



# Guide for usage of digital signatures in Microsoft Office Documents

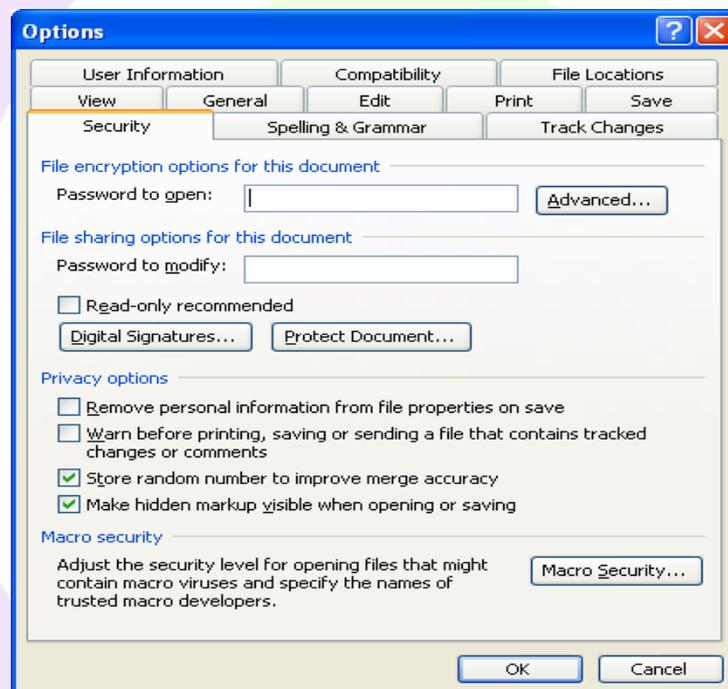
### i. Digitally Signing a Microsoft Word Document in 2003:

This section demonstrates digitally signing a Microsoft Word document. In order to follow the steps described here, you must have digital credentials (a personal digital signature certificate and corresponding private key) installed on the computer.

Procedure for digitally signing on MSWord and MExcel is same.

Before signing a document in Word you must first save it to disk. Saving changes will remove any previous signatures on the document; however, you can add a signature to a previously signed document.

- In the “Tools” menu select “Options...” and select the “Security” tab in the resulting window. You will see the following:

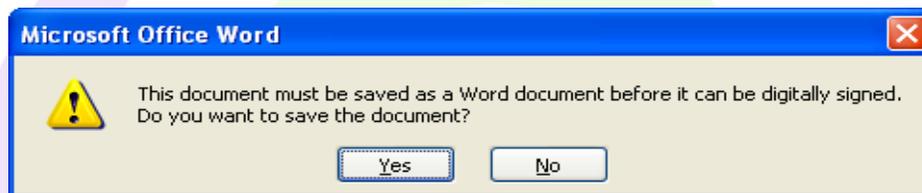


- Select “Digital Signatures...” to display the following window:



- Click the “Add...” button and select the certificate you want to use to sign the Word document. Normally this should be your KU Personal signature.

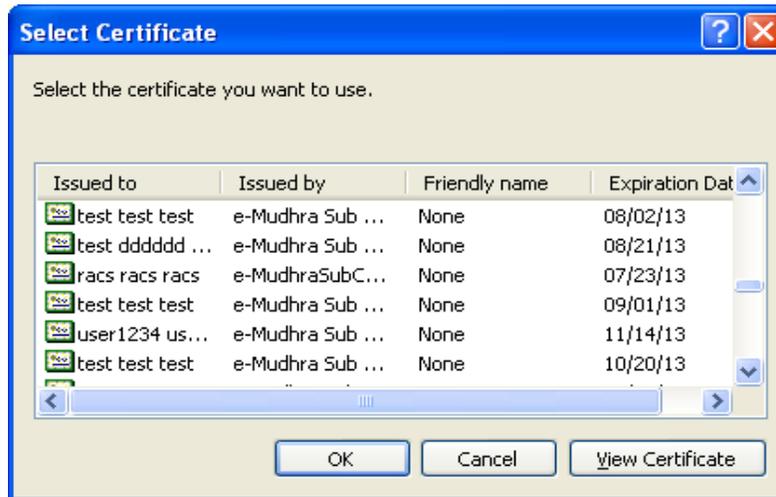
**Note:** If you have not previously saved the document you will be advised that you need to save it before signing and will be offered a chance to save it at this point:



- Clicking “Yes” will enable you to proceed with signing. Saving a Word document removes any digital signatures previously associated with the document. You will be warned prior to processing a save request that would remove signatures:



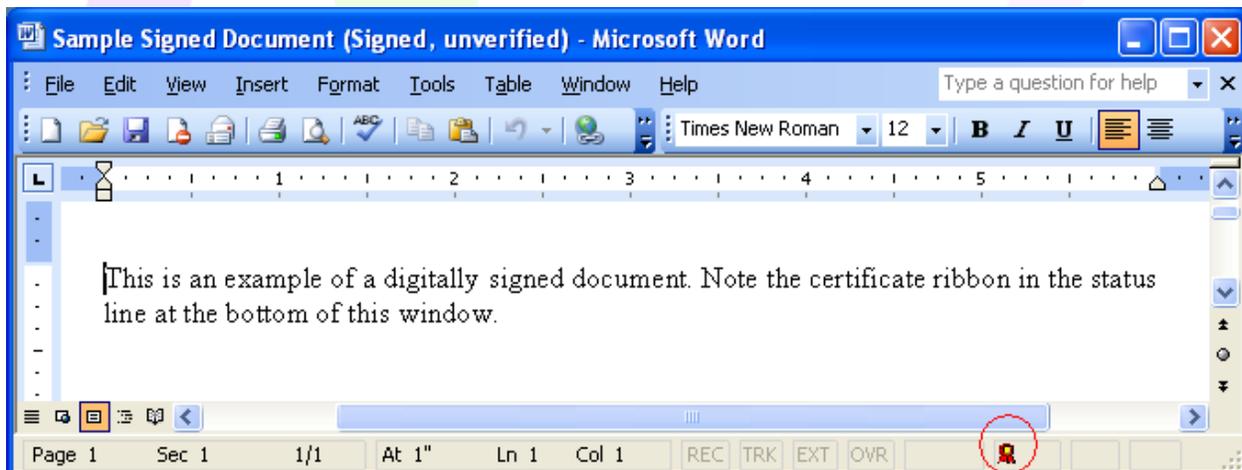
**Note:** If the file has not been modified since the last time it was saved, or after clearing the alerts shown above, the signing process proceeds to selection of the signing certificate:



- Select the certificate using which you wanted to sign the word document. After clicking on OK button, there will now be a signature ribbon in the status bar at the bottom of your document.

**Note:** If the certificate is in the token during the signing process, the word document will prompt you to enter the token password.

- Once the document is signed you will see a red color ribbon in the bottom of the word document, which is as shoed in the below screen shot.



## ii. Digitally Signing a Microsoft Word Document in 2007:

There are two different ways you can use digital signatures to sign Office documents. You can either:

- Add visible signature lines to a document to capture one or more digital signatures.
- Add an invisible digital signature to a document.

The differences between these two methods and details about how to digitally sign a document in either of these two ways are described in the following sections.

### To add a signature line to a document

1. Place your pointer in the location in your document where you want to add a signature line.
2. On the Insert tab, in the Text group, point to the arrow next to Signature Line, and then click Microsoft Office Signature Line.
3. In the Signature Setup dialog box, type information about the person who will be signing on this signature line. This information is displayed directly beneath the signature line in the document. Do any of the following:
  - Type the signer's name in the Suggested signer box.
  - Type the signer's organizational title (if any) in the Suggested signer's title box.
  - Type the signer's e-mail address (if any) in the Suggested signer's e-mail address box.



The image shows a screenshot of the "Signature Setup" dialog box in Microsoft Word 2007. The dialog box has a title bar with a question mark icon and a close button (X). It contains the following fields and options:

- Suggested signer (for example, John Doe):** A text input field.
- Suggested signer's title (for example, Manager):** A text input field.
- Suggested signer's e-mail address:** A text input field.
- Instructions to the signer:** A text box containing the text: "Before signing this document, verify that the content you are signing is correct."
- Allow the signer to add comments in the Sign dialog
- Show sign date in signature line

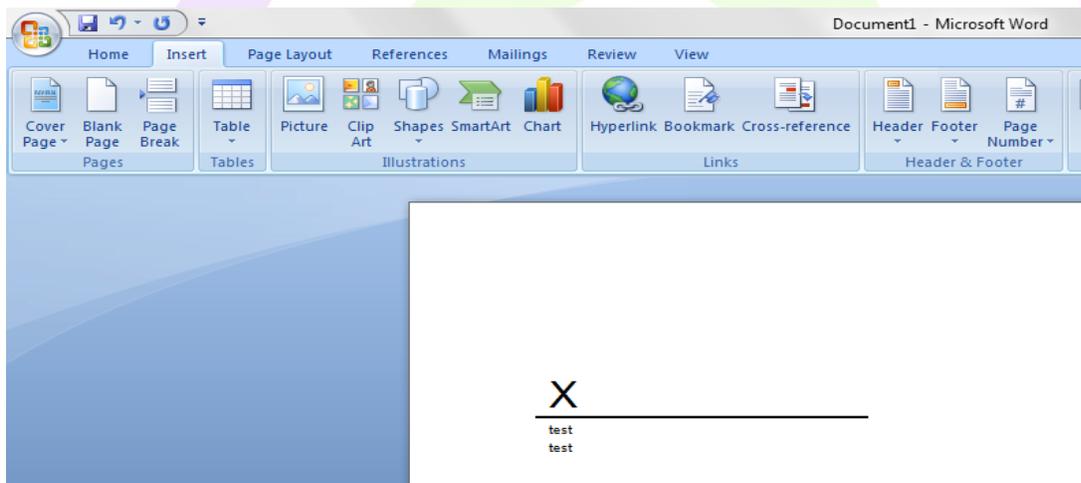
At the bottom of the dialog box are two buttons: "OK" and "Cancel".

4. If you want to provide the signer with any instructions, type these instructions in the Instructions to signer box. These instructions are displayed in the Signature dialog box that the signer uses to sign the document.
5. If you want the signer to be able to add comments along with the signature, select the Allow the signer to add comments in the Sign dialog check box.
6. If you want to show the date when the signature is added in the signature line, select the Show sign date in signature line check box.
7. Click OK.
8. To add additional signature lines, repeat steps 1 through 7.

## Sign the signature line in a document:

When you sign the signature line in an Office document, you add both a visible representation of your signature and a digital signature.

1. In the document, double-click the signature line where your signature is requested.

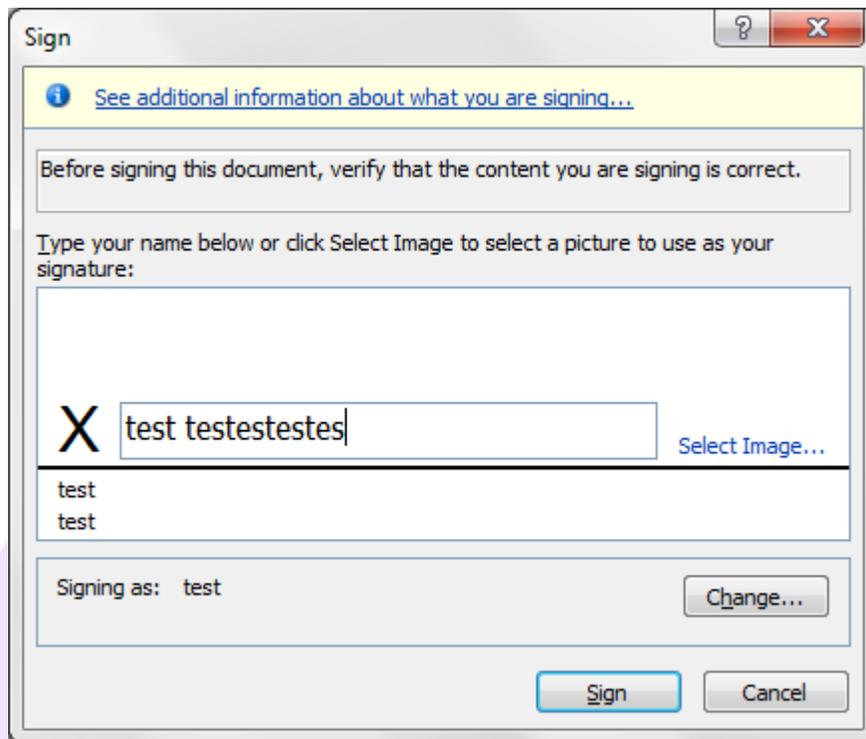


2. Click on ok button



3. To add a printed version of your signature, type your name in the box next to the X.

4. To select an image of your written signature, click Select Image. In the Select Signature Image dialog box, find the location of your signature image file, select the file that you want, and then click Select.



5. Click Sign. The below ribbon symbol will display in the bottom of the word document. Click on ribbon button to view the certificate details.

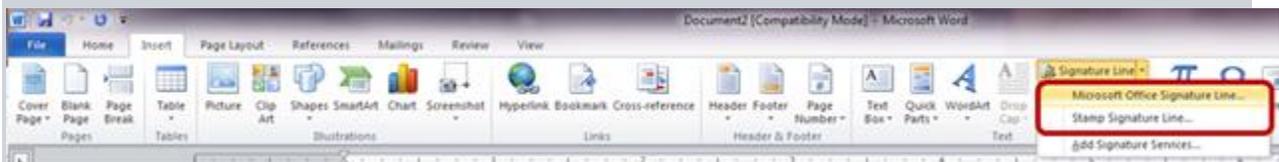


### III. Digitally Signing a Microsoft Word Document in 2010:

In Word, Excel and PowerPoint 2010, a digital signature can be added by going to the Office Backstage View:



A signature line or signature stamp can be added in Word, Excel, and InfoPath by going to the Insert Tab:



A signature line looks like this:



03-04-2013

X tes testestestes

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test  
test

