

Electronic Signatures



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2020*

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ABOUT ELECTRONIC SIGNATURES

Electronic Signatures Versus Digital Signatures

Electronic signatures and digital signatures have different properties. Therefore, the terms cannot be used interchangeably.

Electronic Signatures	Digital Signatures
<p style="text-align: center;">Show CONSENT and INTENT to sign a document</p> <p>Can be any mark on a document.</p> <p>Examples include:</p> <ul style="list-style-type: none"> - Image of handwritten signature - Signature typed in script font - Signature drawn on a screen - Typed name or code - Digital signature w/certificate ID <p>_____ <small>ury, I declare that I have examined this certificate and, to the best of my knowledge and be</small></p> <p><small>unless you sign it.) ▶</small> <i>John Doe</i></p> <p><small>8 and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) 9 Office code (optional)</small></p>	<p style="text-align: center;">Prove the IDENTITY of the signer</p> <ul style="list-style-type: none"> - A type of electronic signature - Encrypted for security - Use a unique certificate/digital ID - Provide a tamper-proof audit trail <div style="border: 1px dashed blue; padding: 10px; text-align: center;"> <p>Signature verified 9.30.20 3:14 p.m. Digitally signed by John Doe</p>  </div>

Insert an Image of a Handwritten Signature (Microsoft Office)

A handwritten signature adds a personal touch to your documents. To add a replica of your handwritten signature to a Microsoft Office document: scan your signature, save it as an image file, then insert the picture into the document. Accepted image file types include .gif, .jpg, and .png.

Signature images can be inserted into Word, Excel, and PowerPoint. In Word, you also can **save your signature with a block of text** (such as your title, etc.) as Auto Text, and retrieve it from the Quick Parts Gallery when needed.

Create an Image File for a Handwritten Signature

To create an image file for a handwritten signature, you can use the camera app on your phone, or use a copier machine/scanner:

First, write your signature on a white piece of paper. Then, choose one of the following methods:

To Use the Camera App on Your Phone

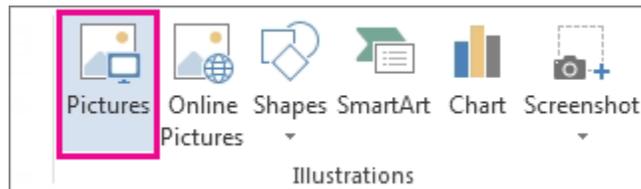
1. Use the Camera app to photograph your signature.
2. Crop the signature and use Share to email it to yourself.
3. From Outlook, save the attachment to your computer.

To Use a Copier/Scanner

1. Use your own scanner or use one of the copiers in the NTID Service Center to scan your document.
2. Scan your signature, then send it to yourself in GIF or JPG format.
3. From Outlook, save the attachment to your computer.

Insert a Handwritten Signature Graphic in Microsoft Office

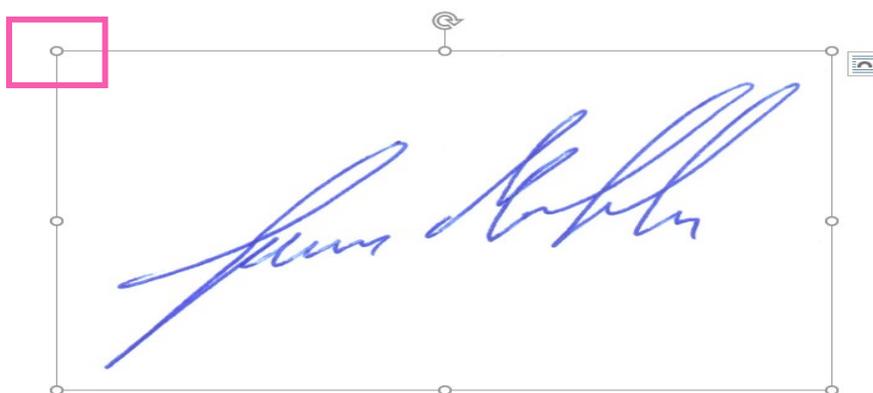
1. Open a Word document, then place your cursor where you want your signature to be inserted.
2. Click **Insert** > **Pictures**.



3. Locate your signature image file, then double-click to open it.

Tips:

- › Change the **Text Wrapping** on your image so you can freely reposition your signature:
 - Right-click on the image, choose **Wrap Text**, then select **Behind Text**. Now you can click on the image, and drag it to the desired location.
- › To **crop** the image, click on it to open the **Picture Tools Format** tab. Click **Crop**, then drag the edges of the image to crop it. Click **Crop** again to finish cropping.

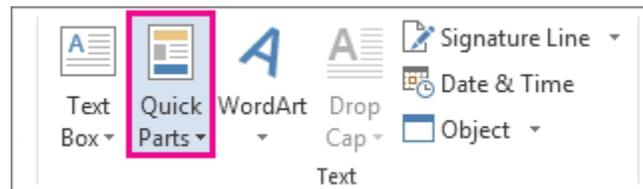


- › To **resize** the image, click on the image, then drag any one of the round handles:

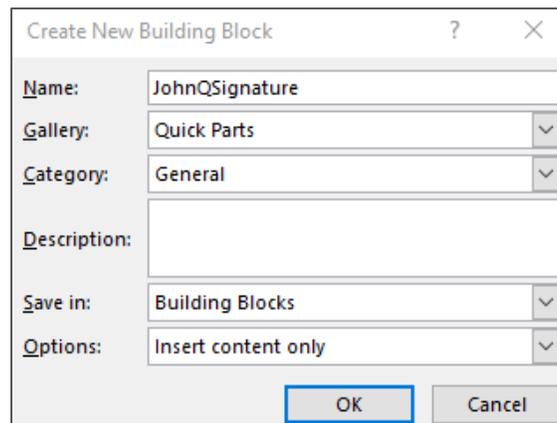
Save a Signature Block in Microsoft Word

You can store your signature and include a block of text, such as your job title or email address, by saving it as AutoText:

1. Insert your signature graphic file, then type the text that you want to appear under it.
2. Select the picture **and** the typed text. **Make sure the picture is also selected along with the text.**
3. Click **Insert > Quick Parts.**



4. Choose **Save Selection to Quick Part Gallery.**
The Create New Building Block box opens.

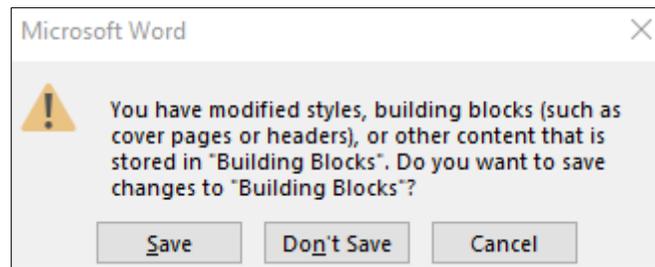


5. In the **Name** box, type a name for your signature block.
6. In the Gallery box, select **AutoText**.
7. Click **OK**.

To Use the AutoText Signature

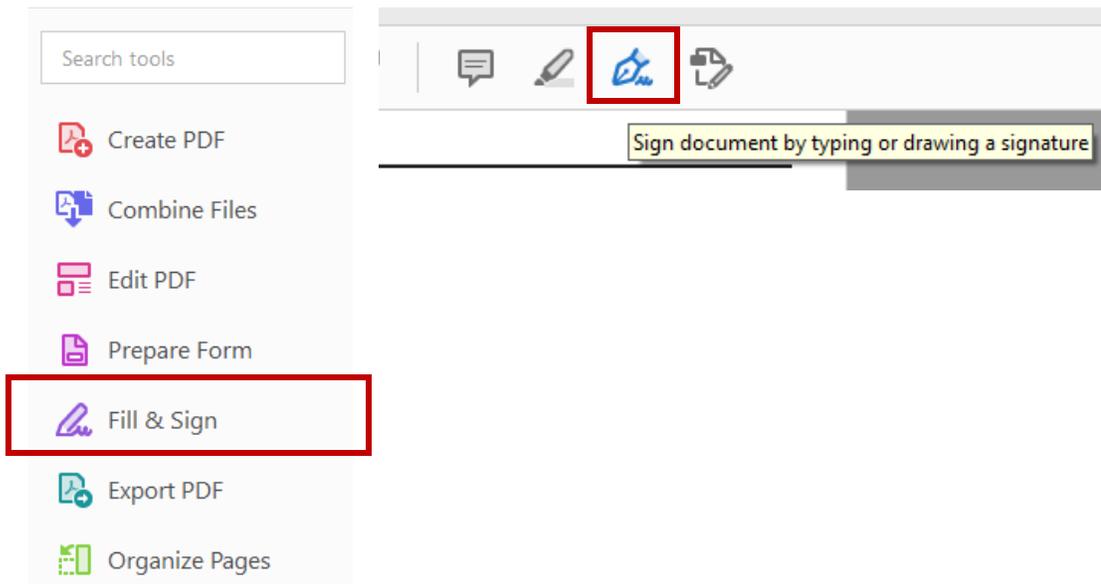
1. Place the insertion point where you want to insert the signature block.
2. Click **Insert > Quick Parts > AutoText**, and then click the name of your signature block.

NOTE: When you exit Word, you will be prompted to save your modifications to the building blocks. Click **Save**.

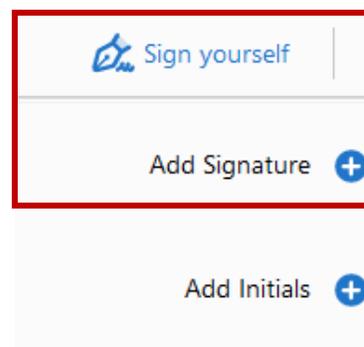


Electronically Sign a PDF Using Type, Text, or Image (Adobe Acrobat)

1. Open the PDF file you want to sign.
2. Click on **Fill & Sign** in the Tools pane on the right. Or click the **fountain pen** icon on the toolbar.
 - > **Keyboard Shortcut Tip:** If the Tools pane is not open, press **SHIFT+F4** to open it.



3. Click **Sign yourself** on the toolbar.
4. Click **Add Signature**.



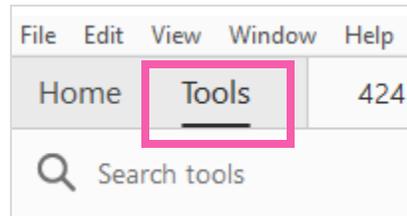
5. A popup will open with three options: **Type**, **Draw**, and **Image**.



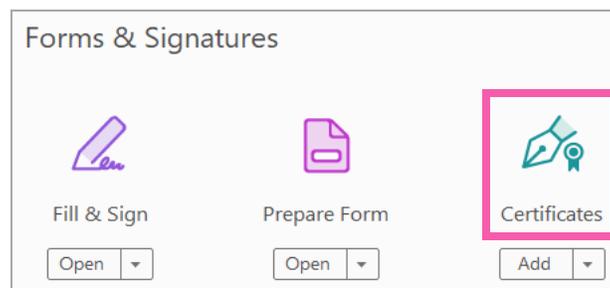
6. Select the method you want to use:
 - **Type:** Type your name on the line. It will appear in a cursive font.
 - > You can use the Change Style dropdown to change the cursive type.
 - **Draw:** Use the mouse or a stylus to draw your name.
 - **Image:** Insert an image of your handwritten signature.
7. Click **Apply**.
8. Drag, resize and position the signature inside your PDF file.

Digitally Sign a PDF (via Certificates in Adobe Acrobat)

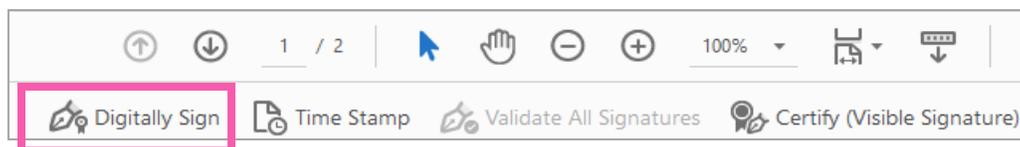
1. Open the PDF document that needs to be signed.
2. Click the **Tools** tab.



3. Click the **Certificates** button (under **Forms & Signatures**)

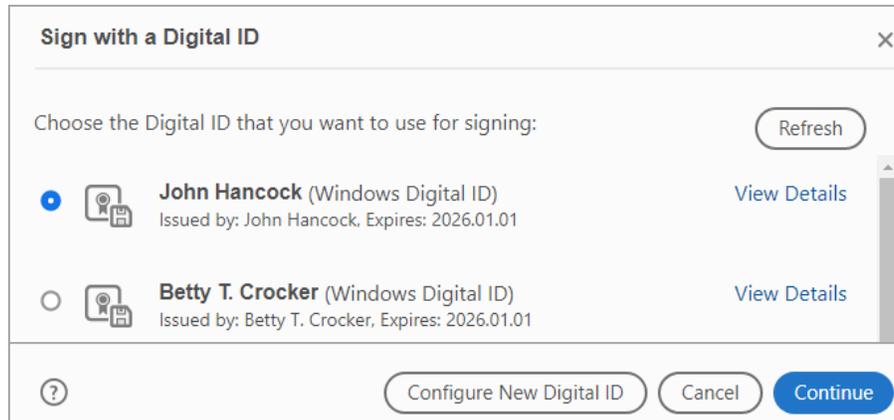


4. Click **Digitally Sign** on the toolbar.



- › A message will appear stating to drag and draw where you want the digital signature to appear. Click **OK**.
5. Drag and draw to create a box large enough for the signature.

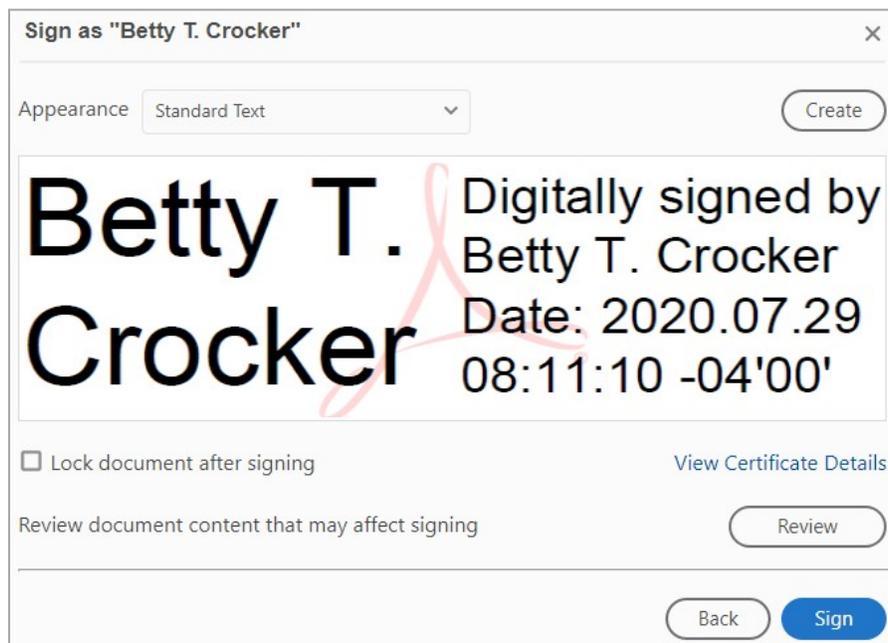
6. The “**Sign with a Digital ID**” window will appear.



7. If you **do not** have a digital ID, go to step 11.

8. If you have a digital ID, select your digital ID then click **Continue**.

› A window will appear with your digital ID:



9. Click **Sign**.

10. Save the file and your digital signature will appear in the PDF.

› You may save and close the document. Any future changes will invalidate the signature.

11. If you do not have a digital ID, click **Configure New Digital ID**.
12. Click **Create a new Digital ID**.
13. Click **Continue**.
14. Choose **Save to Windows Certificate Store**.
15. Click **Continue**.
16. Enter your information and click **Save**.

Create a self-signed Digital ID [X]

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	Betty Crocker
Organizational Unit	Baking Department
Organization Name	Desserts Unlimited
Email Address	bcrocker@dunlimited.com
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

[?] [Back] [Save]

17. Return to Step #8.

ITS - How to request signatures or sign a PDF using Adobe Acrobat

 help.rit.edu/sp

How to request signatures or sign a PDF using Adobe Acrobat

Revised by Chris Helming •

Solution

1. Open the PDF in question using Adobe Acrobat
 2. Select the **Tools** tab at the top of the page
 3. Scroll down to find **Prepare Form** and select **Open**
 1. You can also add this button to your side bar by clicking the drop-down and selecting **Add Shortcut**
 4. If your PDF does not already have fillable fields,
 1. You'll see a window titled "To begin select a file, scan a document or start from scratch"
 2. If you see a "Form field auto detection is **ON**" message, select the **Change** button
 3. Uncheck the box next to "Auto-enable text editing in Prepare Form" and click **OK**
 4. Click the blue **Start** button when the window closes
 5. Select the **Add digital signature** button  and place the signature field wherever you'd like on the PDF
 1. If you do not see the **Add digital signature** button, select **More**  from the **Prepare Form** menu in the sidebar and choose **Revert to Acrobat Form**
 2. Click **OK** to continue and you should now see the **Add digital signature** button
 6. Save the PDF
 7. Share via Outlook, Apple Mail, or your preferred method
-

Use Electronic Signatures in Microsoft Word and Excel: “Insert Signature Line”

By Hope Williams and Barbara Polle, NTID

MICROSOFT SIGNATURES VERSUS ADOBE ACROBAT SIGNATURES

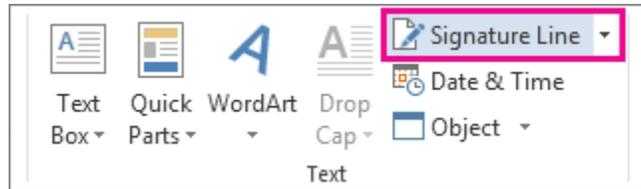
The process for inserting signatures in Microsoft Office is different than the process for Adobe Acrobat. It is relatively simple to add a single signature to a Word document or Excel spreadsheet. However, when multiple signatures are required on the same document, the process becomes cumbersome and glitchy! So, Adobe Acrobat digital signatures are much more efficient to use.

If you are required to use electronic signatures in Microsoft Office, here are some tips:

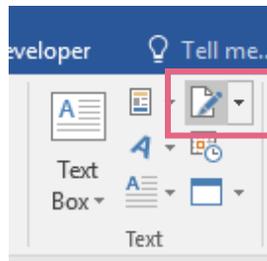
- › You must first obtain a digital certificate and set one up on each computer you will be using.
For example, if you have a laptop and an office computer, you will have to set up the certificate on both machines.
- › When requesting signatures from multiple individuals, you must send the document as an attachment to an email message, then **the recipient MUST SAVE THE ATTACHMENT and open it from File Explorer. If the file is opened within Outlook, the signatures will be lost!**
- › Any changes made to a signed document will invalidate all the signatures.

Insert an Electronic Signature into Word or Excel

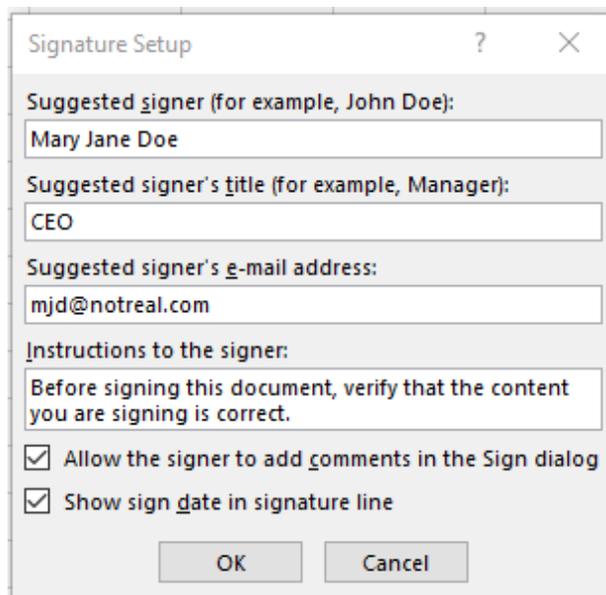
1. Place the cursor in the document or spreadsheet where you want the signature line to appear.
2. Click **Insert** > **Signature Line**



NOTE: If some of the tools are hidden and you do not see the Signature Line, click the Insert tab and click the Signature Line button:



3. Click the down arrow next to **Signature Line**, then select **Microsoft Office Signature Line**.
4. Fill in an official name, title, and email. Be sure the box is checked to **Show sign date in signature line**.

A screenshot of the 'Signature Setup' dialog box. The dialog box has a title bar with a question mark and a close button. It contains several text input fields and checkboxes. The fields are: 'Suggested signer (for example, John Doe):' with the text 'Mary Jane Doe'; 'Suggested signer's title (for example, Manager):' with the text 'CEO'; and 'Suggested signer's e-mail address:' with the text 'mjd@notreal.com'. Below these fields is a text area for 'Instructions to the signer:' containing the text 'Before signing this document, verify that the content you are signing is correct.' At the bottom, there are two checkboxes: 'Allow the signer to add comments in the Sign dialog' and 'Show sign date in signature line', both of which are checked. At the very bottom are 'OK' and 'Cancel' buttons.

5. Repeat steps 1-4 to insert as many signature lines as needed.

NOTE: The signature boxes can be moved around for proper placement after signature lines are inserted.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8	X				X				X			
9	<hr/>											
10	Mary Jane Doe				John Q. Public				Betty Crocker			
11	CEO				Public person				Baker Extraordinaire			
12												

Tip:

- › If you do not move your cursor after inserting the first signature line, the system will remove the first signature line and place the second one in its place. Be sure to move your cursor to another location after inserting the first signature.

6. **Save** the file on your computer/local drive.

7. Attach the file to an email message and send to the first recipient you want to sign the document.

Important:

- › **You must warn recipients not to open the file from the Outlook attachment!** You could even put "Save attachment, do not open" in the subject line as a reminder!

Sign a Word or Excel Document

To sign a Word or Excel document that has been sent to you:

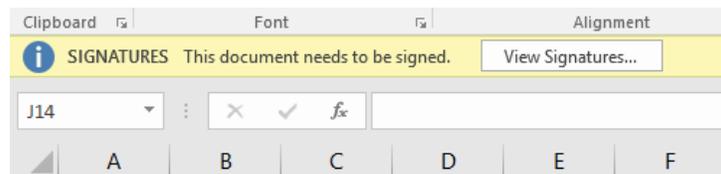
1. **CRITICALLY IMPORTANT WARNING!!**

When you receive a document to be signed, do NOT open the attachment directly from Outlook. Right-click on the attachment and select **"Save as"** to save the file to your computer.

2. Then, open **File Explorer**, locate the file, and open it.

› **Emphasis added: Open the document from File Explorer. There is no leniency on this step** (and that's what makes the process cumbersome!)

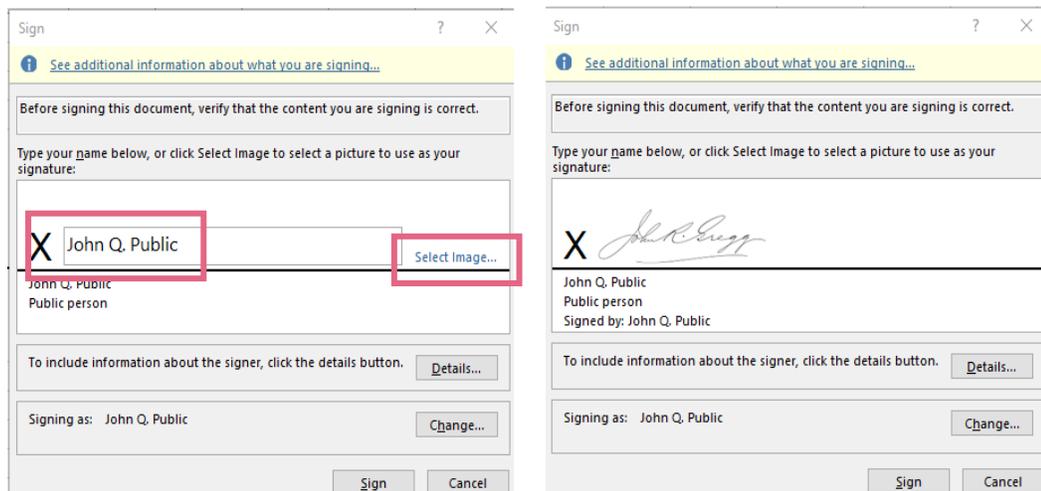
› Documents that require signatures will have a yellow banner at the top:



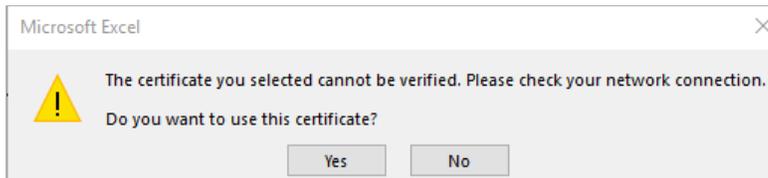
3. Double-click on your signature line to sign the document.

NOTE: If the worksheet is edited in any way, all previous signatures become invalid.

4. Type your **name**. Or, if you have previously scanned and saved a picture of your signature, you can click **Select Image** to locate and insert your own signature picture.



5. Click **Sign**.
6. If you receive the following message, click **Yes** to continue.



- › The document will be marked as "Final." Any further edits to the document will invalidate the digital signature.

Important:

- › Do not save at this point, simply the document by clicking the **X** at the top right corner of the window.
- › **If multiple signers are required**, open Outlook, create a message, attach the file and send it to the next signer.

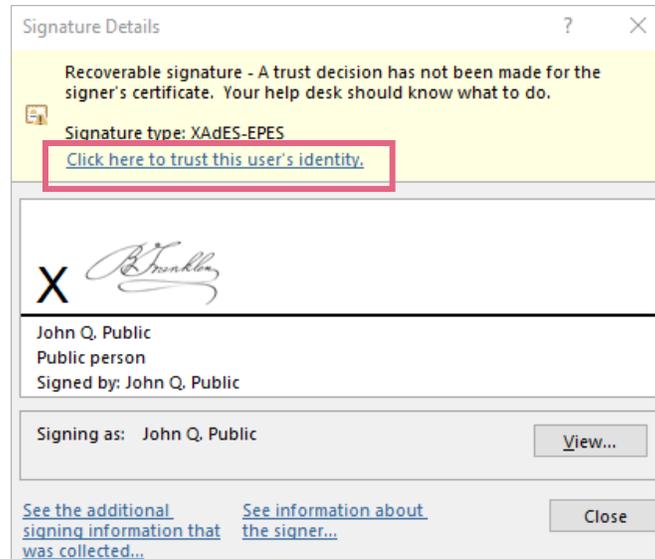
Trust Electronic Signatures

Signatures must be trusted (accepted) by the final recipient of the file.

After all the signatures have been added, there may be a message that says "Recoverable signature" or some error on the signature window in red font.

To resolve this, double click on the signature that has the error.

When the box opens, click the link for "**Click here to trust this user's identity.**"



The final recipient will most likely have to do this once. The computer will recognize that the signatures have been previously trusted.

Important:

- › Do not save at this point, simply the document by clicking the **X** at the top right corner of the window.
- › When all individuals have signed, the final recipient can convert it to a PDF for future auditing purposes. And, this will ensure security if the file needs to be distributed or sent electronically.

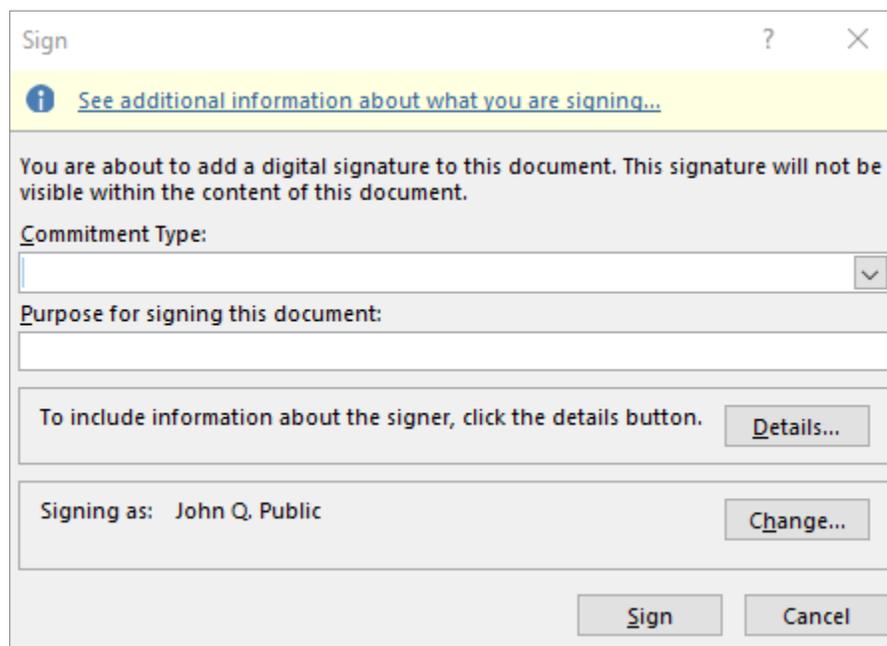
Digitally Sign a PowerPoint Presentation

To digitally sign a PowerPoint presentation, you must first **obtain a digital certificate**.

Digital signatures are hidden in PowerPoint. If a document has been signed, you will see a yellow banner at the top of the file window indicating the document contains signatures.

To Digitally Sign a PowerPoint Presentation

1. Open PowerPoint, and open the presentation that you want to digitally sign.
2. Click the **File** tab, then choose **Info**.
3. Select **Protect Presentation**. This will bring up a drop-down menu
4. From the drop-down menu, select **Add a Digital Signature**.
5. The **Sign** dialog box will appear:



6. Select your **commitment type** and enter the **purpose** for signing the document.
7. Verify the correct certificate is displayed for "**Signing as:**"
 - > If you have more than one digital signature, you can choose the signature you want to use by clicking **Change**.

- Click **Details** to see **additional signing information**. Add more details, if desired, and click **OK**.

Additional Signing Information

Signed advanced signature information:

Signer Role/Title: Model Citizen

Production Place:

Address: United Citizens of America

Address (2):

City: Washington

State/Province: D.C.

ZIP/Postal Code: 001122

Country/Region: USA

OK Cancel

- Click **Sign**.
 - You will see notifications that the presentation has been signed and **any further changes will invalidate the digital signature**.

View Signatures

Signed Presentation

This presentation has been signed and marked as final. It should not be edited. If anyone tampers with this presentation, the signatures will become invalid.

Protect Presentation

This presentation has been marked as final to discourage editing.

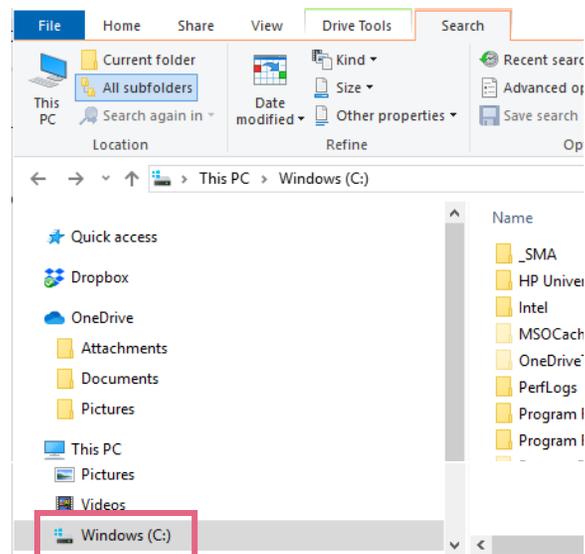
Obtain a Digital Certificate (Microsoft Windows)

A digital certificate is a type of electronic signature used to prove the signer's identity. Digital certificates store encrypted information about the signer.

1. Open **File Explorer** from the Windows task bar:

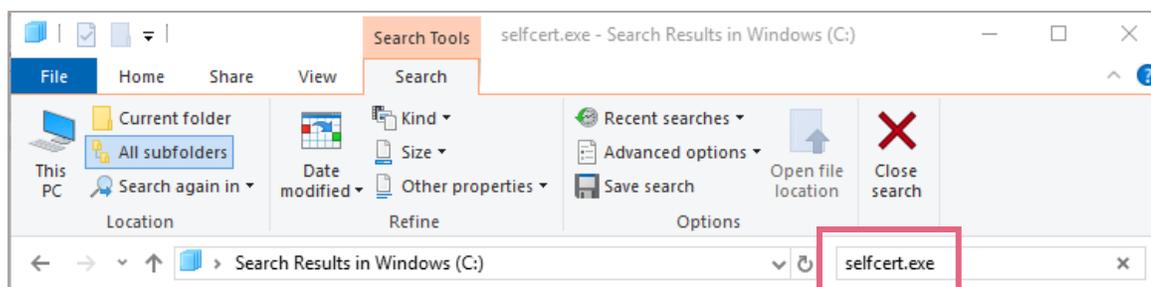


2. Double-click **Windows (C:)** to open the C: drive.

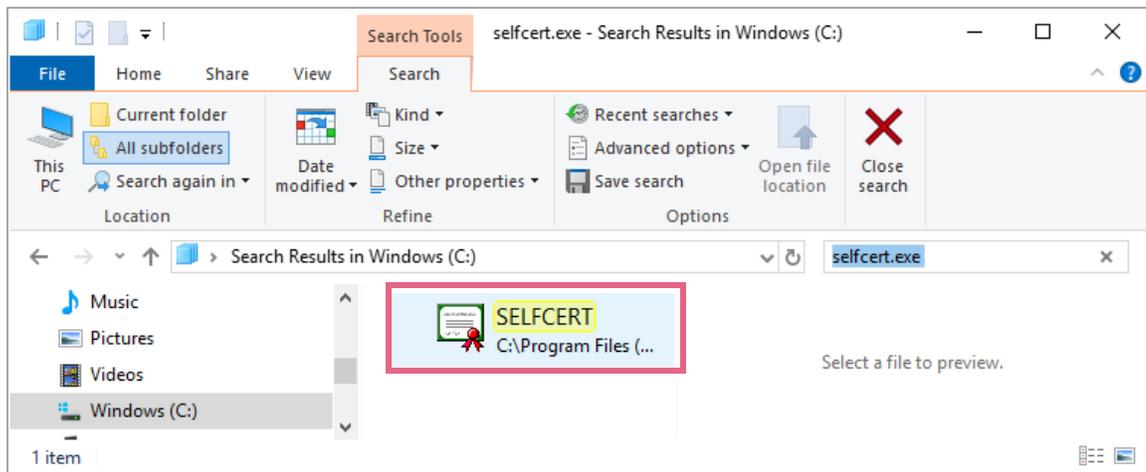


3. Use the Search box to search for "**selfcert.exe**".

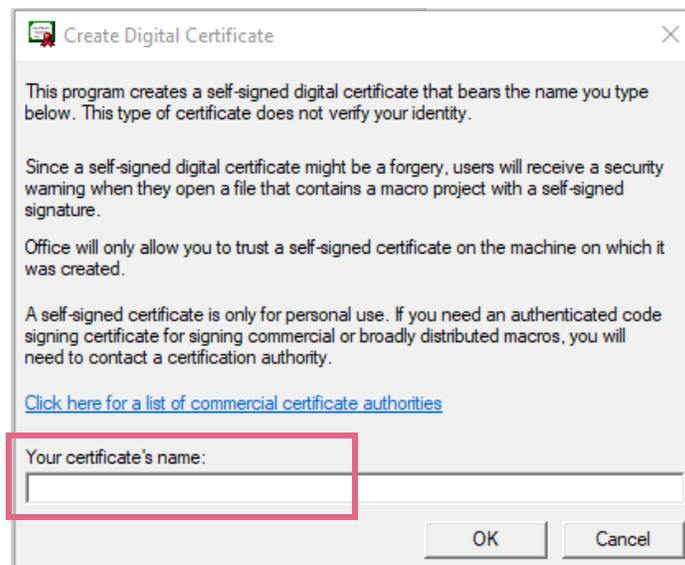
NOTE: It may take SEVERAL MINUTES for the search to complete.



4. Double click on the **SELF CERT** application file to open it.



5. Type in the **name** you would like to appear on your signature line, then click **OK**.



6. You will see a notification that the certificate has been created successfully. Click **OK**.

Manage Digital Certificates (Microsoft Windows)

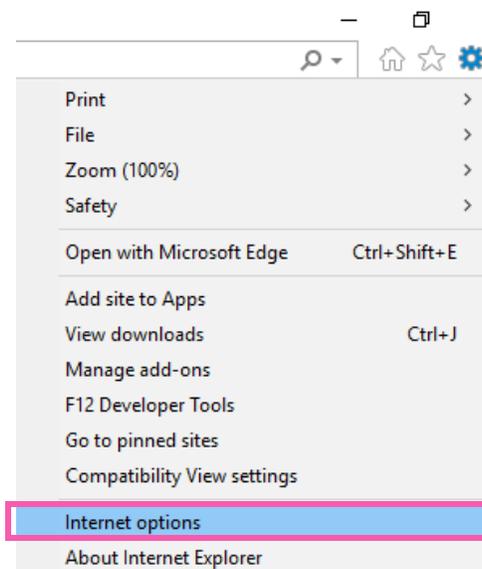
You can view and delete digital certificates in Internet Explorer.*

To Manage Digital Certificates

1. Open **Internet Explorer**.*
2. Click on **Tools** (gear icon).

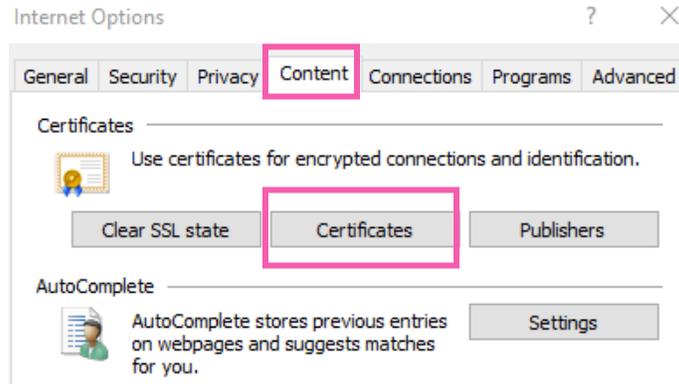


3. Click on **Internet Options**.

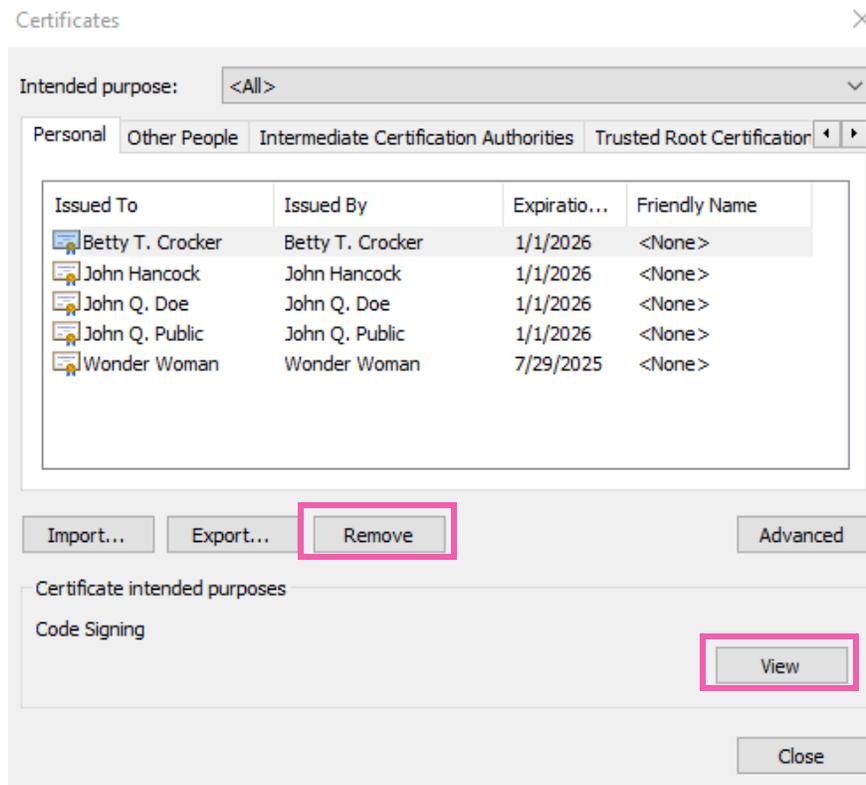


* You can also search Windows Explorer for "Internet Options" to open the Internet Options window.

4. Click **Content > Certificates**.



5. Click on the desired certificate, then click **Remove** or **View**.



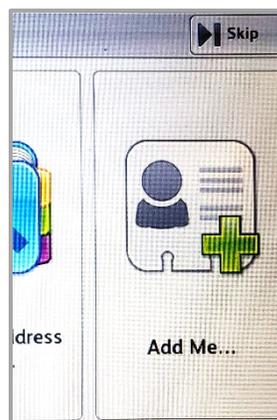
Scan a Handwritten Signature in the NTID Service Center (LBJ-2525)



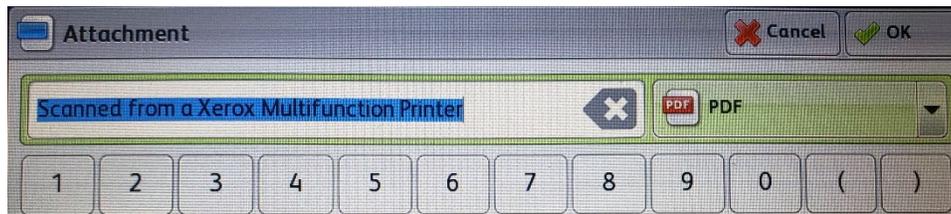
1. Write your signature on a white card or sheet of paper.
2. Swipe your ID at one of the copiers, and press **Access Device**, on the touchscreen, if prompted.
3. Press **Email**.



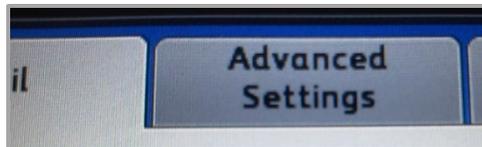
4. Press **Add Me** to add your email address as the To/recipient.



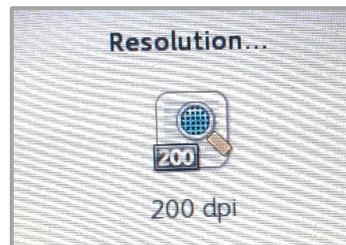
5. Press **Attachment**, then press **OK**.
6. Change the **Subject**.
7. Press the arrow next to **PDF** to see the list of file type options.



8. Select **JPG**. Press **OK**.
9. Press the **Advanced Settings** tab.



10. Press the **Resolution** button and change it to **300** dpi. Press **OK**.



11. Press the green **Start** button to email the page to yourself.



› When the scan is complete, press the **log out** button.

12. Open your email and save the attachment to your computer.