How-To: Digitally Sign Documents with Netrust Token using Microsoft Office

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1/ Before you begin

This guide explains how you can add invisible digital signatures to Word documents, Excel workbooks and PowerPoint presentations. An invisible digital signature assures the authenticity, integrity and origin of a document.

The steps and screenshots shown in this guide are for Microsoft Word, but they are similar to Excel and PowerPoint.

2/ How to digitally sign a document using Microsoft Word

- 1. Insert your Netrust token into your computer.
- 2. Open the document that you wish to digitally sign on and select the "File" tab.



3. Under "Info", select "Protect Document" and then "Add a Digital Signature".



4. Select a Commitment Type from the drop-down list.

None
Created and approved this document
Approved this document
Created this document

- 5. (Optional) Type the purpose into the "Purpose for signing this document" box.
- 6. Click on "Sign" to proceed.

Sign	?	×	1	
See additional information about what you are sign	ing			
You are about to add a digital signature to this document visible within the content of this document.	t. This signature v	vill not be		
<u>C</u> ommitment Type:		\sim	-	Step 4
Purpose for signing this document:			-	Step 5
To include information about the signer, click the details	s button. <u>D</u> e	tails		
Signing as: <name of="" user=""> Issued by: Netrust CA 2-1</name>	Cha	inge		
	Sign	Cancel		
		Step	6	

7. Enter your token password in the popup that appears and click "OK".

S Token Logon			×
Enter the Token Password			
Token Name:	<name of="" user=""></name>		
Token Password:			
	Current Language: EN		
		OK	Cancel

8. A popup will appear to inform you that you have successfully added your digital signature to the document. Click "OK" to dismiss the popup.

Signature Confirmation				
1	Your signature has been successfully saved with this document. If the document is changed, your signature will become invalid.			
	Don't show this message again			
	ок			

3/ Editing a document after it has been signed

A digitally-signed document becomes read-only to prevent modifications.



You can edit the document after it has been digitally signed, but the digital signature will be removed. You will need to sign the document again after you have edited it.

To edit the document after it is digitally signed:

 Click on the arrow next to the signature name in the "Signatures" pane. (If you cannot see the "Signatures" pane, go to the "File" tab, select "Info" and then select "View Signatures".) 2. Select "Remove Signature" from the drop-down list.

	×	
Signatures	~ ×	
Valid signatures:		
<name of="" user=""></name>	12/3/2024 💌	Step 1
	🖹 Sign Again	
	Signature Details	
	Signature Setu <u>p</u>	
	Remove Signature	Step 2

3. Select "Yes" to permanently remove the signature.

Remove Signature	×
? Are you sure you want to permanently remove this signature? This action cannot be undo	ne.
Yes No	