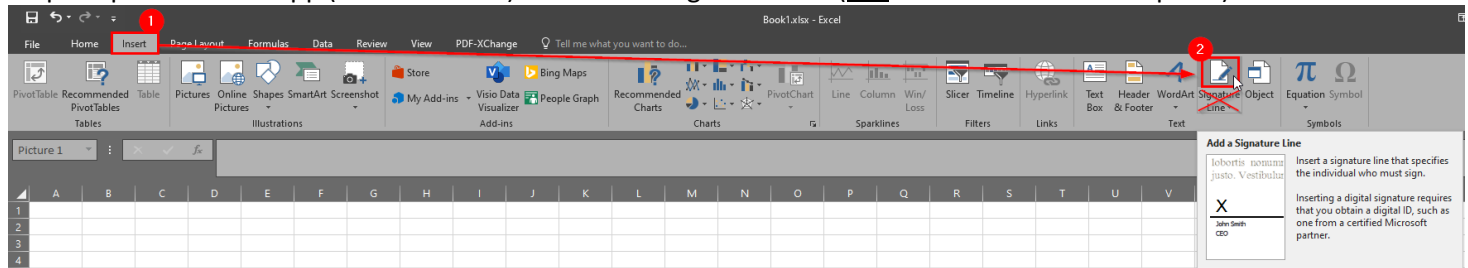Step1: Sign a physical white paper and scan it. Then record a screenshot of it in ".png" and keep it locally (for example like me in my "Pictures" folder, and <u>do not forget to backup it in your personal folder</u> in Shackleton, or Raffles for Singapore, it can be useful).

Step2: Open an Office app (here it is Excel) and insert a signature line (**not** click on the arrow drop box)

Step3: Double-click on the signature that appear and complete (or not) the fields (<u>it is optional</u>).
If the selected certificate is not issued by "Sectigo RSA..." (Kratos Certificate) click on "Change...".
Then "more choices" and select it.
Then click "Select Image..."
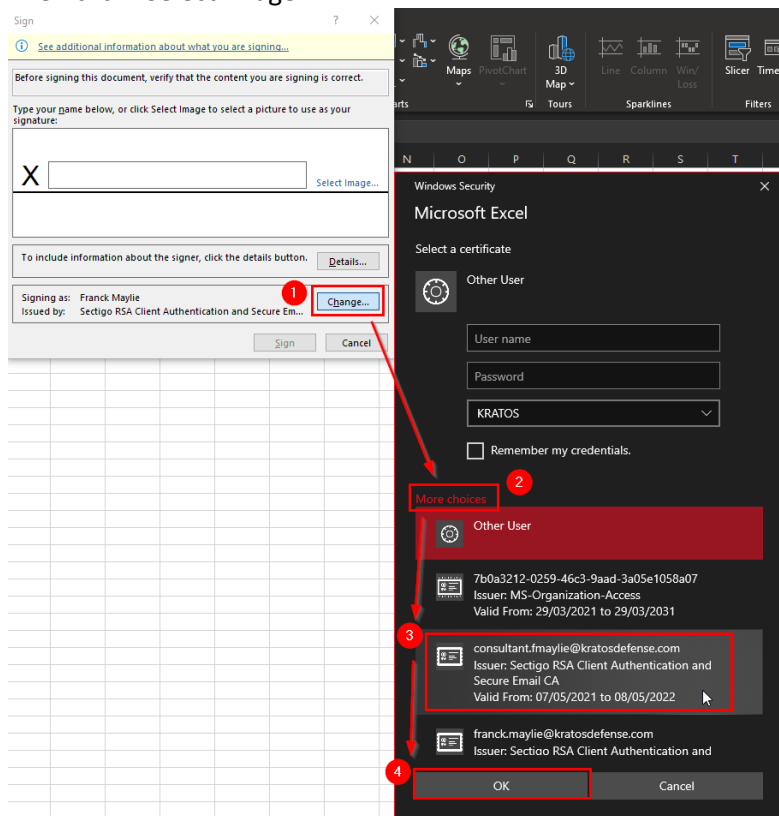
Step4: Click on Browse, locate your signature picture, click on "Sign".
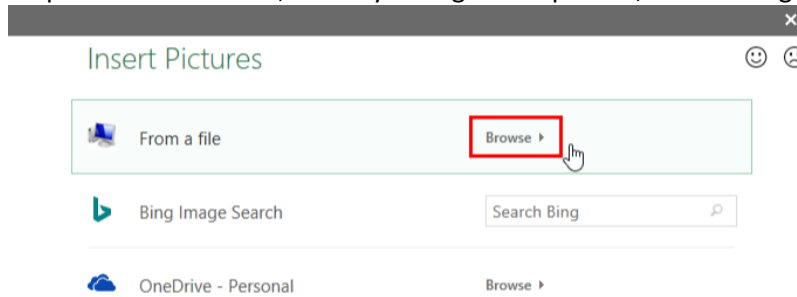
<u>**Please Note:**</u> When you sign a office document it will save it automatically so you don't need to Ctrl+S before and/or after sign a document.
When a doc is signed, you cannot edit it and if you force editing you will erase all signature inside so if more than one people need to sign a doc add multiple Signature line.