



Using a GlobalSign PersonalSign Certificate to apply Digital Signatures in Microsoft® Word Documents

Using a GlobalSign PersonalSign Digital ID you can add digital signatures to any Microsoft® Word document to provide authenticity, integrity, and origin of the document.

- **Authenticity** - the digital signature helps to assure that the signer (such as the document author or the email sender) is who he or she claims to be.
- **Integrity** - the digital signature helps to assure that the content of the document or email has not been changed or tampered with since it was digitally signed.
- **Non-repudiation** - the digital signature helps to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

There are two types of signatures you can add to a Microsoft® Word Document; a non-visible signature and a visible signature.

Non- Visible Signature



Visible Signature

12/28/2009

X John Smith

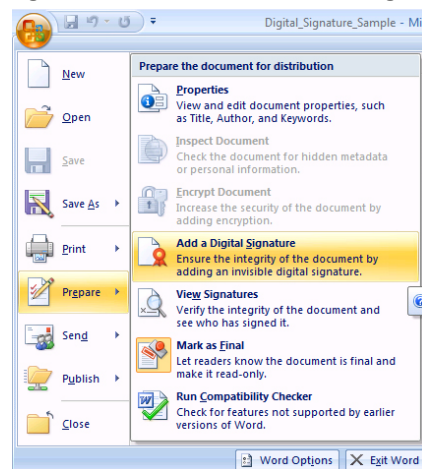
John Smith
Director of Sales

Non-Visible Signature

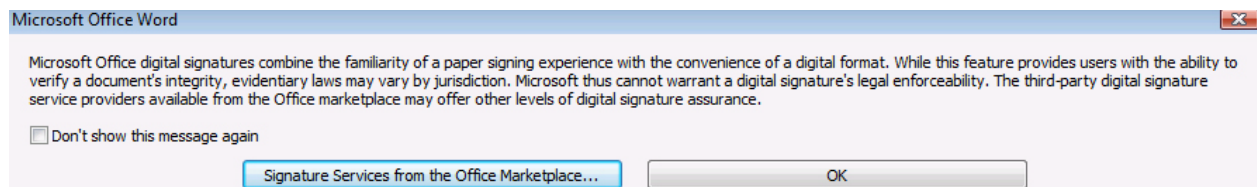
A non-visible signature cannot be seen within the contents of the document itself; however recipients of the document can determine that the document has been digitally signed by viewing the document's digital signature or by looking for the signatures on the status bar at the bottom of the screen. This method is most commonly used when you need to provide authenticity, integrity, and origin assurances but do not necessarily need a visible signature line.

Steps to add a non-visible digital signature

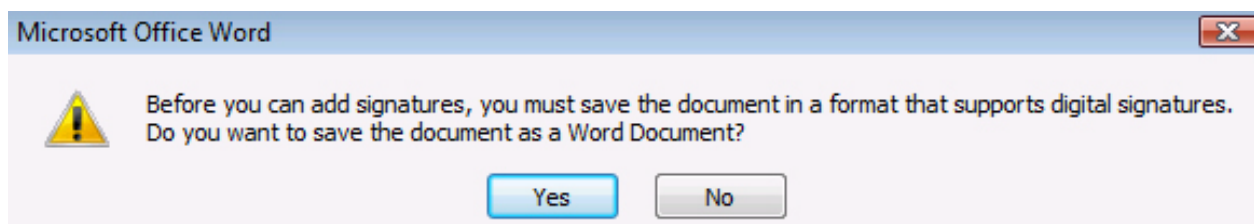
1. Once you have a document open you wish to digital sign click the **office button** and go to **"prepare"** and then click **"Add a Digital Signature"**.



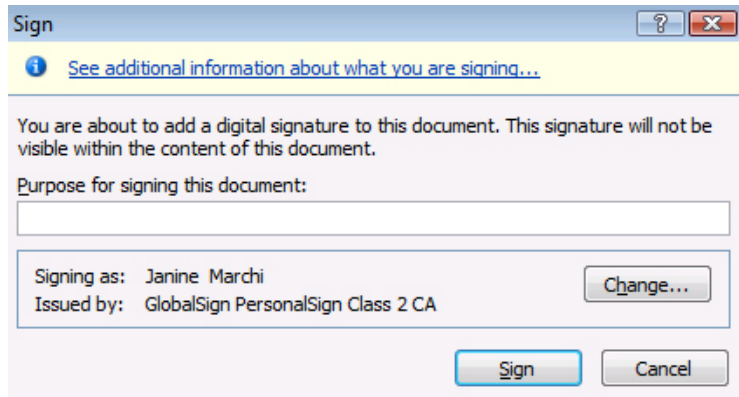
2. A Microsoft Office® dialog box will appear with information on digital signatures, **Click Ok**.



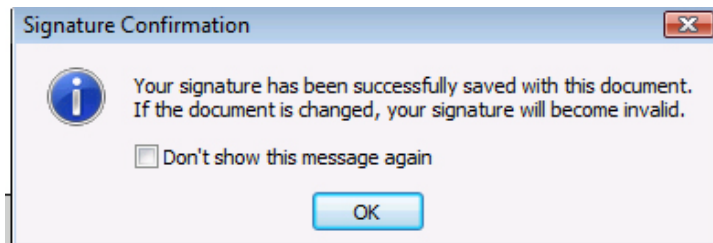
3. Next, a Microsoft Office® dialog box will appear that states you must first save the document before you can add the digital signature. Acceptable formats: docx, .xlsx, .pptx, doc, xls, and .ppt.



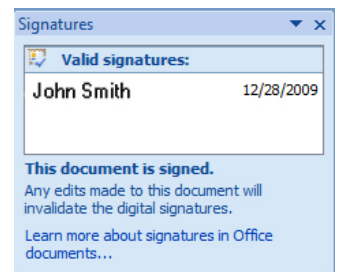
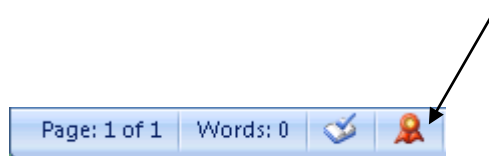
4. Next, the digital signature box will appear, you have the option of selecting a reason for signing the document or leaving this field blank. You also have the option to choose a digital signature if you have multiple digital IDs.



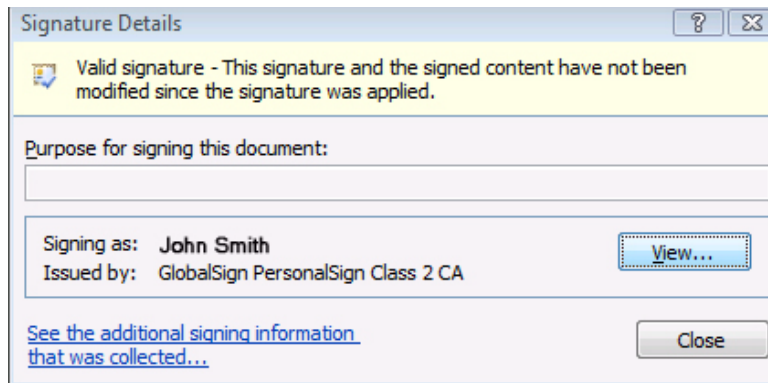
5. The signature confirmation dialog box will appear next informing you that the signature was saved within the document and if the document shall change the signature will become invalid.



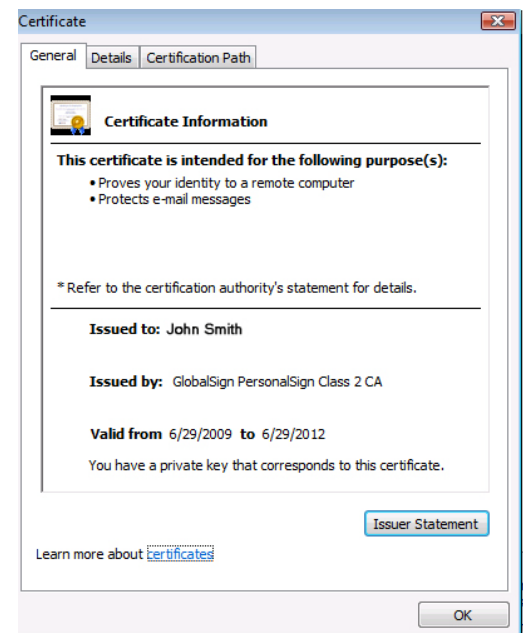
6. A signature pane will appear on the right side of the application window. In addition, a red certificate icon will appear in the bottom pane.



By double clicking on the red ribbon you can view the Signature Details dialog box.



Click **view** for further information such as who the certificate is issued to, issued by, and the validation period.

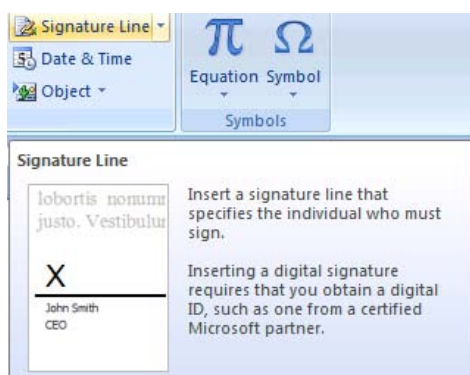


Adding a Visible Digital Signature/Signature Lines

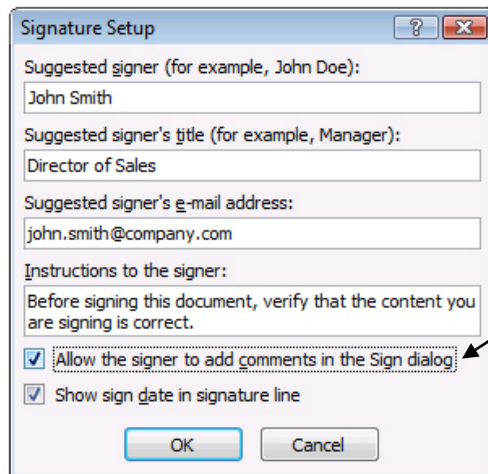
Another way to add a digital signature to a document is to add one or more digital signature lines.

Adding on one or more digital signature lines to a document allows you to specify the individuals who must sign the document, the signer applies their digital signature on the signature line created.

1. In the menu bar click **“Insert”** and then click the **“Signature Line”** button.



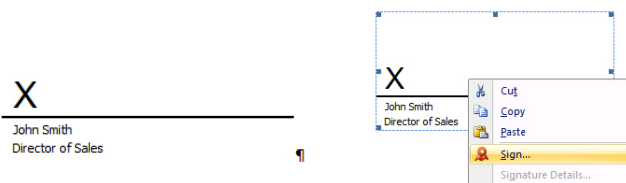
2. Enter information about the signer such as suggested title (Director) and signer's email address. Check off "Allow the signer to add comments to the sign dialog" if you want the signer to be able to add additional information into the signature line.



The Signature Setup dialog box contains the following fields and options:

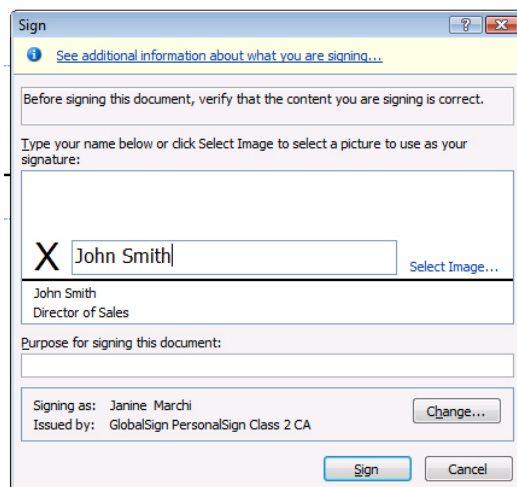
- Suggested signer (for example, John Doe): John Smith
- Suggested signer's title (for example, Manager): Director of Sales
- Suggested signer's e-mail address: john.smith@company.com
- Instructions to the signer: Before signing this document, verify that the content you are signing is correct.
- ☒ Allow the signer to add comments in the Sign dialog
- ☒ Show sign date in signature line
- Buttons: OK, Cancel

3. A digital signature line will now appear in the document.



Signers can now sign the document by right clicking on the signature and click "sign".

4. In the sign dialog box, the signer can type their name or can alternatively click "select image" and insert a image file containing a handwritten signature or image of choice.



The Sign dialog box contains the following fields and options:

- See additional information about what you are signing...
- Before signing this document, verify that the content you are signing is correct.
- Type your name below or click Select Image to select a picture to use as your signature: John Smith
- John Smith, Director of Sales
- Purpose for signing this document:
- Signing as: Janine Marchi
- Issued by: GlobalSign PersonalSign Class 2 CA
- Buttons: Sign, Cancel

