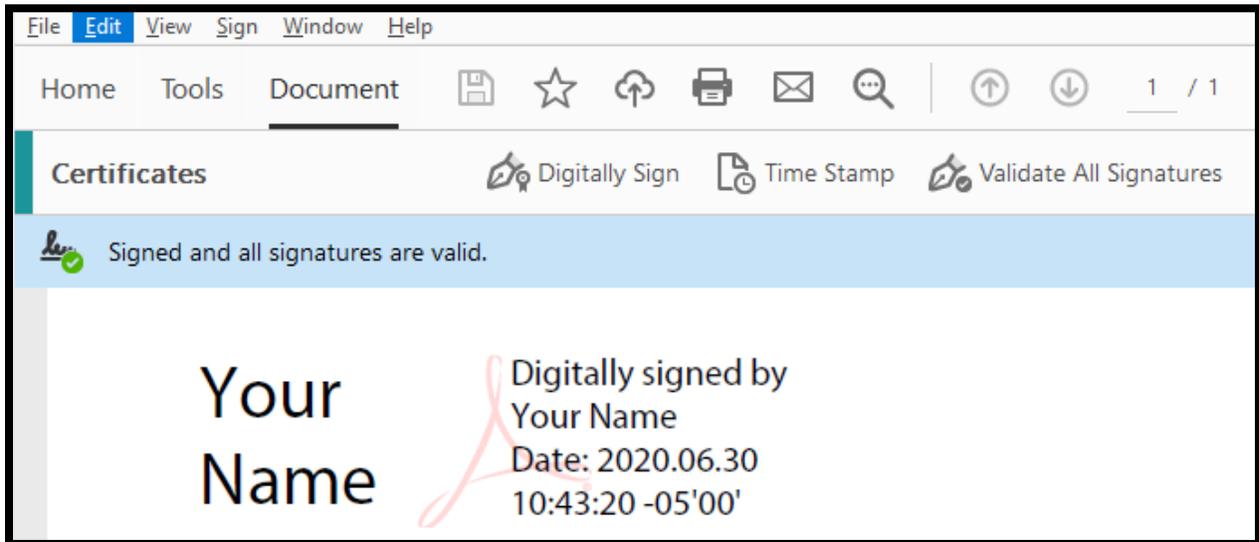
Your name will be displayed and this will be the appearance the digital signature. Enter your password and click Sign



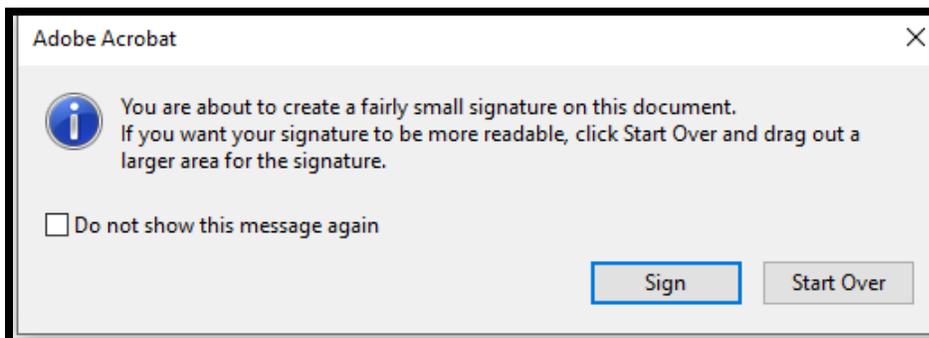
The screenshot shows a dialog box titled "Sign as 'Your Name'" with a close button (X) in the top right corner. Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area displays a preview of the digital signature: "Your Name" in large font, followed by "Digitally signed by Your Name" and "Date: 2020.06.30 10:40:31 -05'00'". Below the preview, there are two rows of input fields: "Location" and "Contact Info", each with a checkbox "Lock document after signing" to its left. A "View Certificate Details" link is positioned below the "Location" checkbox. At the bottom, there is a password input field with a masked password "....." and two buttons: "Back" and "Sign".

## How to Create a digital signature

A new window will open in order to save the document. Once the document has been saved to the chosen location, the signature will be placed. The signature will match the size of the box drawn (See examples below)

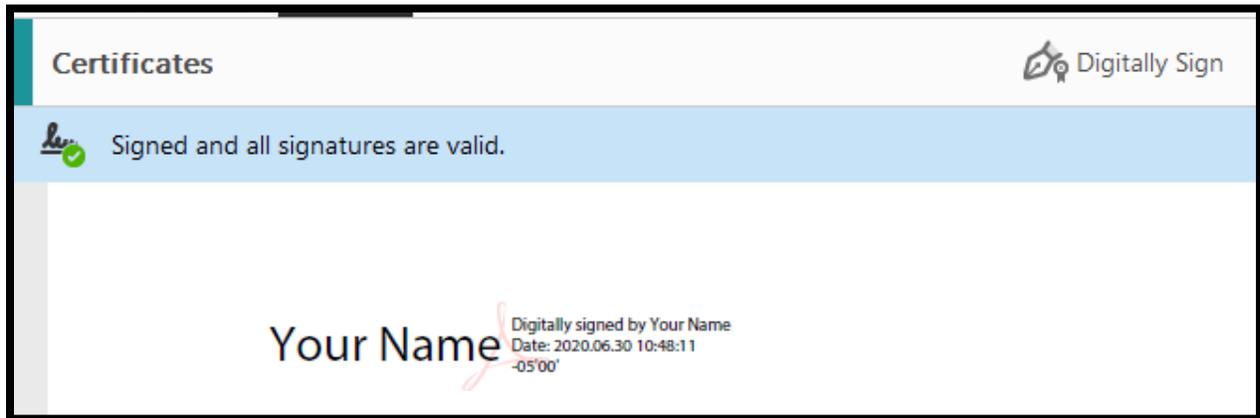


This message box will appear if the signature is too small. It can be ignored by checking Do not show this message again. A smaller signature may be needed depending on the document.



## How to Create a digital signature

Smaller signature:



Once a document is signed, it cannot be edited.

