MANUAL

Digital signing of documents in MS Office

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1. Introduction

The procedure for digital signing of documents in the following application from Microsoft Office 2010/2013/2016: Word, Excel and PowerPoint is outlined in this manual. Before starting the procedure for signing a document it is necessary to make the following requesties:

- If your certificate is on a PKI token, it is necessary to stick the token in a PC
- If your certificate is generated on a hard disk, it is necessary to check whether it is in the Internet Explorer certificate store. In Internet Explorer click on **Tools->Internet Options->Content->Certificates.** Your certificate should be listed in the Personal tab (Figure 1). In case the certificate is not listed, you have to import it in Internet Explorer, following the FAQ "How to import a certificate in Internet Explorer from .pfx or .p12 backup file?"
- The final version of the document you wish to sign is saved on your hard disk. After you digitally sign the document, you should not make changes any further. Every change you make in a digitally signed document erases the digital signature, which in turn means that you will have to sign the document again.

The documents can be signed with a visually invisible digital signature or a visually visible digital signature.
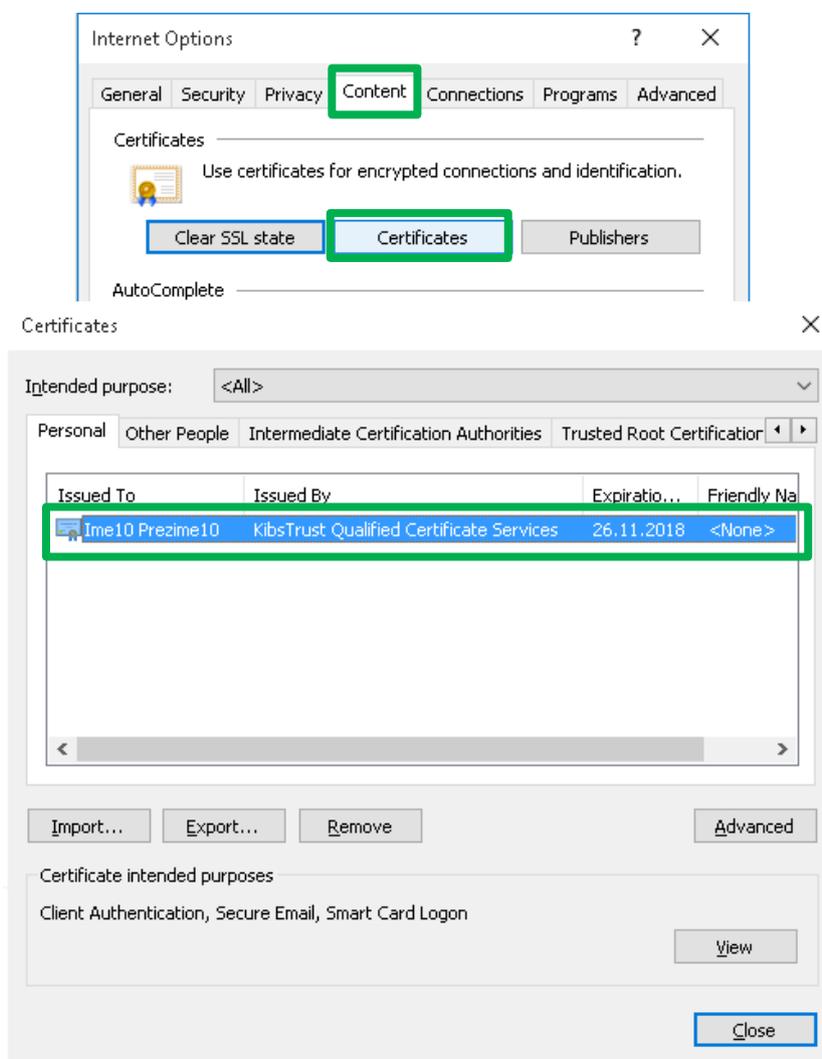

Figure 1

2. Digital signing of documents with a visually invisible signature

The procedure for signing a document with a visually invisible signature in Word, Excel and PowerPoint is identical and should follow the next steps:

5. The documents that need to be digitally signed needs to be open. From the menu choose **File->Info-> Protect Document** and click on **Add a Digital Signature** (Figure 2).
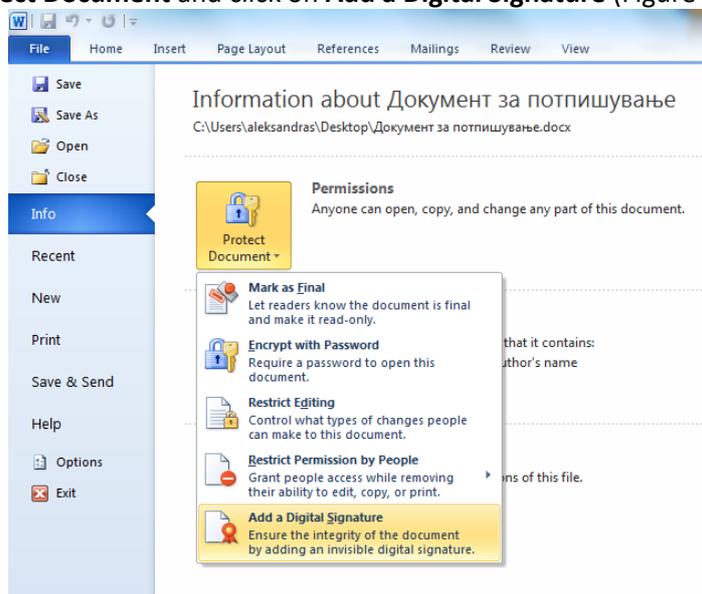

Figure 2

6. A new window opens, as shown on Figure 3. In the text field you can enter the reason for signing the document, but this is not mandatory. In the lower part of the window, the certificate with whom the document will be signed should be listed. If you have multiple certificates, by clicking on **Change...** you can find and choose the certificate with whom you wish to sign the document. Then click on **Sign**.
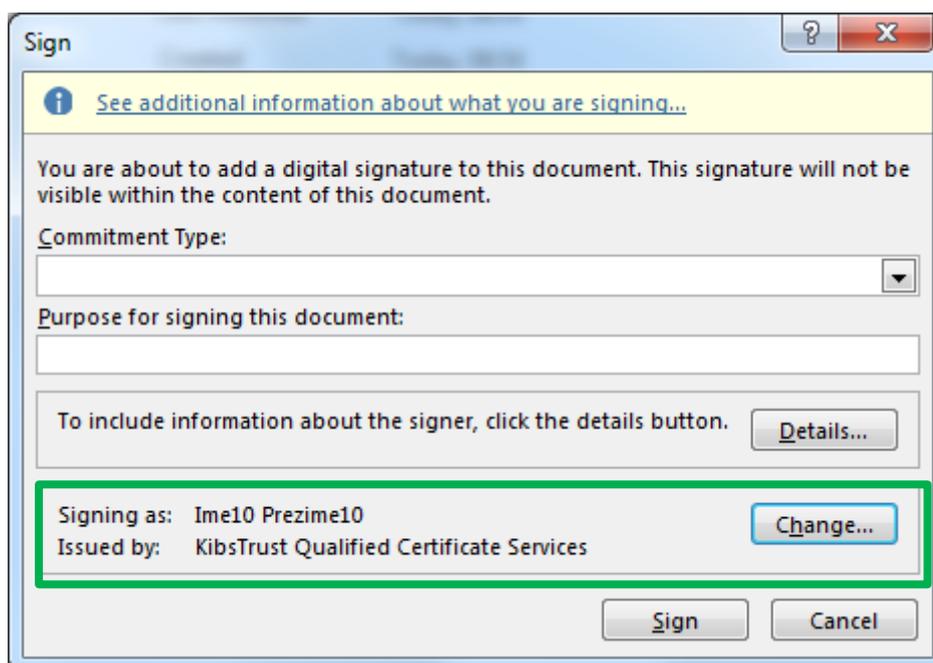

Figure 3

7. A window appears which confirms the document has been successfully signed and warns that if the document changes, the signature will be invalid (Figure 4). Click **OK**.

Figure 4

8. After signing the document, a notification is received that it is marked as final and digitally signed (Figure 5). If you choose **Home** from the meny, in the upper part a yellow stripe will appear with a warning that the document is marked as final and that it should not be changed. In the lower left corner, the icon for a digital signature is shown (Figure 6).
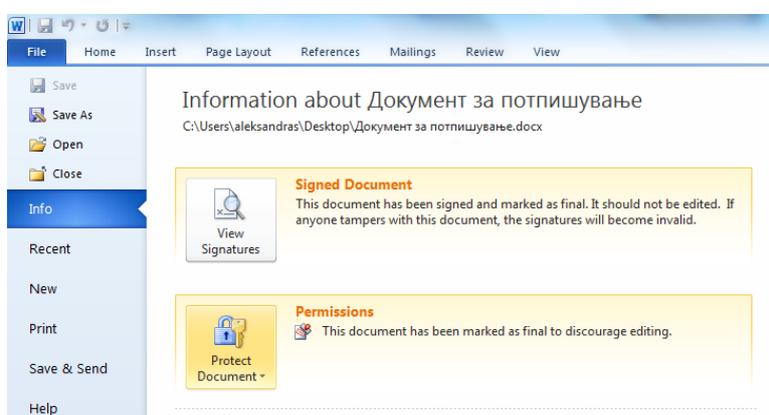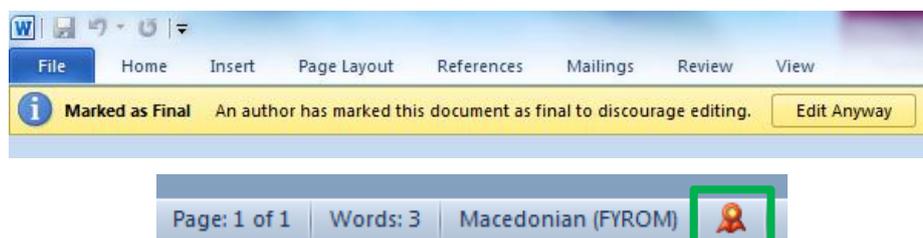

Figure 5

Figure 6

3. Digitally signing documents with a visually visible signature

A visually visible digital signature can only be added on Word and Excel documents, by following the next steps:

7. You open the document which needs to be signed. The mouse pointer is inserted on the plece where you need to add the signature. From the menu select **Insert**, in the **Text** frame click on **Signature Line** (Figure 7).
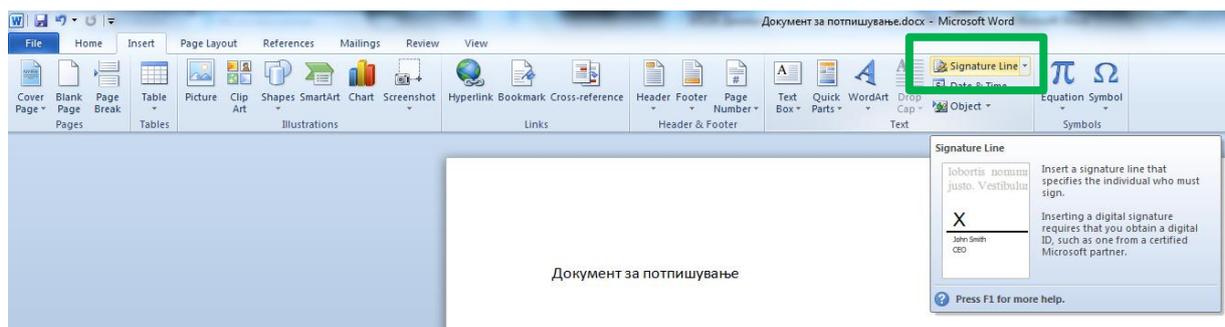
Figure 7

8. A new window appears where you can (not mandatory) enter information about the person who will sign the document: name and surname, title, e-mail. There is an option to display the date of signing. Click **OK** (Figure 8).

Figure 8

9. The signature line appears in the document, with the previously entered information. To sign the document, right click on the figure and select **Sign…** (Figure 9).
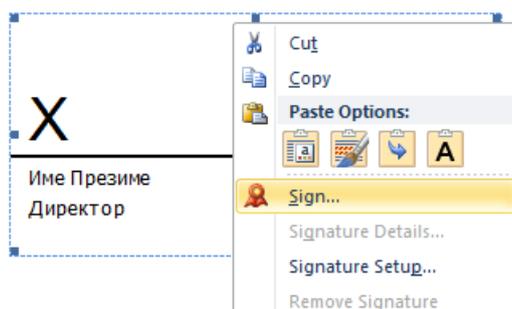

Figure 9

10. A new window opens, as shown on Figure 10. In the field next to **X** you should enter your name or if you have a Figure with your handwritten signature, you can place it by clicking on **Select Image**… In the lower part of the window the certificate used to sign the document should be listed. If you have multiple certificates, by clicking on **Change**… you can find and choose the certificate you like to sign the document. Then click on **Sign**.
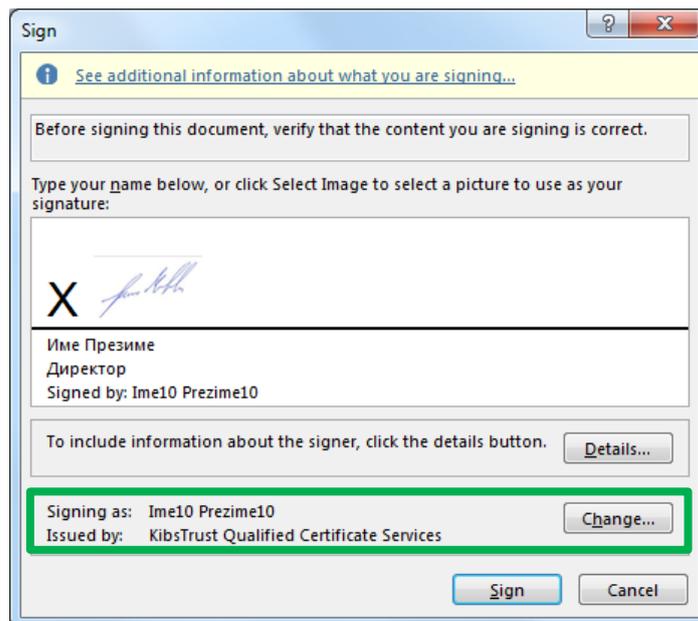
Figure 10

11. A window appears which confirms that the document is successfully signed and a warning that if the document is changed, the signature will be invalid (Figure 11). Click **OK**.

Figure 11

12. After signing the document, the signature should look like on Figure 12. Also, in the upper part a yellow stripe appears with a warning that the document is marked as final and that it should not be changed. In the lower left corner, the icon for a digital signature appears (Figure 13).
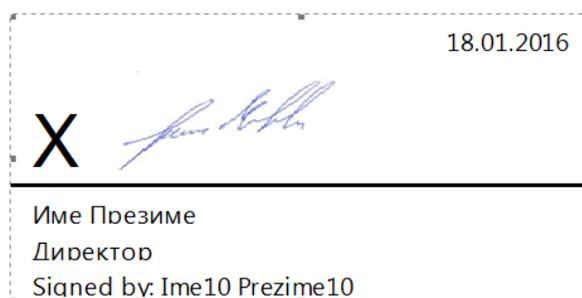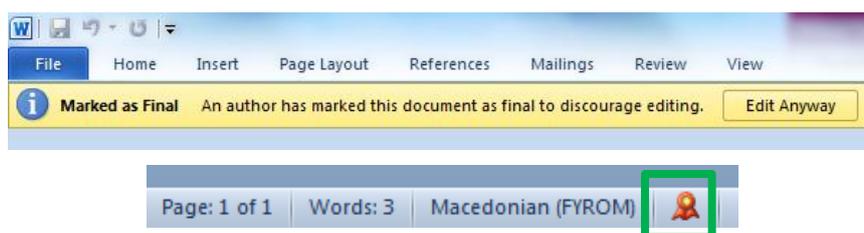

Figure 12

Figure 13

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