Digital Signature

User Manual For Microsoft Office Document Signing and Multiple Signing

5th Floor Trade Tower, Thapathali Kathmandu, Nepal
Tel: +977(01) 5111079
Fax: 977 1 5111080 Mail: info@cert.com.np
web: www.cert.com.np Facebook.com/nepalcert

1. **Document Signing for Microsoft Office 2007(Microsoft Office Word)**

Basic description for how to sign word document using a certificate-based digital ID to allow others to sign using a certificate in Microsoft Office Word 2007,2010,2013.
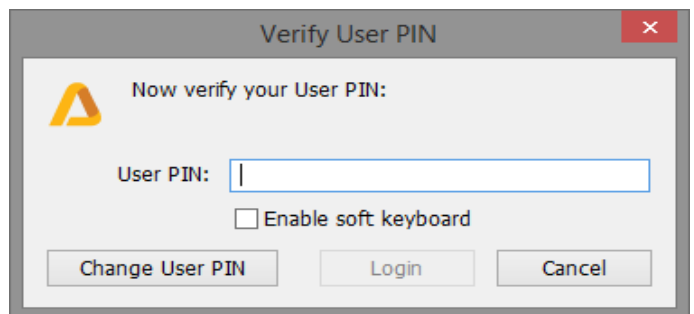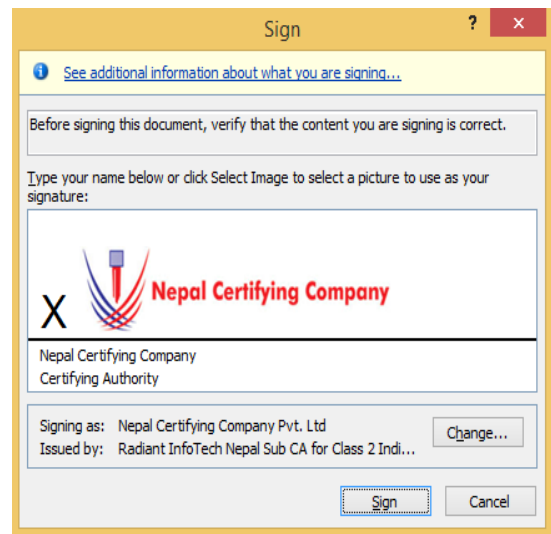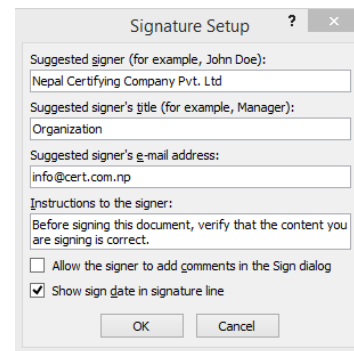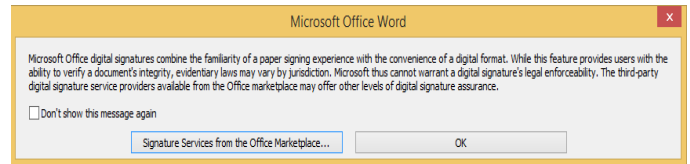
1.1 Pre-requisites
1. Token driver is installed.
2. Certificate is enrolled inside token.
3. Microsoft Office 2007 applications.

1.2 User guide to digitally sign Microsoft word 2007 document.
1. Plug in token. Open Microsoft Word 2007.
2. Click the **Insert** toolbar and select **Signature Line**
3. This prompt will appear. Click **OK**.

4. **Signature Setup** box appears. Fill the signature setup box and click **OK**

5. Place your curser where you want your signature to be displayed. Now **Double Click** on Signature Pane. The prompt will appear. Click **OK**

6. If you did not save the documents, the message box will appear. Click **Yes** to save it, and restart the process again.

7. When Sign box appears, Type your name below or click **Select Image** to select a picture as your signature. Click **Change.** Windows security box appears then confirm certificate and click **OK.** Click **Sign** button as shown in figure:

8. A message box prompts you to key in your User PIN. This window appears:

9. Finally the document is signed.
10. You will see the certificate icon at the bottom page. Upon clicking it, it will open the Signature pane.
11. For the **Multiple Signing** repeat the same process. Place your curser where you want your signature to be displayed.

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Note: User guide to digitally sign *Microsoft Excel/PowerPoint 2007, 2010, 2013 Document. Refer to the same steps as above.*