There are 2 steps to complete this task:
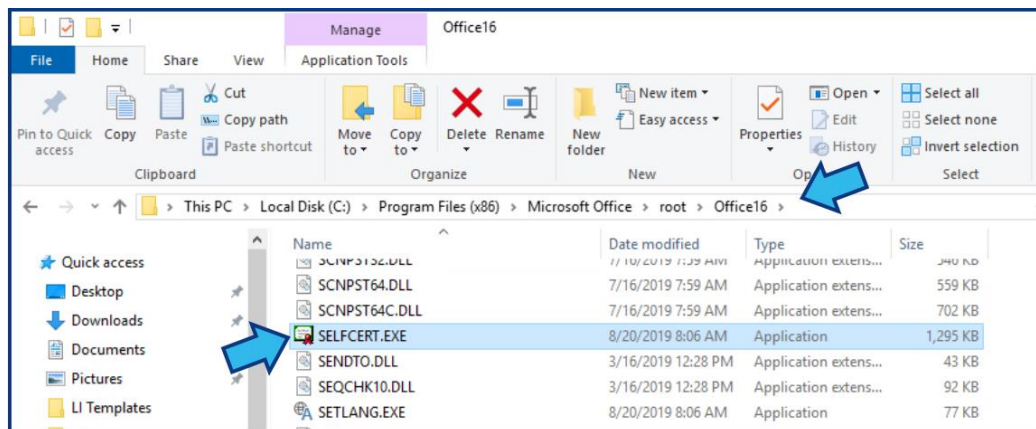
1. **Create a Self-Signing Digital Certificate**
2. **Import a Digital Certificate into a Template.**

Standard Guide

Step 1. Create a Self-Signing Digital Certificate

To create a self-signing digital certificate, first open the **Create Digital Certificate** dialog box.

In **Windows 10**, in **File Explorer**, navigate to **C:\Program Files (x86)\Microsoft Office\root\Office16** and open **SelfCert.exe**


For other versions of **Windows**:

- **Windows 8**: In **File Explorer**, navigate to **C:\Program Files\Microsoft Office\VERSION** and open **SelfCert.exe** (Replace **VERSION** with the **Office** version you are using).

- **Windows 7**: Press **Start**, point to **All Programs**, select **Microsoft Office**, select **Microsoft Office Tools**, and then select **Digital Certificate for VBA Projects**.
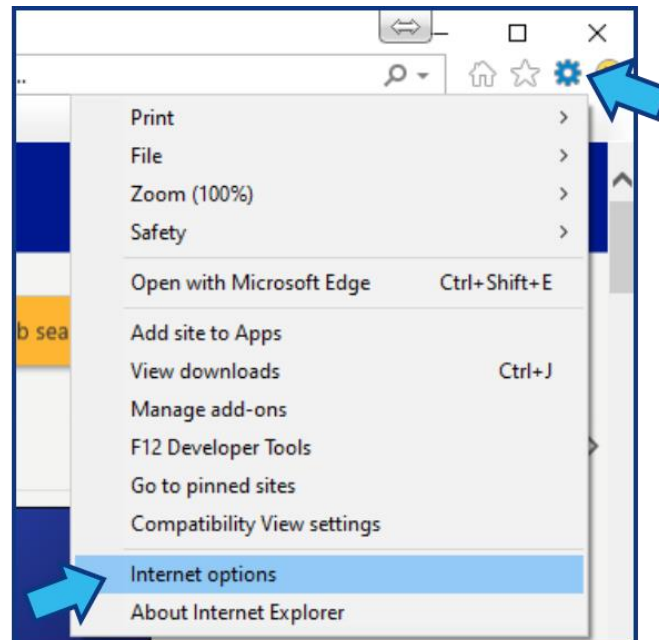
In **Your certificate's name**, type a descriptive name for the certificate. Press **OK**.
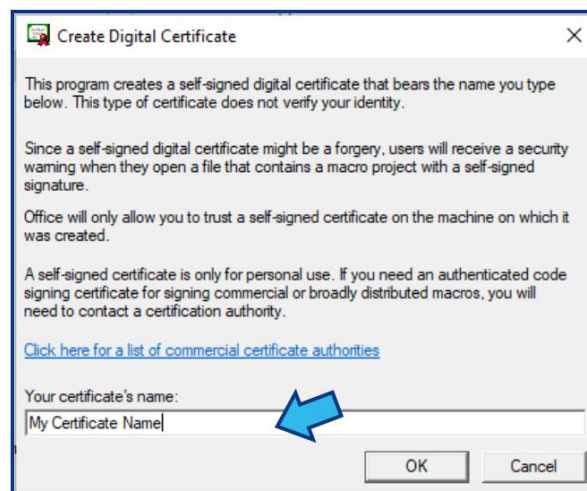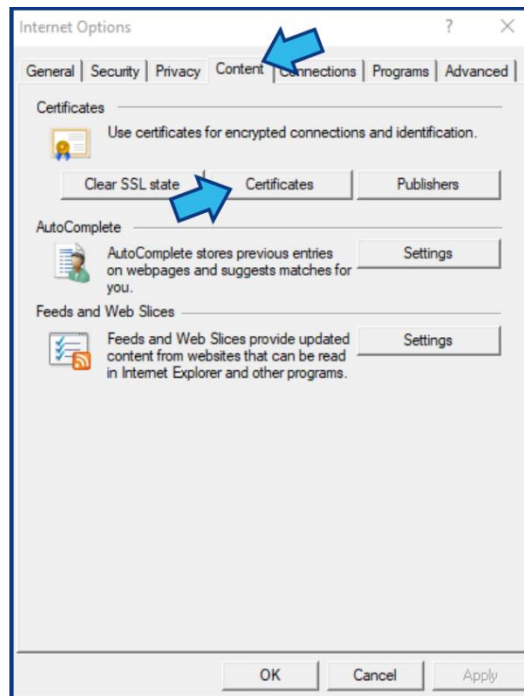
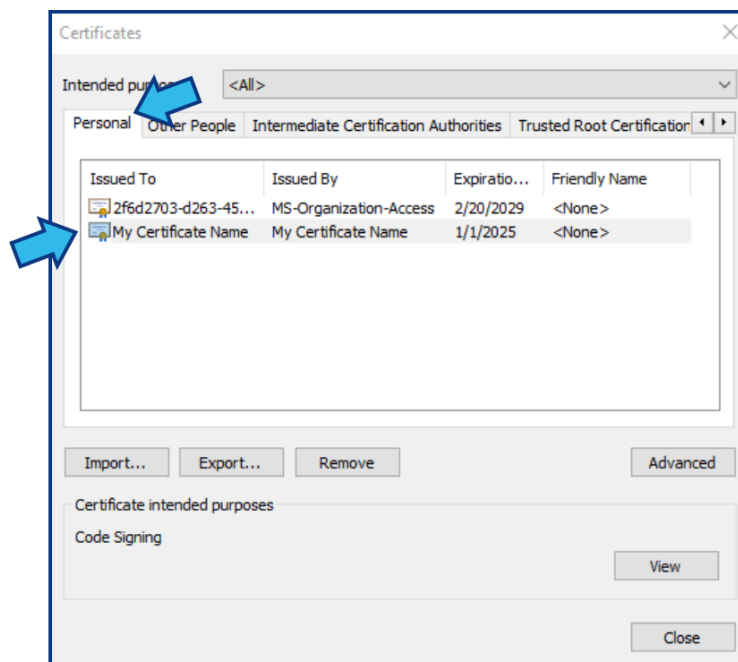A **SelfCert Success** message will appear. Press **OK**.
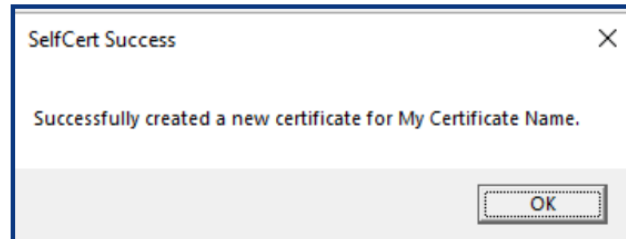
OPTIONAL: To view the certificate in the **Personal Certificates** store, Open **Internet Explorer**. On the **Tools** menu, select **Internet Options**.

Select the **Content** tab. Press **Certificates**.

Select the **Personal** tab. Certificates you have created will be displayed.

## Step 2. Import a Digital Certificate into a Template.

Open the template in **Word**. (Note that double-clicking the template will NOT open the template. It will create a **New** document based on the template. To open the template, right-click the template and select **Open**.)
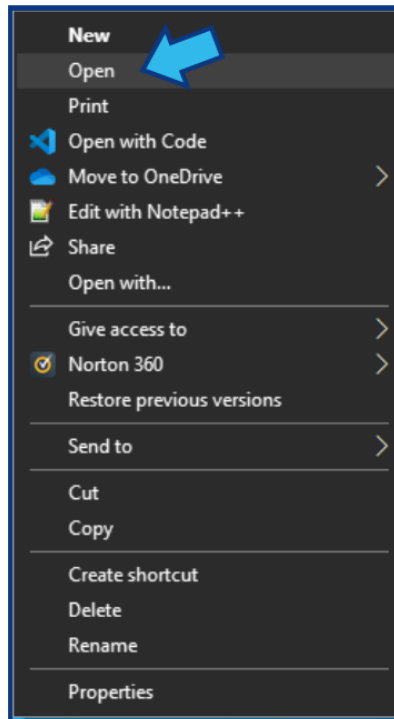

Select the **Developer** tab and press **Visual Basic**. (If the **Developer** tab is not available, it must be added. In any **Word** document or template, select **File**. Select **Options** and then **Customize Ribbon**. Place a check in the box beside **Developer** in the right column and press **OK**.)
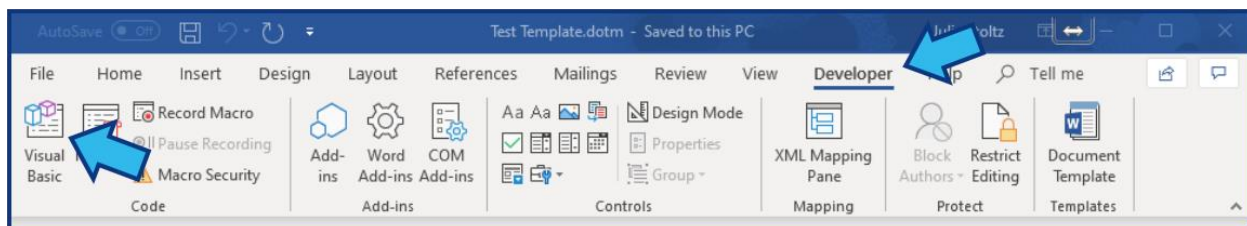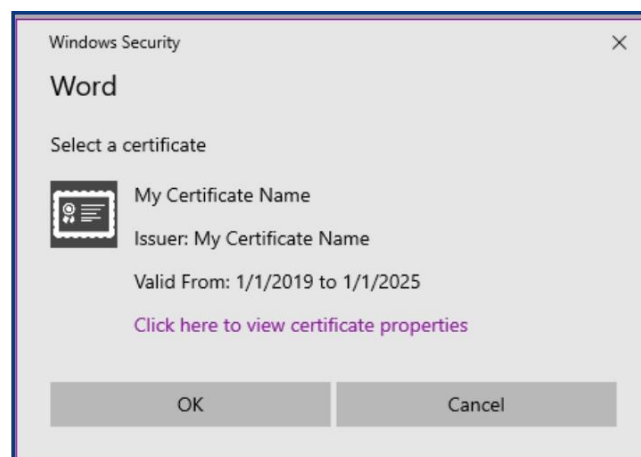
Select **Tools** and then **Digital Signature**.
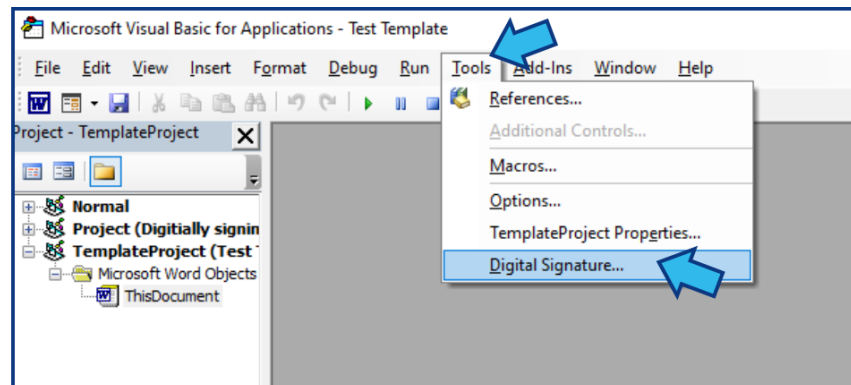
Select **Choose** and select the digital certificate you created.
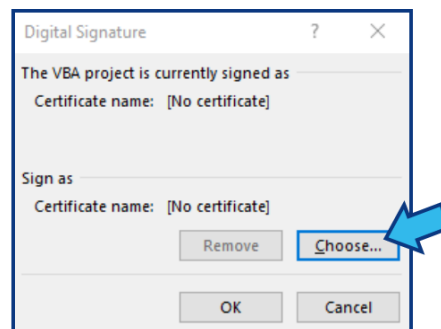
OPTIONAL: Select **Click here to view certificate properties** to see the expiration date.

Press **OK** to load the certificate into the template. Save the template.

Note the following:

- If you digitally sign a document using a digital certificate you create, and then share the digitally-signed file, other people cannot verify the authenticity of your digital signature without manually deciding to trust your self-signed certificate.

- Once a certificate is loaded the template cannot be changed. If the template is changed, the certificate will need to be reloaded.