

Table of Contents

Glossary	1
Electronic signatures in ECM	2
Create an electronic version of your signature	2
Use your electronic signature in WORD	3
Add AutoText icon to Quick Access Menu	3
Create AutoText Entry for your Signature.....	3
Use your AutoText entry:	3
Use your electronic signature in EXCEL	3
Use your electronic signature in PDF	3
Set up your digital signature	3
Use your digital signature	8

Glossary

Signature: A signature is a stylized script associated with a person. It is comparable to a seal. In commerce and the law, a signature on a document is an indication that the person adopts the intentions recorded in the document.

Electronic Signature: An electronic signature is any legally recognized electronic means that indicates that a person adopts the contents of an electronic message.

Digital Signature: A digital signature is a secured form of electronic signature. Digital signatures are password protected and/or encrypted.

Electronic signatures in ECM

- 1) Check out the document.
- 2) Insert your signature in the native program (Word, Excel, Adobe).
- 3) Save the document to your computer or network drive (remember where you save it).
- 4) Check the document back in.
 - a) Select the browse button.
 - b) Find and select the file you saved.
 - c) Select the Check-In button.

Create an electronic version of your signature

- 1) Sign a blank piece of paper and scan it.
 - a) Go to Start, All Programs, Microsoft Office, Microsoft Office Tools, Microsoft Office Document Scanning to open the scanning program provided by Microsoft. The default file type for this program is .tif OR
 - b) Go to Start, All Programs, Accessories, Paint and select File, From scanner or camera, then choose your scanner. You can save as bitmap (bmp) or tif. Skip to step 3.
- 2) Open the .tif file in MS Paint or copy your signature into MS Paint
- 3) Move the signature into the upper left corner of the screen (Ctrl-A will select the entire document, and then you can drag the image to where you want it.)
- 4) Crop the image so only the signature appears [Select Image, then Attributes (or press Ctrl-E) to bring up the attributes box. Play with the width and height settings to narrow and shorten area of the image. Select Edit, then Undo (or Ctrl-Z) reverses the last change.]
- 5) The image usually appears larger than your actual signature. To condense the image, select Image, then Stretch/Skew (Ctrl-W) and enter percentages to shrink the image. Enter the same number for both horizontal and vertical stretch (<100 will shrink instead of stretch). This may take multiple tries to achieve the correct sizing. Ctrl-Z will reverse the last change.
- 6) Save the file with the changes (.tif, .jpg, or .bmp format)

Use your electronic signature in WORD

Add AutoText icon to Quick Access Menu:

Click the **Microsoft Office Button** , and then click **Word Options**. Click **Customize**. Click **Commands Not in the Ribbon** in the **Choose commands from** list, click **AutoText**, and then click **Add**.

Create AutoText Entry for your Signature:

- 1) Insert signature file into word document.
 - a) On the Insert tab, in the illustrations section, select Picture.
 - b) Find the file with your signature and select it.
 - c) Select Insert.
- 2) Select the inserted signature.
- 3) Select the AutoText icon on the Quick Access Toolbar.
- 4) Choose “Save Selection to AutoText Gallery” at the bottom of the drop down list.
- 5) Enter a name for the AutoText entry (like signature) and select OK.

Use your AutoText entry:

- 1) Click where you want to insert your signature
- 2) Select the AutoText icon on the Quick Access Toolbar.
- 3) Find your signature in the drop down list and select it.

Use your electronic signature in EXCEL

Add Insert Picture icon to Quick Access Menu:

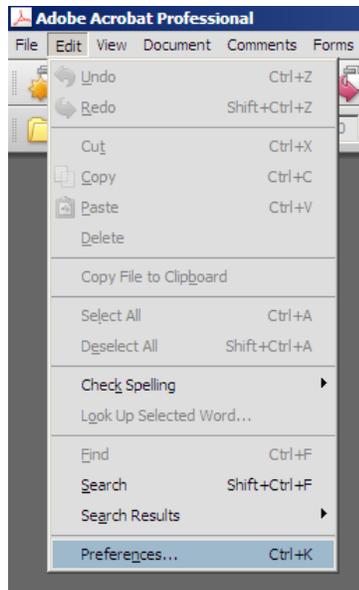
Click the **Microsoft Office Button** , and then click **Excel Options**. Click **Customize**. Click **Commands Not in the Ribbon** in the **Choose commands from** list, click **Insert Picture from File**, and then click **Add**.

Unfortunately, that’s all I have for Excel. Use the icon on the QuickAccess toolbar as a shortcut to insert the file.

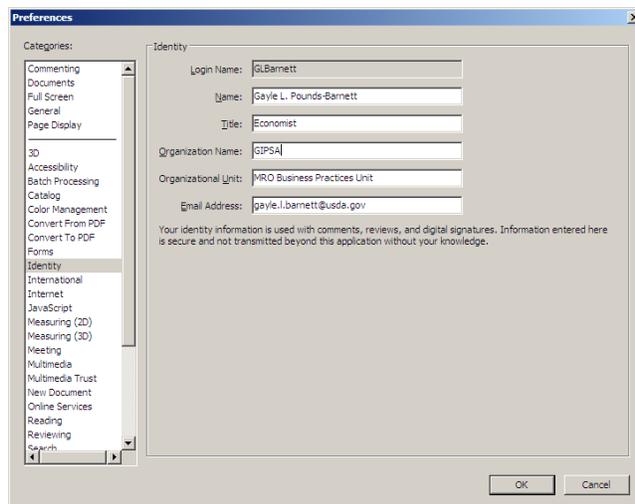
Use your electronic signature in PDF

Set up your digital signature

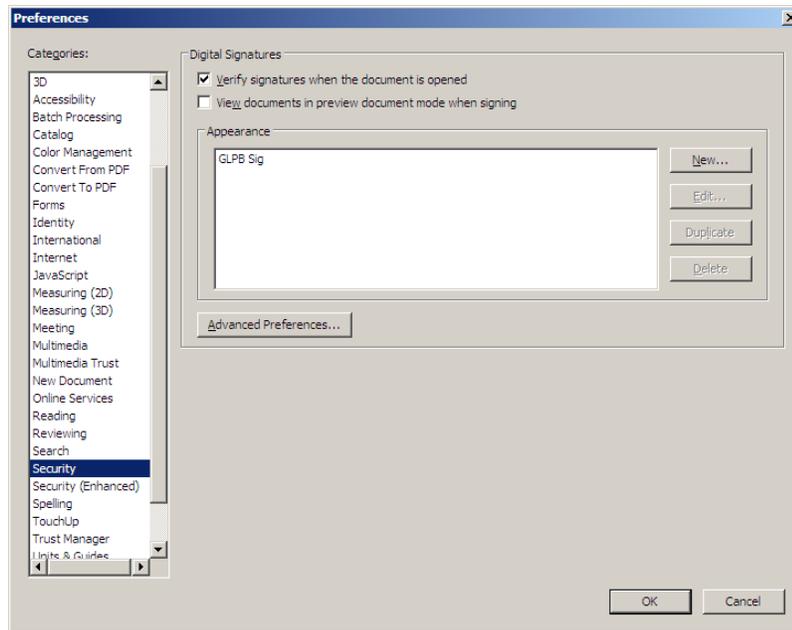
- 1) Open Adobe 8.0 and click on Edit/Preferences.



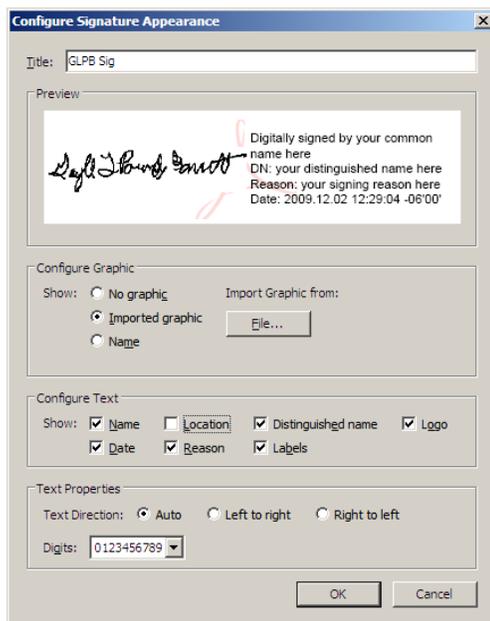
2) Click on Identity and fill in the items on the form which will identify you.



3) While still in Preferences click on Security/New (to edit existing file, select the file name and select Edit.)



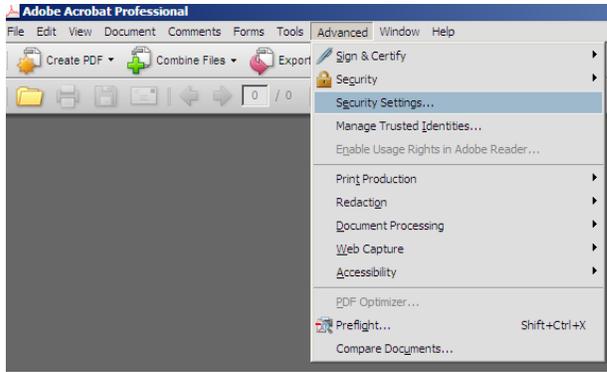
- 4) Name the file such as “Robin Rother” then click on the Import Graphic and find the file containing your signature. Click OK to save it.



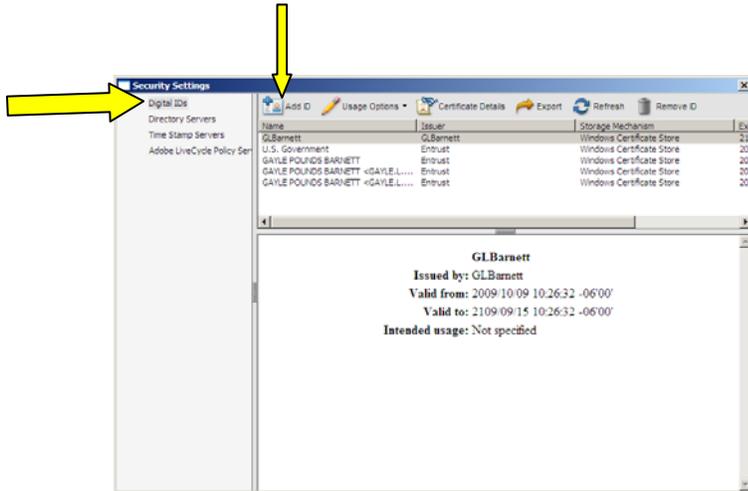
- 5) Click OK to get out of Preferences.

NOTE: If you login using your LincPass card, a digital signature file titled CARD AUTHENTICATION KEY will be automatically created. You can skip steps 6-11.

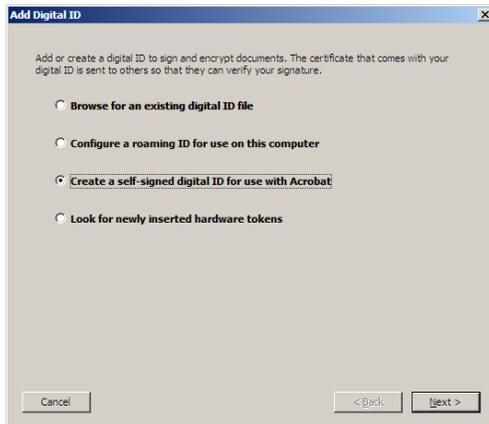
- 6) On the menu bar, select Advanced and then Security Settings.



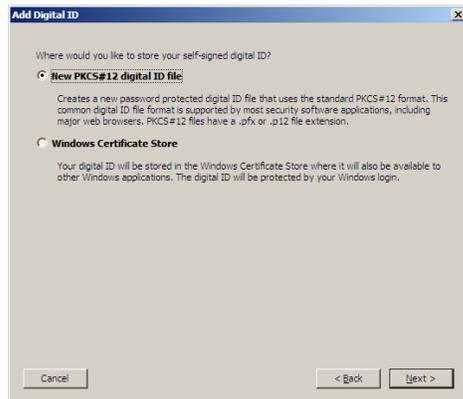
7) Select Digital ID's and then Add ID's



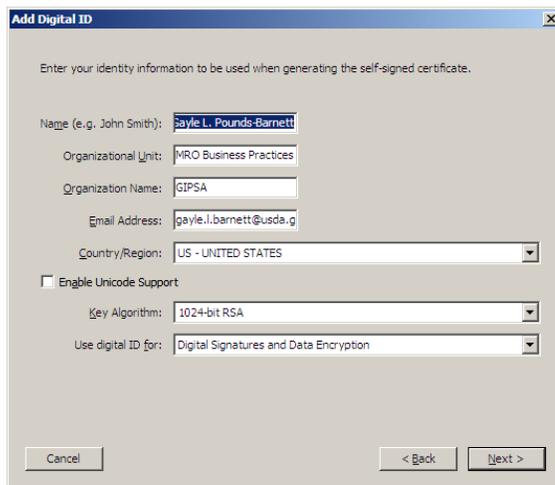
8) Click on Create a Self Signed Digital ID and click on Next.



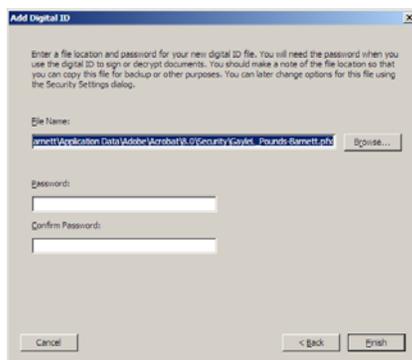
9) Click on New PKCS #12 and click on Next.



10) Verify identification information and click on Next.

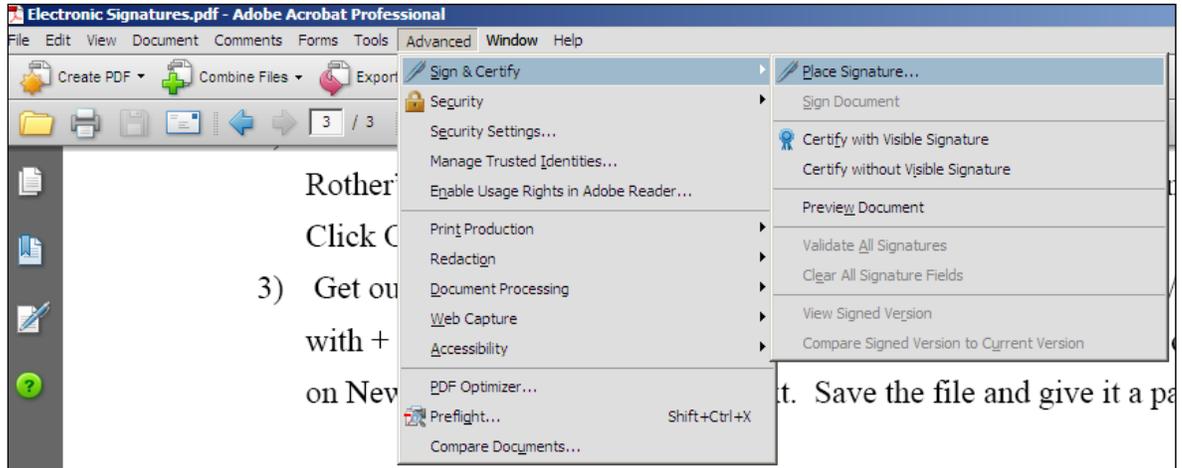


11) Select the location to save the file and give it a password. Select Finish.

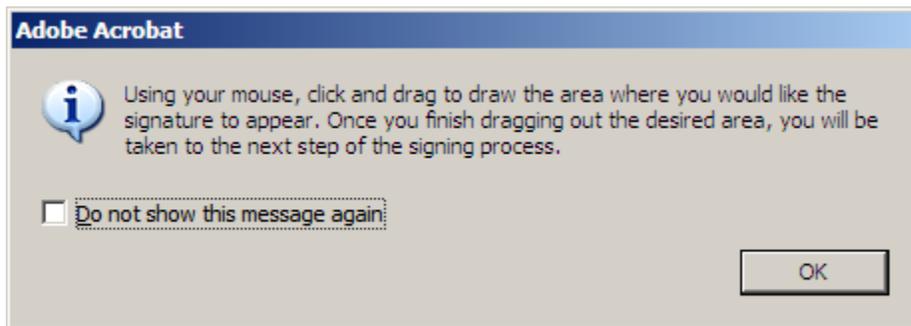


Use your digital signature

- 1) Open the document you want to sign and click on Advanced/Sign & Certify/Place Signature.



- 2) Select OK if the popup telling you to place your signature appears.



- 3) Use your mouse to mark where you want your signature to appear.
- 4) A popup menu will appear.
 - a) Select which digital ID to you (if you have more than one) from the Digital ID list [top on menu].
 - b) Select the signature file containing your electronic signature from the Appearance list [bottom menu].
 - c) Enter your password. This step will come later if using the Card Authentication Key.
 - d) Select Sign.



- 5) You will be asked for a name and location to save the file. You may save over the current file by choosing the same name.
- 6) If using Card Authentication Key, another popup box will appear. Enter your LincPass PIN and select OK.

