

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

Last Updated 13th Mar 2024



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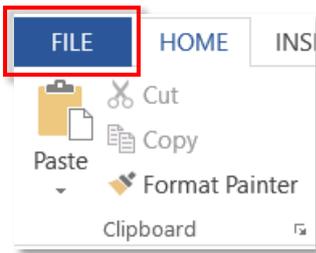
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1/ Before you begin

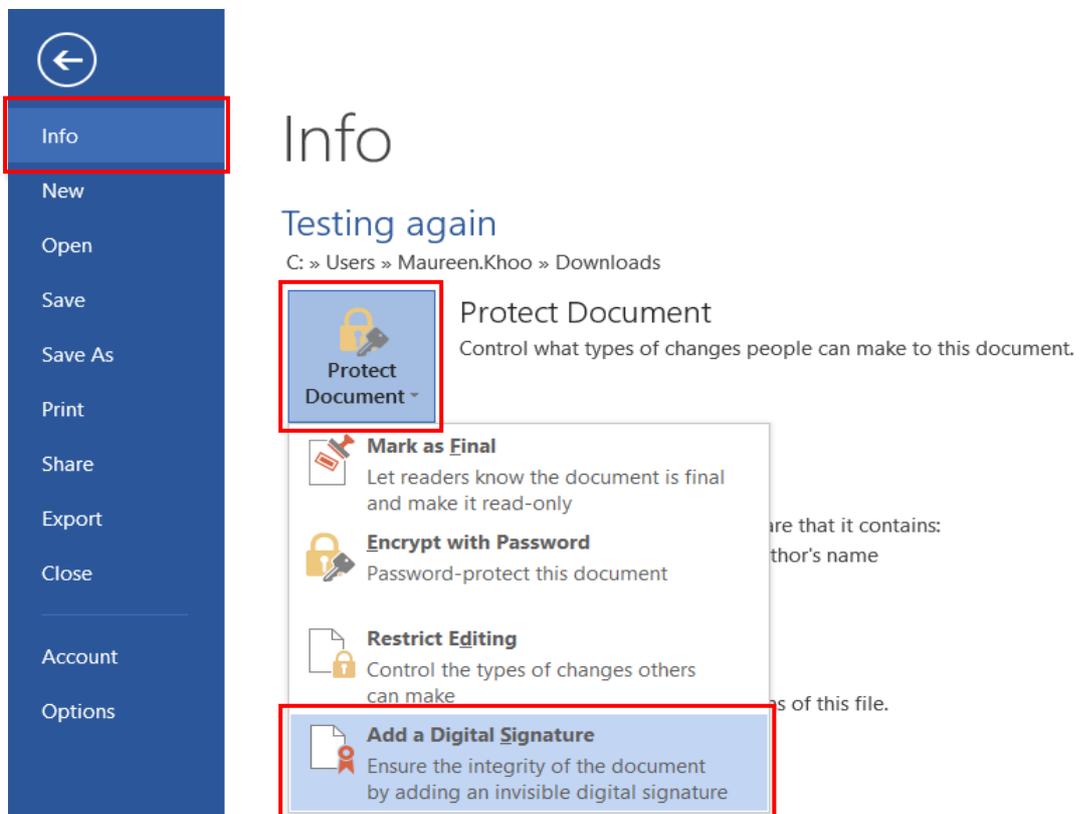
This guide explains how you can add invisible digital signatures to Word documents, Excel workbooks and PowerPoint presentations. An invisible digital signature assures the authenticity, integrity and origin of a document. The steps and screenshots shown in this guide are for Microsoft Word, but they are similar to Excel and PowerPoint.

2/ How to digitally sign a document using Microsoft Word

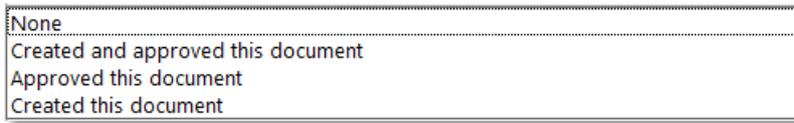
1. Insert your Netrust token into your computer.
2. Open the document that you wish to digitally sign on and select the “File” tab.



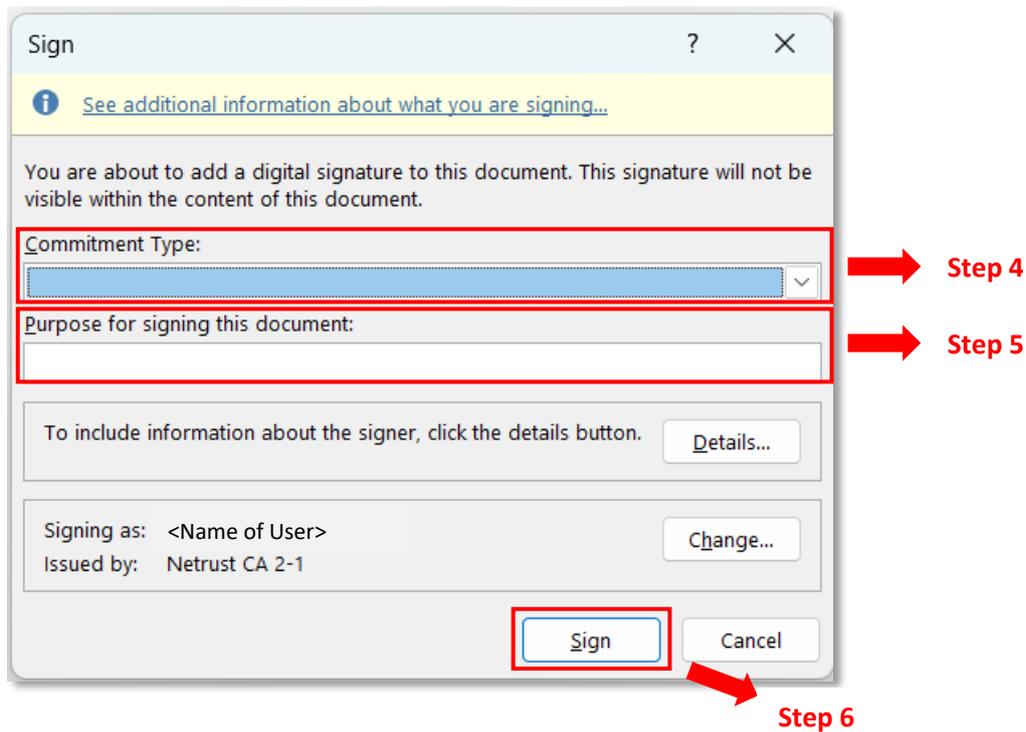
3. Under “Info”, select “Protect Document” and then “Add a Digital Signature”.



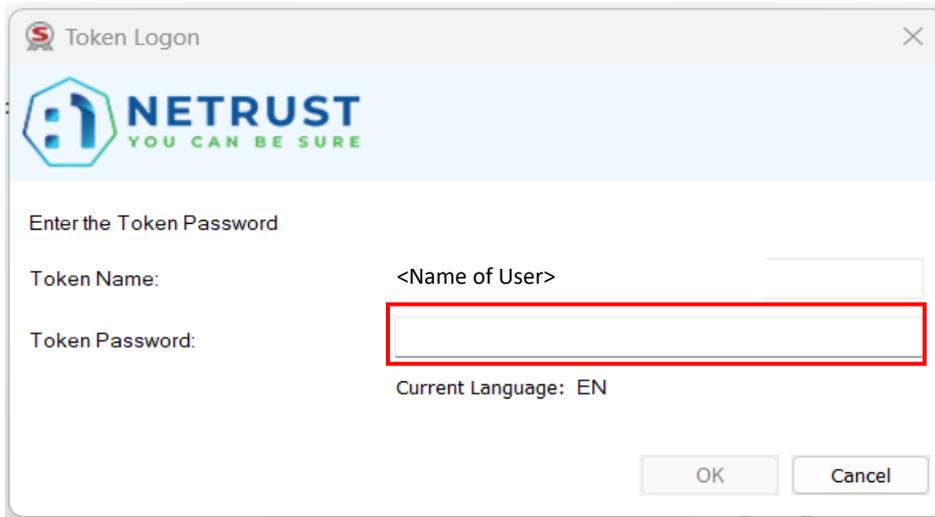
4. Select a Commitment Type from the drop-down list.



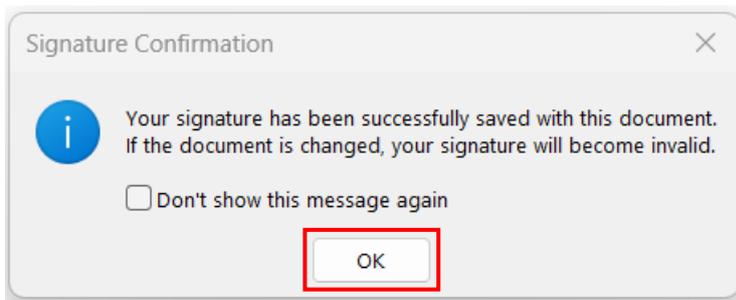
5. (Optional) Type the purpose into the "Purpose for signing this document" box.
6. Click on "Sign" to proceed.



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

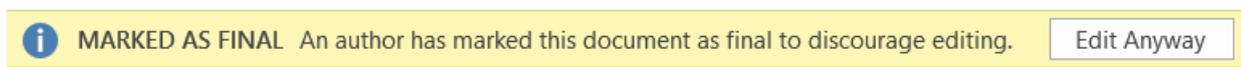


8. A popup will appear to inform you that you have successfully added your digital signature to the document. Click "OK" to dismiss the popup.



3/ Editing a document after it has been signed

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

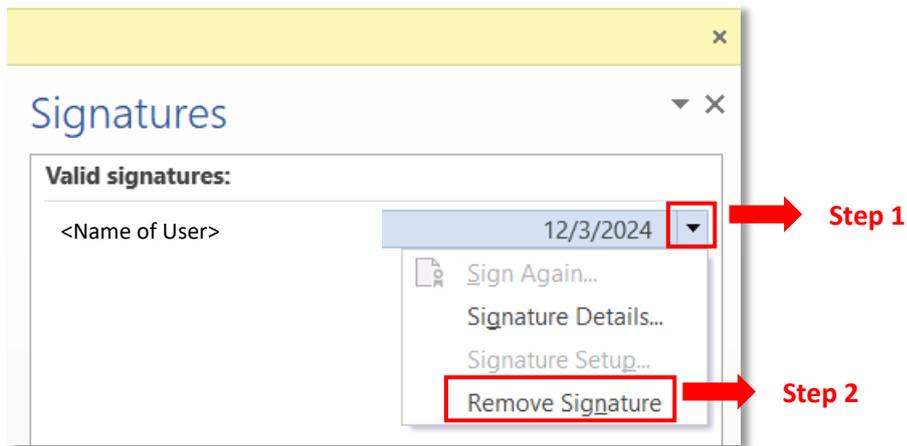


You can edit the document after it has been digitally signed, but the digital signature will be removed. You will need to sign the document again after you have edited it.

To edit the document after it is digitally signed:

1. 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.



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

