Transcript Digital Signature walkthrough:

So we’re going to create the Digital Signature so that you can sign these Consulting Contract Cover Cards. The first thing you would do is finish completing the card and you’ll notice in this signature box that if you click on it, it will present you with a choice. So we’re going to create a new Digital ID. Then, we’re going to stick with this new PKCS file. That means we can store it wherever we like, including on a USB stick whereas the Windows Certificate Store stores it on our computer and we may find that difficult to locate at a later stage. Then we enter our details. So enter your School or Department there. ..and Australia. With the Key Algorithm, just use the 1024. You have another choice but 1024 is plenty secure for what we want to be doing. You’re just going to be using this for digital signatures and we hit next. I’m going to store this on the desktop and then I might move it later and call it something that makes sense to you and will helpfully let you find it if you’re searching for it at a later stage. So you want to enter a password that is at least strong in nature because you want nobody else to be able to use or hack and use your password and then we click finish and it’s as simple as that. So there’s your signature and, of course, it won’t let us sign this document unless we enter our password. Whenever you sign, always lock the document because you don’t want people to be making changes to something that you have signed your name to. And then you just hit sign. So it’s just going to save this on the desktop as a new..uh..cover card and then the result of that, having frozen it, is that you’ll have your new signature in the box there with all your details that you’ve entered. Now one thing to notice is that if I now do a new cover card and I want to sign this document, it gives me my signature as a choice and you’ll notice that you can, if you wanted to, create a new ID …uh..but I have the choice of choosing John Smith, which is the signature that I created earlier, and it’s as simple as that.