



Southern
Illinois University
Carbondale

How to Encrypt and Sign a File for Personal Use

This document consists of a single workflow to use Entrust to encrypt and digitally sign a file for personal use.

Your digital signature shows that you are the one who encrypted the file and that the file has not changed since you encrypted it.

Prerequisites:

- You must already have an Entrust account (see [How to Create a State of Illinois Entrust PKI Account](#)).
- You must already have the Entrust client installed (see [How to Install the Entrust EESP Client for Windows](#)).

About this workflow: The example screenshots below were created in June, 2010, using Windows Vista. You may desire to review the entire workflow before beginning. The estimated time of this workflow is 10 minutes. During this process, Entrust may or may not ask for your password as described in [Entrust Spontaneous Password Entry](#).

The workflow starts on the next page.

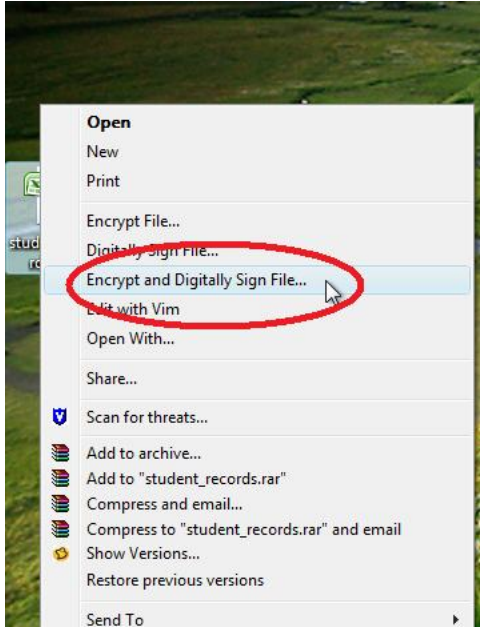


Figure 1, Encrypt and Digitally Sign File... Menu Item

Locate the file icon for the file which you want to encrypt and digitally sign. Right click this item and click *Encrypt and Digitally Sign File...* as in Figure 1, Encrypt and Digitally Sign File... Menu Item.



Figure 2, The Encrypt and Digitally Sign Files Wizard

Click *Next* as in Figure 2, The Encrypt and Digitally Sign Files Wizard.

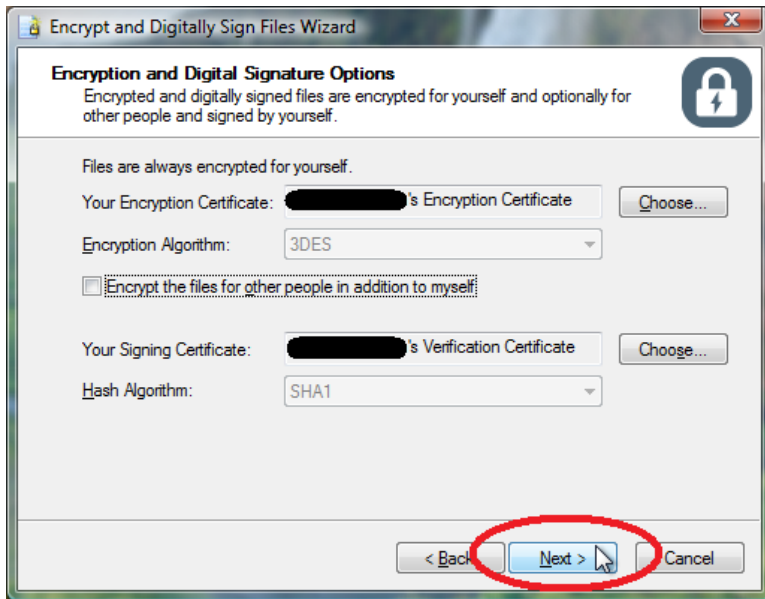


Figure 3, Encryption and Digital Signature Options

Click Next as in Figure 3, Encryption and Digital Signature Options.

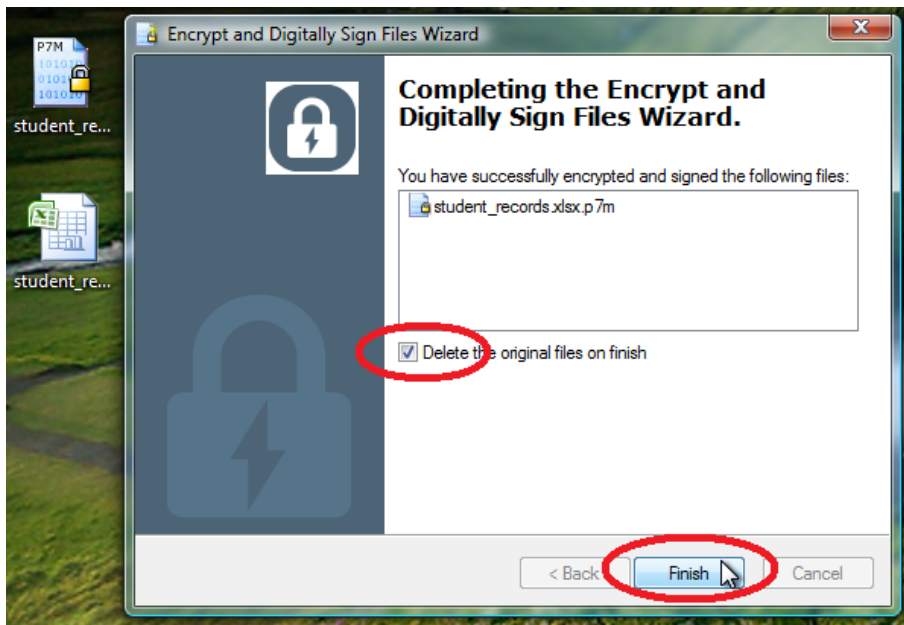


Figure 4, Completing the Encrypt and Digitally Sign Files Wizard

Note that both the original file and the encrypted and digitally signed file are now on your desktop. Select *Delete* and click *Finish* as in Figure 4, Completing the Encrypt and Digitally Sign Files Wizard.



Figure 5, The Encrypted and Digitally Signed File

Note that the original is now gone, and the encrypted and digitally signed file is all that remains as in Figure 5, The Encrypted and Digitally Signed File.

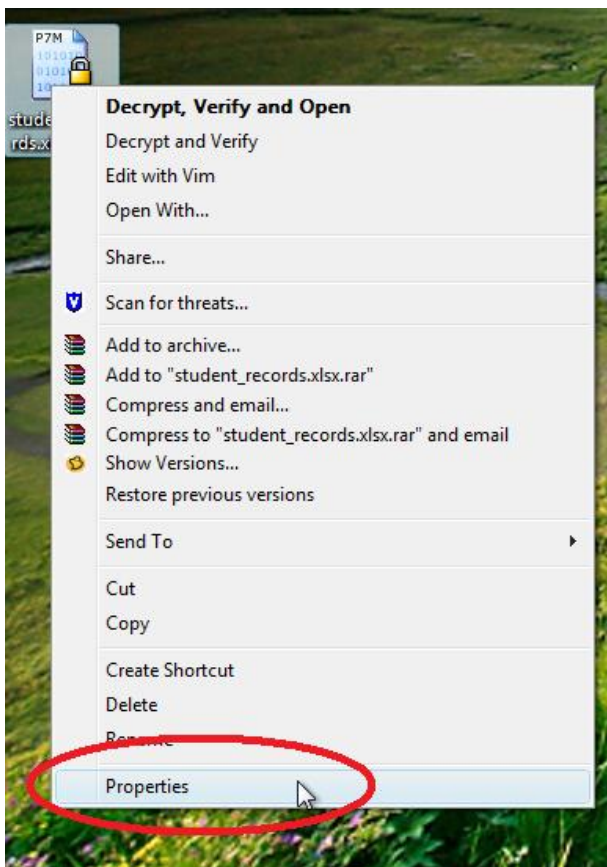


Figure 6, Encrypted and Digitally Signed File *Properties* Menu Item

Optional: If you want to see information about the encrypted and digitally signed file, then right click the file icon and click *Properties* as in Figure 6, Encrypted and Digitally Signed File *Properties* Menu Item.

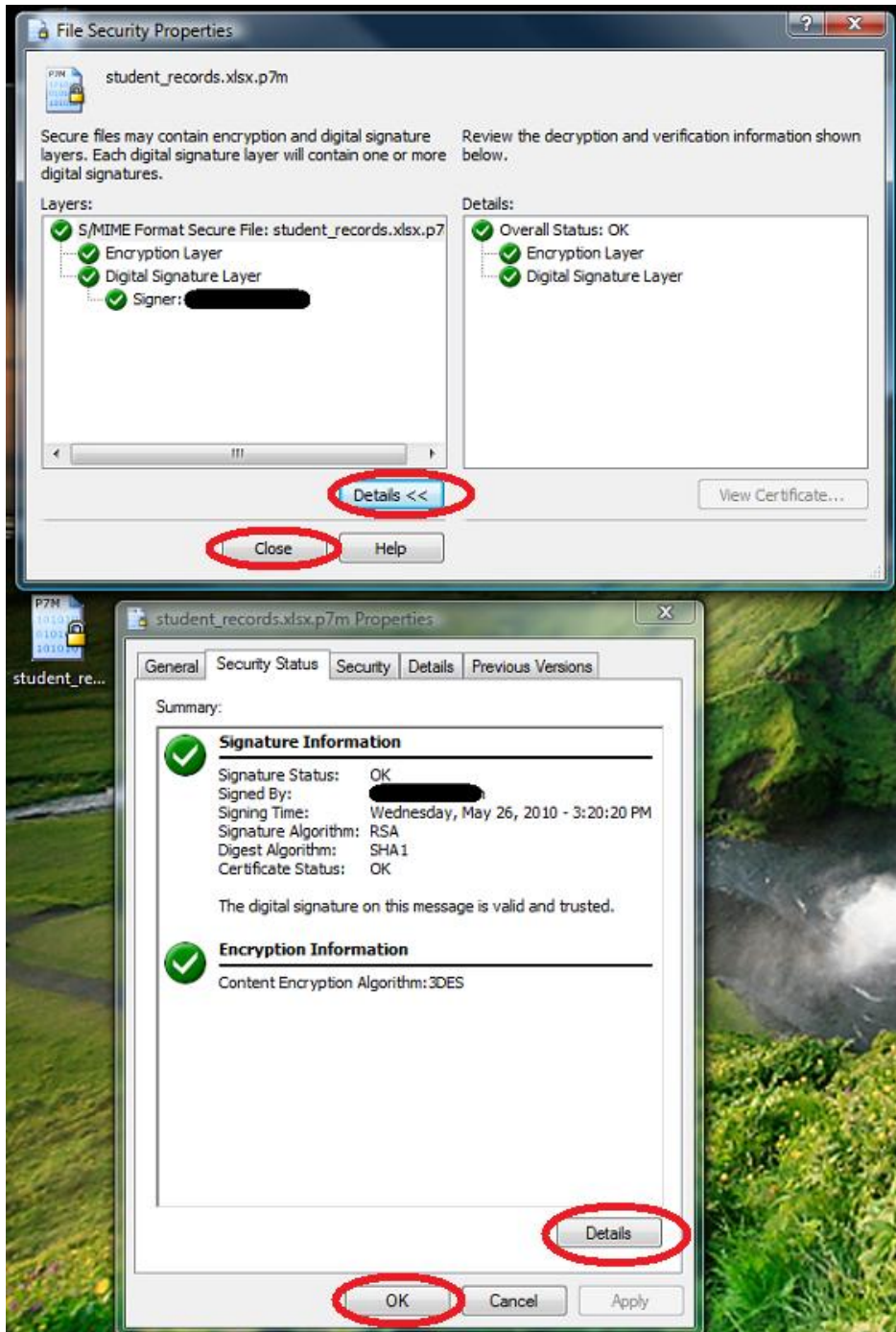


Figure 7, Encrypted and Digitally Signed File Information

Optional: Signature and encryption information is shown about the file. Refer to Figure 7, Encrypted and Digitally Signed File Information. Click *Details* to see more information. You can see who encrypted the file and what kind of encryption method that was used. Click *Close* and *OK* when you are ready.

If you made it here, then you have encrypted and digitally signed a file for personal use.

Go up to [Encrypting Files with Entrust for Windows](#).

--(This document created by Chet Langin, 7/7/2010.)