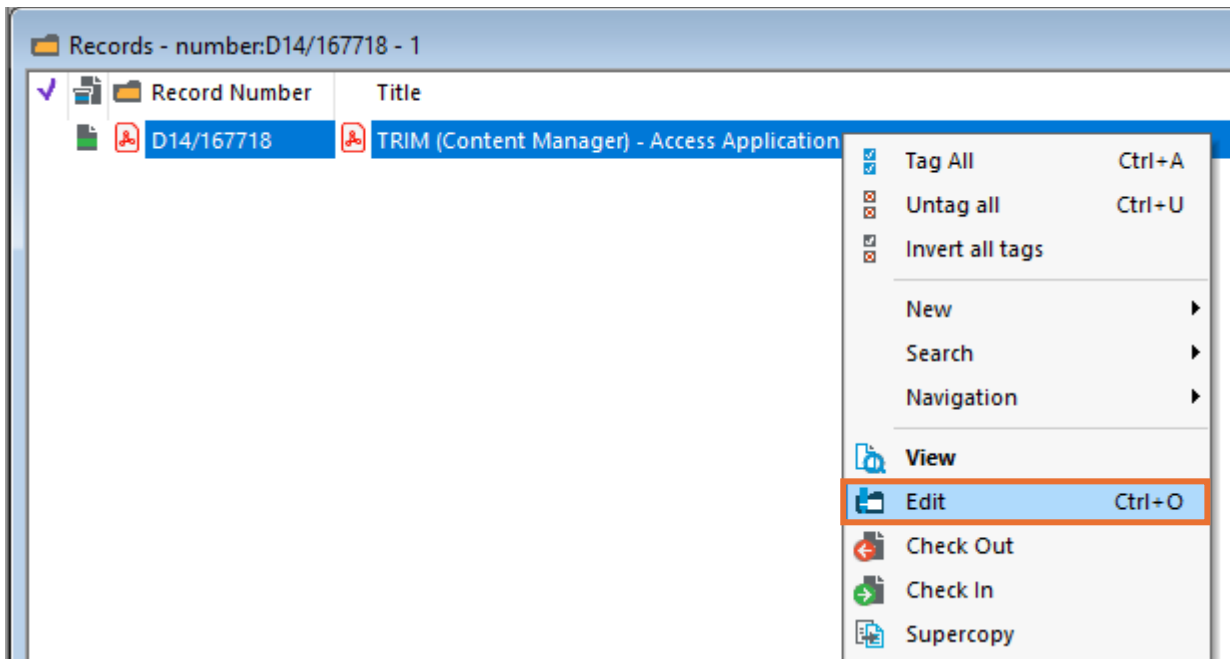



## ELECTRONIC SIGNATURES

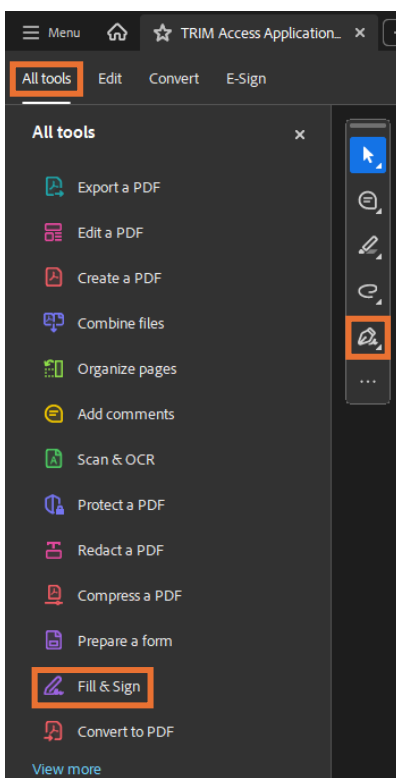
Did you know you can electronically sign your documents directly from TRIM? By using the **Edit** function in TRIM, you can avoid the pain of printing, signing and re-scanning our documents.

1. In **TRIM** search or navigate to the document
2. Highlight the document and Right-click > Select **Edit** (the document will open in its authoring application e.g. Adobe)

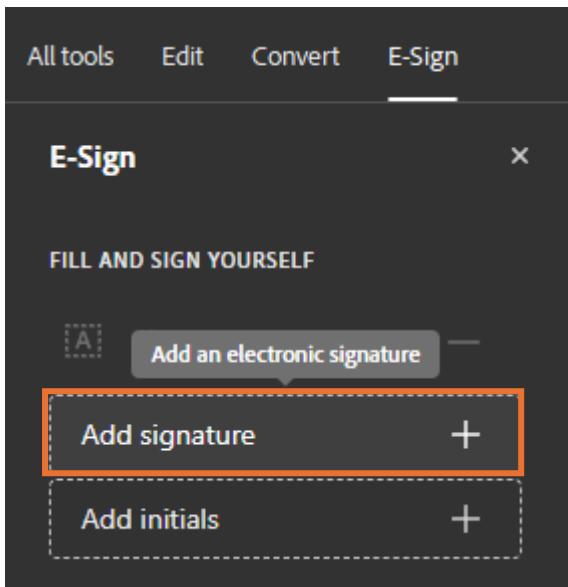


To place an electronic signature on a scanned PDF:

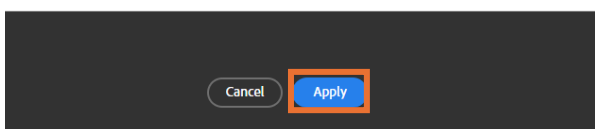
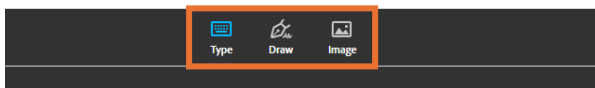
1. From the **All tools** tab, you can select **Fill & Sign**, or from the floating toolbar, you can select the  icon:



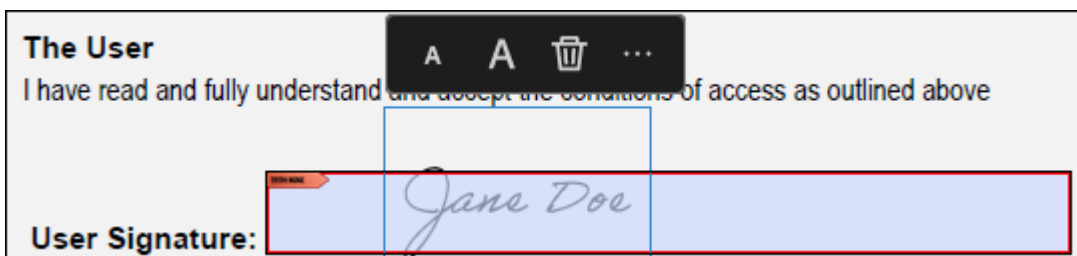
- This will take you to the **Fill and Sign** section. Click **Add Signature** (if you haven't already created a signature):



- Select **Type**, **Draw** or **Image** to create your signature, then, click **Apply**



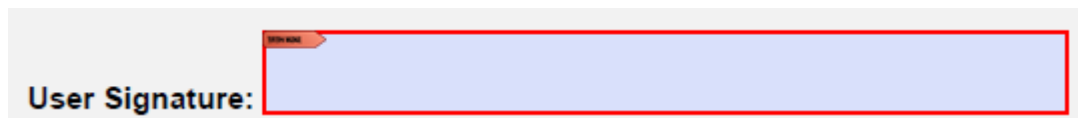
- Apply the signature where required:



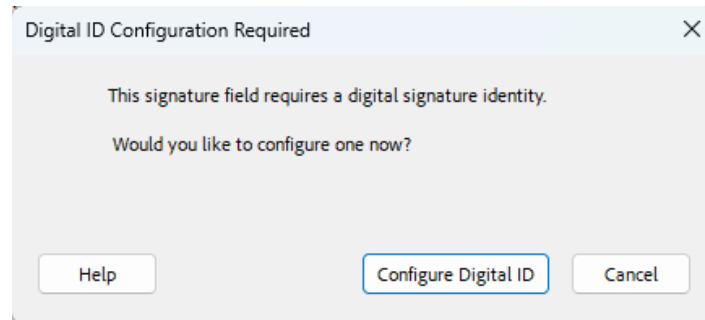
- Save the document, and close to return to TRIM.

## PDF FILLABLE FORMS

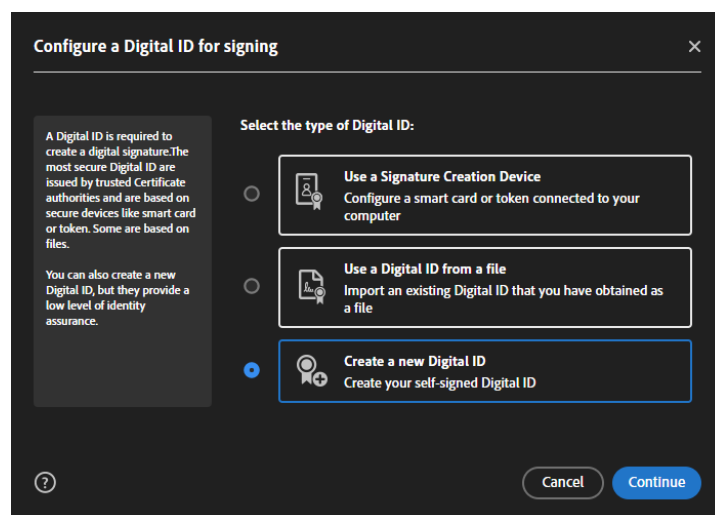
Some PDFs have been created as a PDF fillable form; meaning certain fields have been designed to be electronically editable. In this case, the signature field would look like the below:



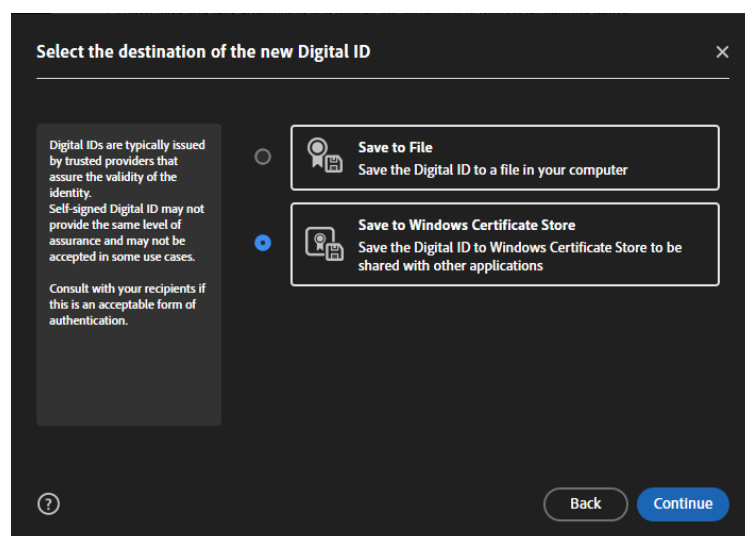
1. Left-click in the signature field to activate and select your Digital ID to sign the form
2. If you haven't already created a Digital ID, the below window will appear. Select **Configure Digital ID**:



3. Select **Create a new Digital ID**:



4. Select **Save to Windows Certificate Store**



5. Populate the required fields to create your Digital ID > Click **Save**:

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a text box with the following text: "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." To the right of this text box are several input fields: "Name" (filled with "Jane Doe"), "Organizational Unit" (placeholder: "Enter organizational unit"), "Organization Name" (placeholder: "Enter organization name..."), "Email Address" (filled with "Jane.Doe@newcastle.edu.au"), "Country/Region" (dropdown menu showing "AU - AUSTRALIA"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom left is a help icon (?). At the bottom right are "Back" and "Save" buttons.

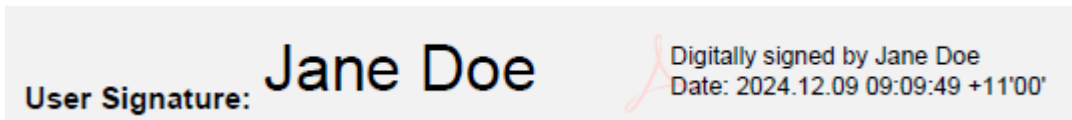
6. Select the Digital ID required and click **Continue**

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. It contains the text "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below this, there is a list of available Digital IDs. The first one is selected and highlighted: "Jane Doe (Windows Digital ID)" with a subtext "Issued by: Jane Doe, Expires: 2029.12.08". To the right of this list is 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".

7. Select **Sign**

The dialog box is titled "Sign as 'Jane Doe'" and has a close button (X) in the top right corner. At the top left, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area shows a preview of the signature: "Jane Doe" in large text, followed by "Digitally signed by Jane Doe" and "Date: 2024.12.09 09:07:55 +11'00'". A red scribble is visible over the signature. Below the preview is a "View Certificate Details" link. At the bottom, there is a section titled "Review document content that may affect signing" with a "Review" button. At the very bottom are "Back" and "Sign" buttons.

8. The signature will now apply to the document. Click **Save** and close the document to return to TRIM:



*For more information on creating PDF fillable forms, see the following link:*

<https://www.adobe.com/au/acrobat/how-to/create-fillable-pdf-forms-creator.html>