



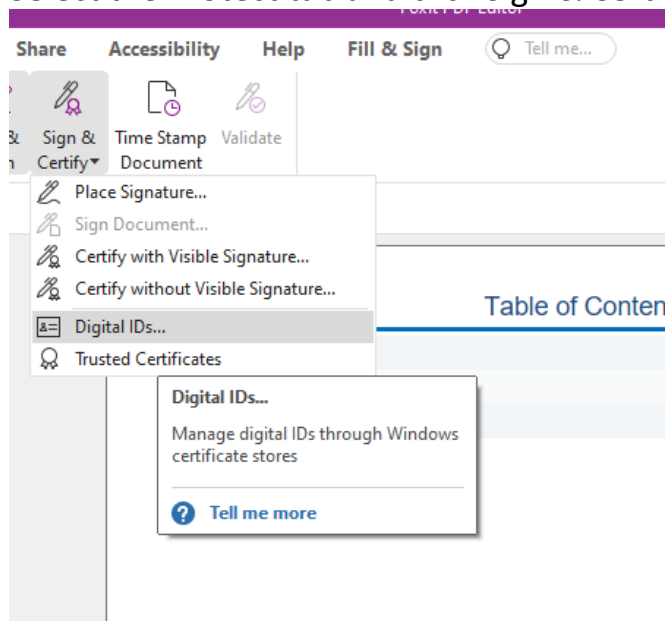
### Title: How to Create and Use a Digital Signature

#### Task:

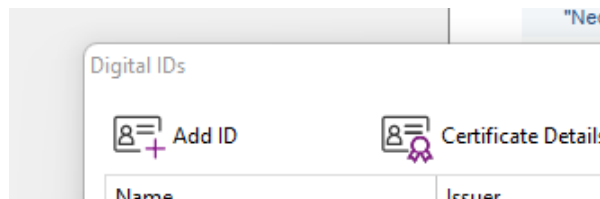
By following these instructions, you'll be able to securely sign a PDF file with a digital signature.

#### Instructions:

1. Open your file in Foxit PDF Editor.
2. Select the Protect tab and click Sign & Certify.



3. Click Digital ID's to create a new digital ID signature.
4. Click Add ID.



5. Select A new digital ID and click Next.

Add Digital ID

I want to sign this document using:

My existing digital ID from a file

A new digital ID I want to create now

Cancel Next

6. Select New PKCS#12 digital ID file and click Next

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel Back Next

7. Enter the requested information and click Next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name(e.g. John Smith): Jon Doe

Organizational Unit: Your Department or School

Organization Name: Widener University

Email Address: jdoe@widener.edu

Country/Region: US United States

Key Algorithm: 1024-bit RSA

Use Digital ID for: Digital Signatures and Data Encryption

Cancel Back Next

8. Select a location to save your file and name it and enter password.  
Click Finish.

Add Digital ID ×

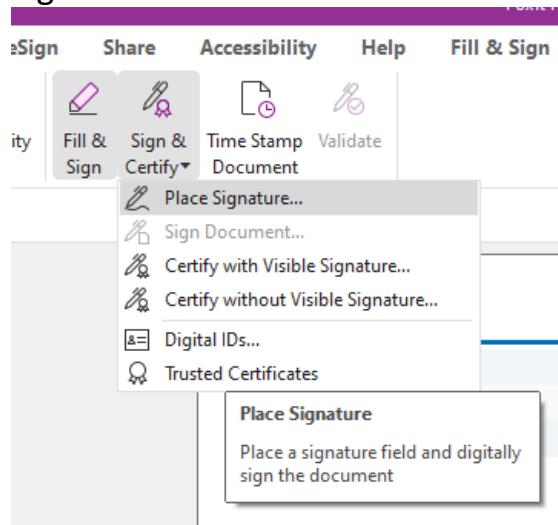
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes.

File Name:

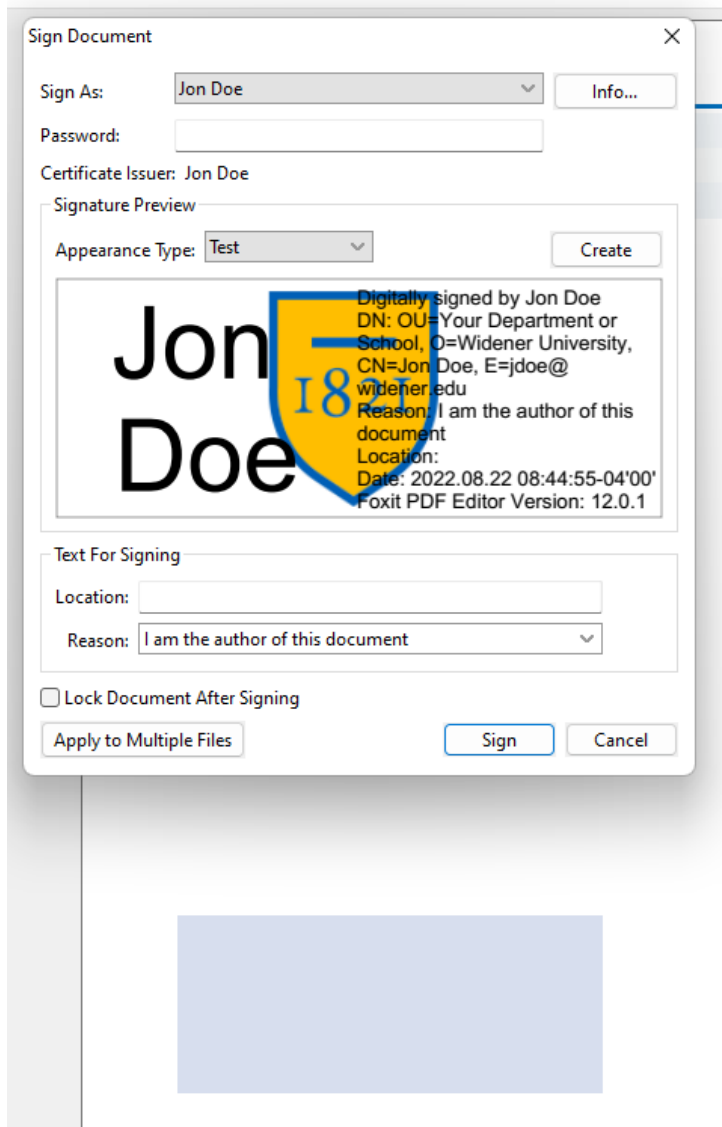
Password:

Confirm Password:

9. Close the screen.
10. To insert the digital signature, click Sign & Certify and click Place Signature.



11. Draw a box where you want to place the signature.



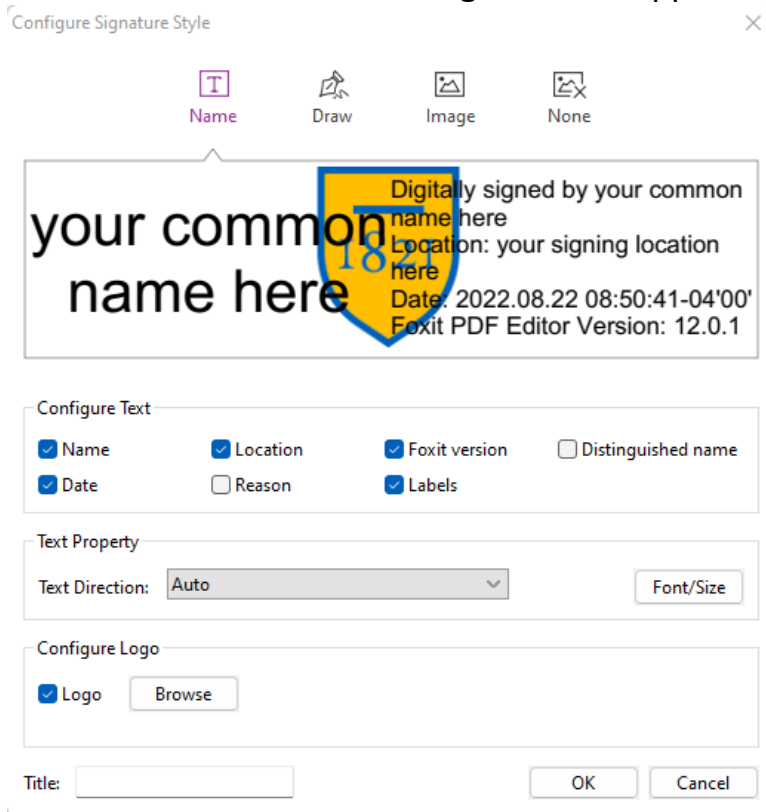
12. Enter the password and click Sign to place the signature.

13. Save the file and name it.

14. The signature will be placed in the new file.

15. You can also click Create to create a new digital signature.

16. Select and modify the items to include in the digital signature and click OK. You can also add a logo from an approved source.



17. Click Sign and save the file.

Video Link:

[How to sign PDF | on phone | on tablet | on Android | on iPhone | on mac | online | Foxit](#)

Outcome:

Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.