D. Sign Softech Private Limited

Configuring Office 2010 for Digital Certificates

Overview:

This document will walk you through the process for signing Microsoft Office 2010 applications using a digital certificate (digital ID). This document assumes that you have access to your digital certificate that was issued by your DSC Provider.

Importing and Exporting your Digital Certificate:

If your digital certificate does not already reside on your local machine, please download or transfer the digital certificate to a location that is easy to browse to. Additionally, you can export the certificate and the private key directly from your web browser.

Adding a digital signature in Microsoft Office 2010 applications: *(Word, Excel, PowerPoint)*

Once you have completed the process for importing and installing your digital certificate in your browser, you will now have to configure your Microsoft Office Application to use the digital certificate to digitally sign your documents.   A digital signature assures the authenticity, integrity, and origin of a document. You can add a digital signature to Word documents, Excel workbooks or PowerPoint presentations.

1. **Open** the Microsoft Office Application you will be signing (*Word, Excel, PowerPoint*)
2. Click '**File'** > **'Info'**> **'Protect Documents'**> '**Add a Digital Signature**'
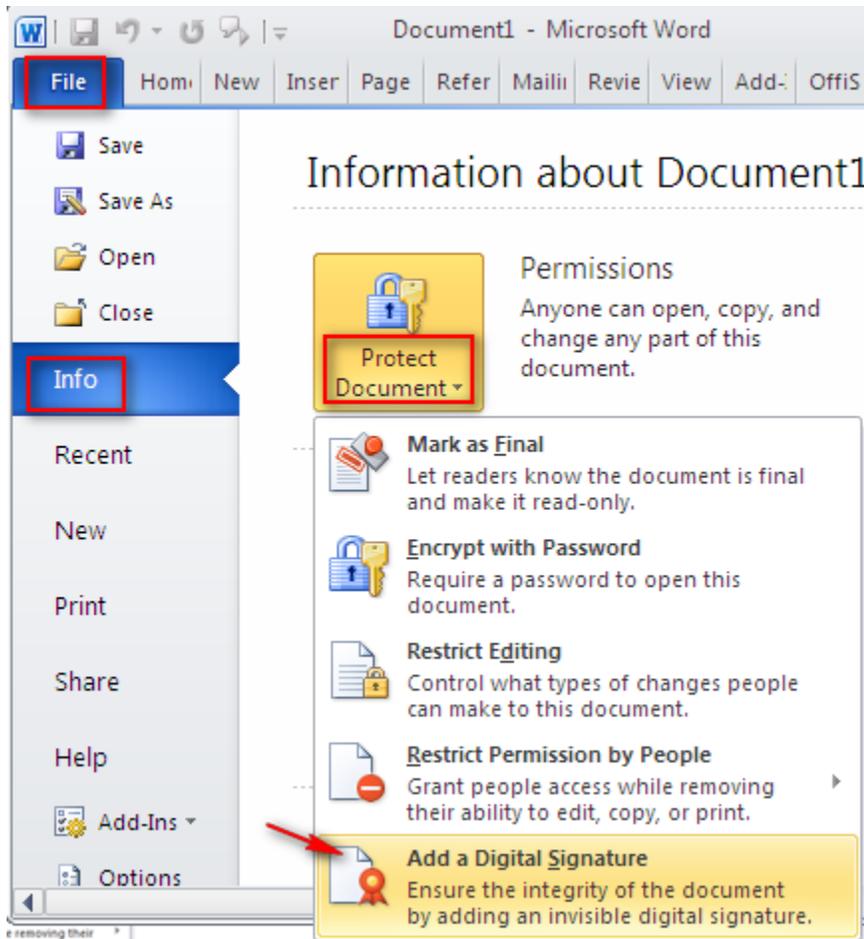
3. In the prompt box check the "**don't show this message again**" box and Click "**OK**".
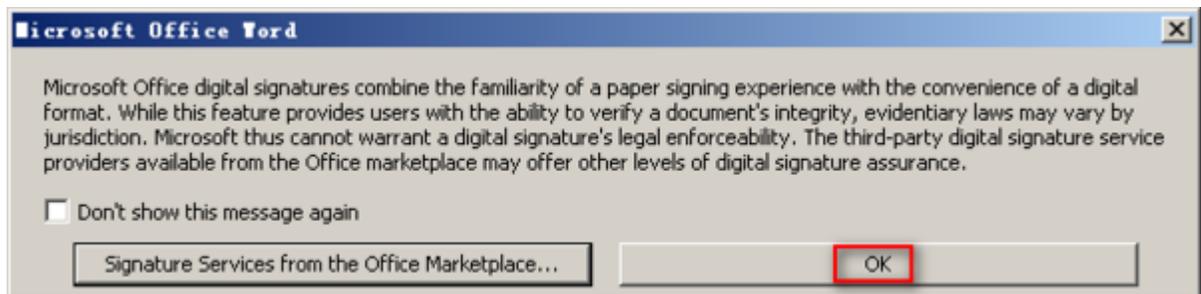
4. In the '**Insert Menu'**, Choose '**MS signature line**'.
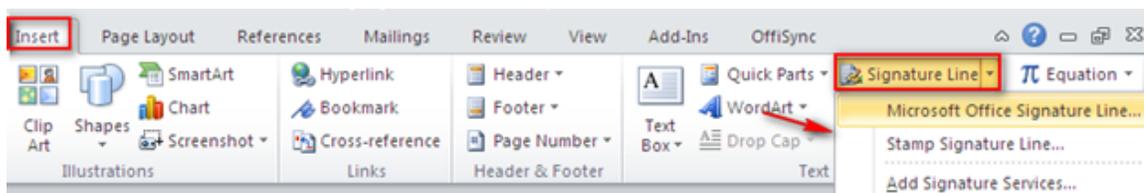
5. Fill out the Signature Setup information and Click **'OK'**.
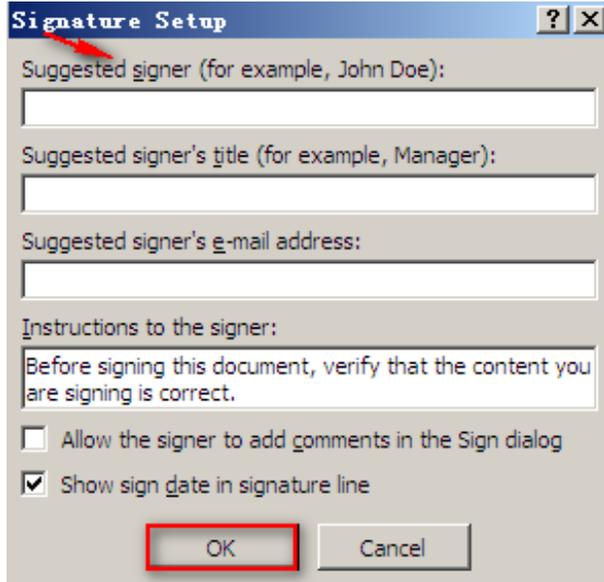
6. Inside the **"Sign" dialogue box** type your name in the box or select an image. > Click "**Sign**".
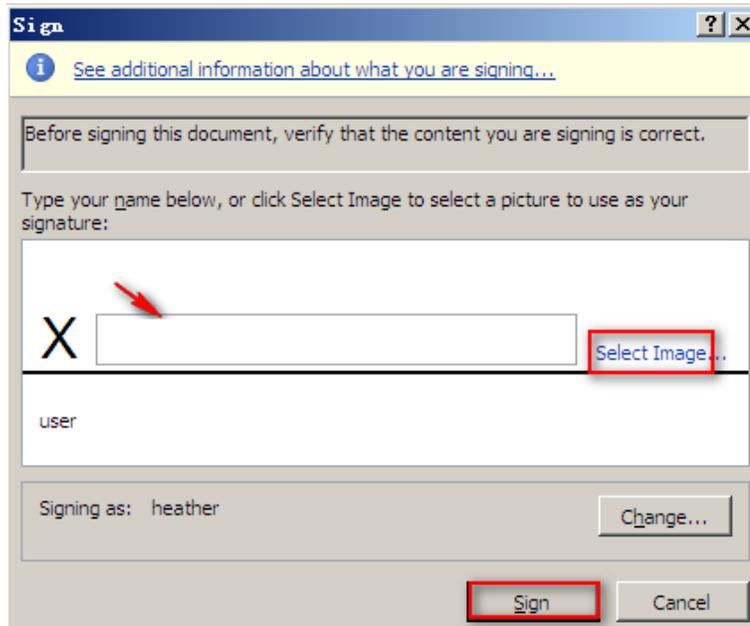
7. Click the View Signatures button to complete the signature process.

8. In the Signature Pane click **'Signature Details'** to view information regarding the digital certificate used to sign the document.

Signatures ▼ ✕

📝 **Valid signatures:**

2009- ▾

  👤 Sign Again...

    Signature Details...

    Signature Setup...

    Remove Signature

This document is signed.
Any edits made to this document will invalidate the digital signatures.
Learn more about signatures in Office documents...
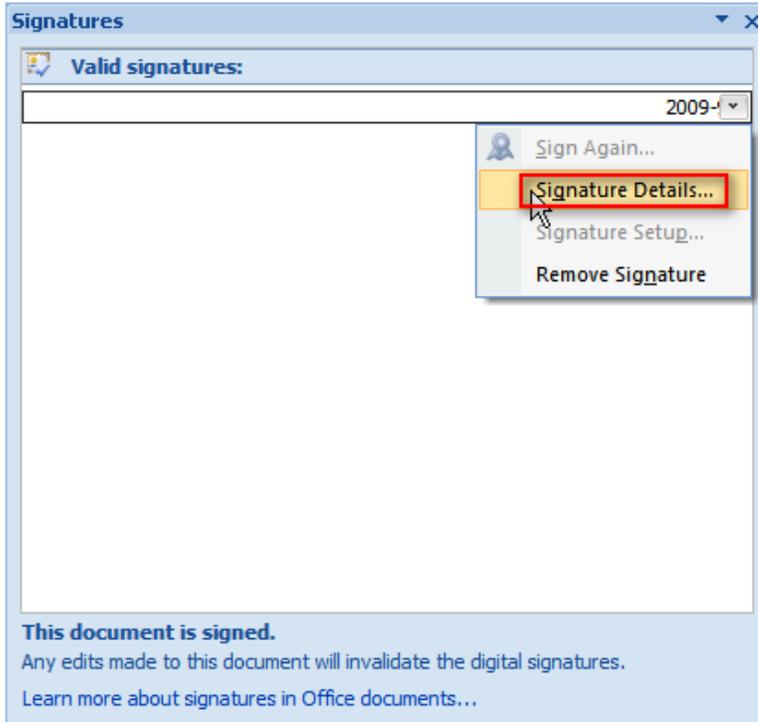
9. Click **"View"** on the 'Signature Details' dialogue box to view the properties of the digital certificate used to sign the document.

Signature Details   ? ✕

📝 Valid signature - This signature and the signed content have not been modified since the signature was applied.

Purpose for signing this document:

authentication

Signing as: View...

See the additional signing information that was collected...   Close
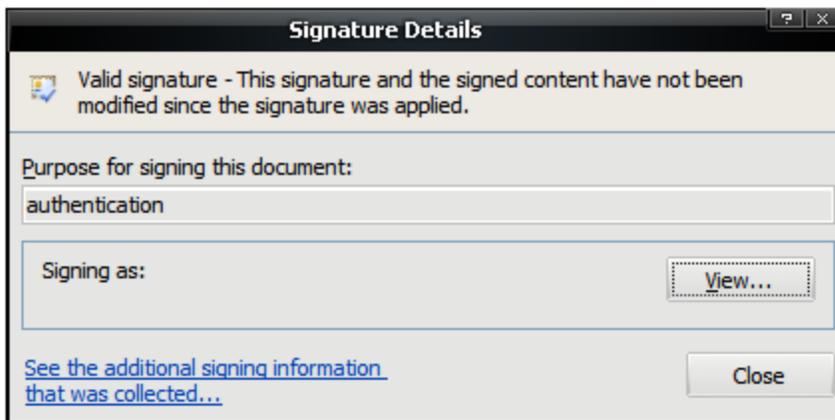
After a file is digitally signed, the Signatures button appears, and the file becomes read-only to prevent modifications. Any edits that are made to the document will render the signature invalid.

Removing a Signature in Microsoft Office 2010 applications: *(Word, Excel, PowerPoint)*

1. Open the document, worksheet, or presentation that contains the invisible signature you want to remove.
2. Click the **File** tab. The **Backstage view** appears.
3. Click **Info**.
4. Click **View Signatures**.
5. The document, worksheet, or presentation view returns, and the **Signatures** pane appears.
6. Next to the signature name, click the **arrow**.
7. From the menu, select **Remove Signature**.
8. Click **Yes**.