



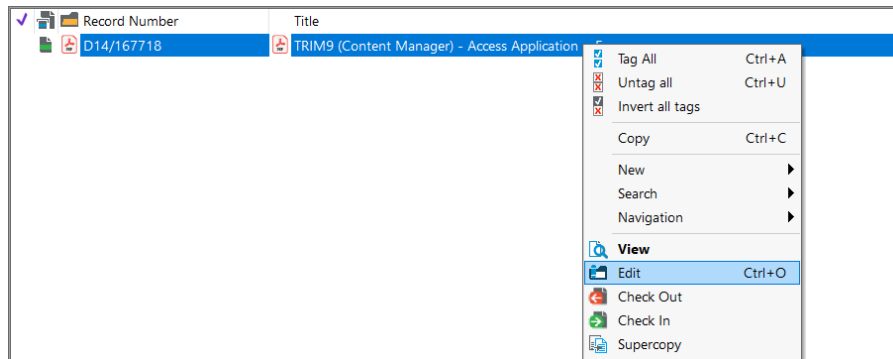
TRIM9
Content Manager

Tips & Tricks

Electronic Signatures

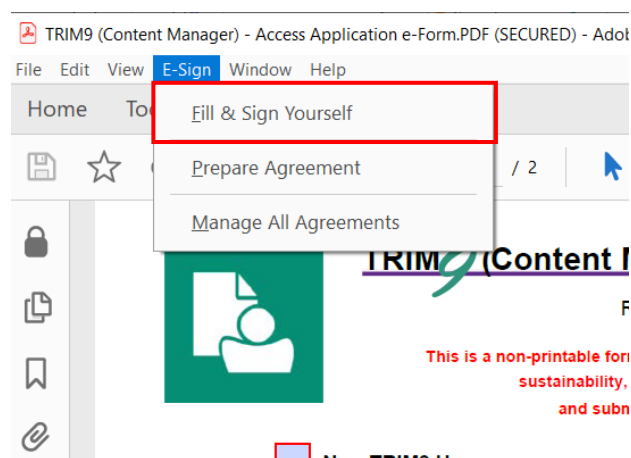
Did you know you can electronically sign your documents directly from TRIM? By using the 'edit' function in TRIM you can avoid the pain of printing, signing and re-scanning our documents.

- In **TRIM** search or navigate to the document
- Highlight the document → Right Click → Select **Edit** (the document will open in its authoring application e.g. Adobe)



To place an electronic signature on a scanned PDF:

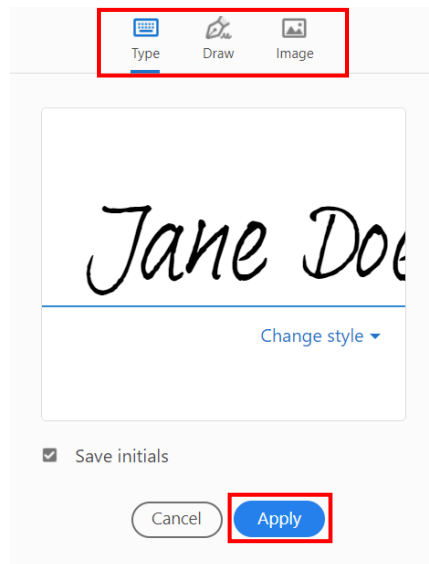
- Click **E-Sign** (in Adobe Acrobat) → **Fill & Sign Yourself**



- Click **Sign Yourself** at the top of the form and Add Initials (if you haven't already created a signature)



- Select **Type**, **Draw** or **Image** to create your signature → Click **Apply**



- Apply the signature where required

The User
I have read and fully understood and accept the conditions of access as outlined above

User Signature: Jane Doe **Date:** 27/03/23

- Save the document and close to return to TRIM

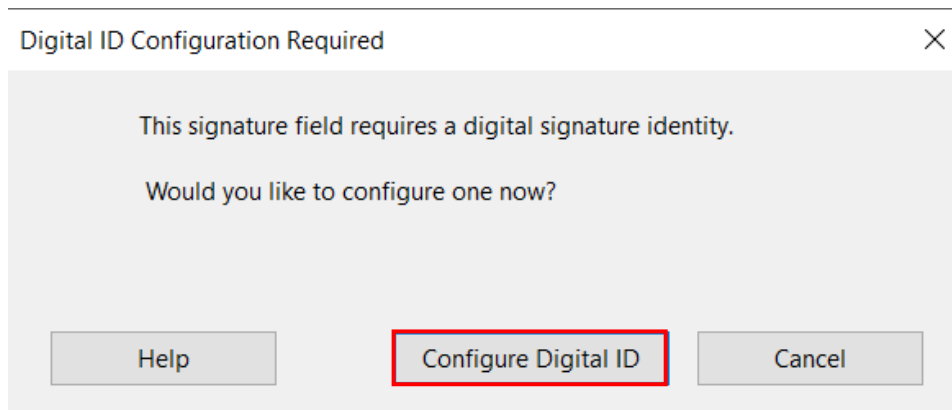
PDF Fillable Forms

Some PDF's 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:

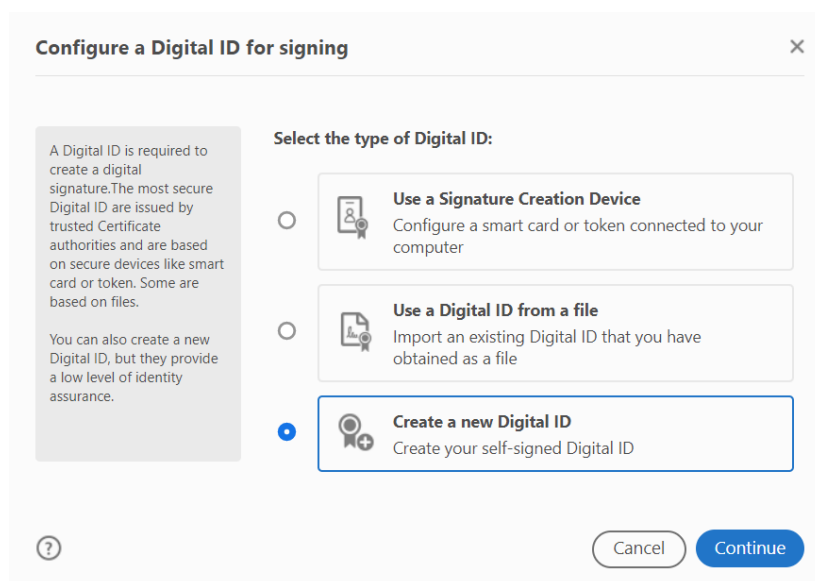
User Signature:



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



- Select **Create a new Digital ID**



- Select **Save to Windows Certificate Store**


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

- Populate the required fields to create your signature ID → Click **Save**

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

Jane Doe

Organizational Unit

Enter Organizational Unit...

Organization Name

Enter Organization Name...

Email Address

Jane.Doe@newcastle.edu.au

Country/Region

AU - AUSTRALIA

Key Algorithm

2048-bit RSA

Use Digital ID for

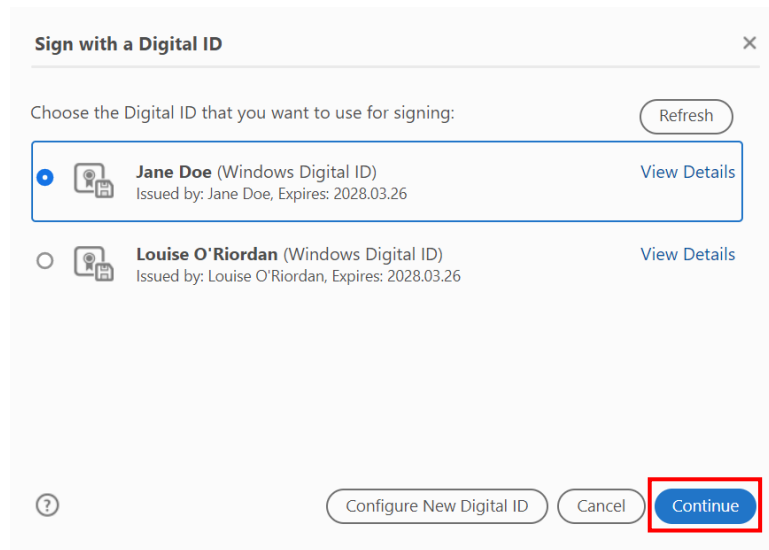
Digital Signatures and Data Encryption

?

Back

Save

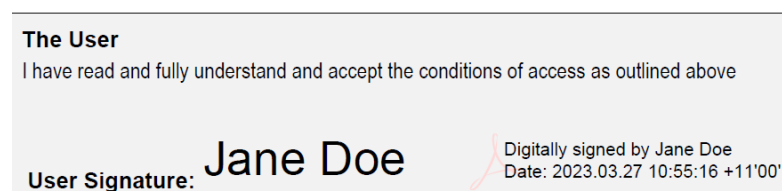
- Select the Digital ID required and click **Continue**



- Select **Sign**



- The signature will now apply to the document → Click save and close the document to return to TRIM



(For information on creating PDF fillable forms, see the attached link:

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