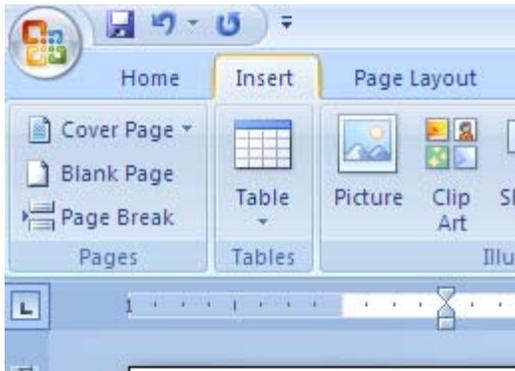## Adding Graphical Representative Digital Signatures to MS Word 2007

Note: This technical paper is only to guide you the steps to follow on how to configure and use digital signatures. Therefore Certificate names, signature representations used in this article could differ from actual being used and they are Samples Only.
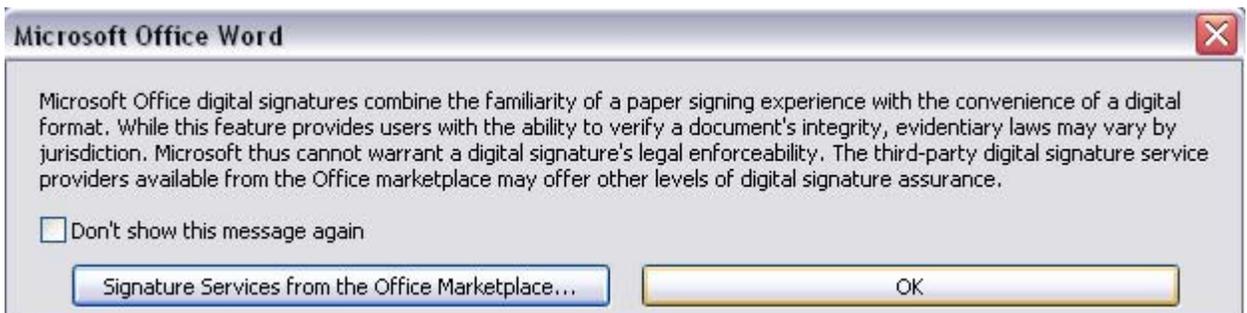
1. **Select Insert**

2. **Select "Signature Line" and t hen select "Microsoft Office Signature Line"**
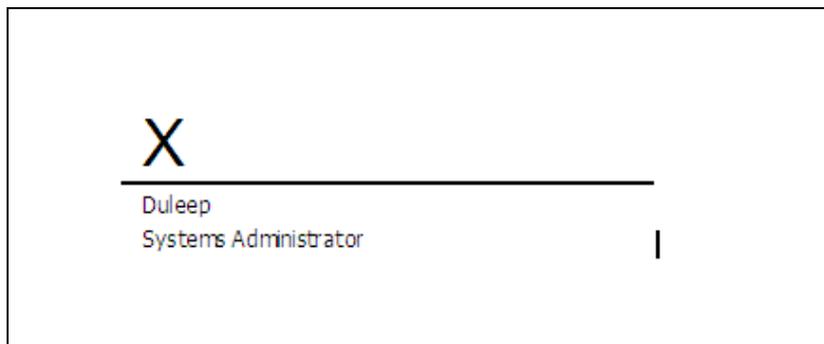

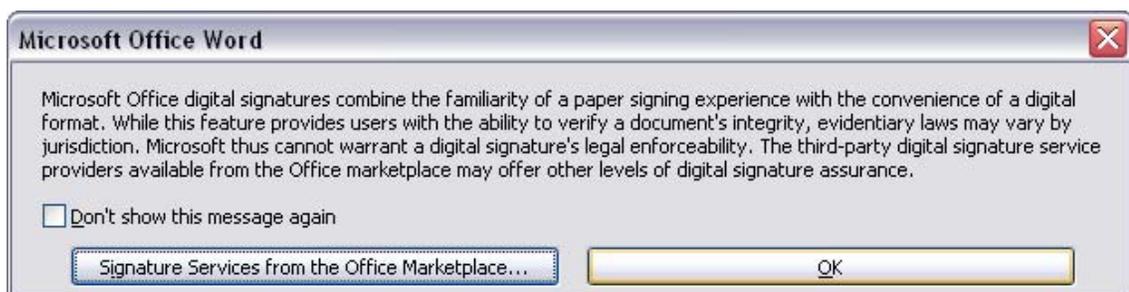3. **Then Select the OK button from the Dialog Box as below.**

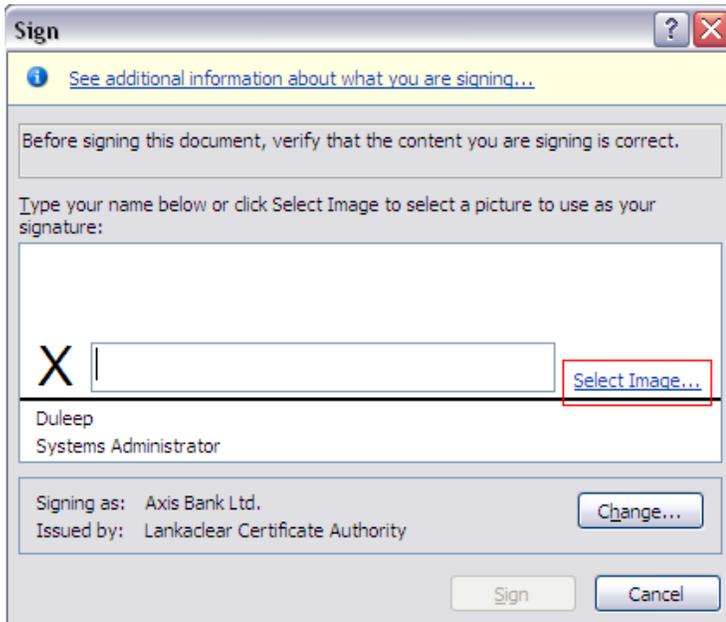4. **Then enter the details in the below Signature Setup.**

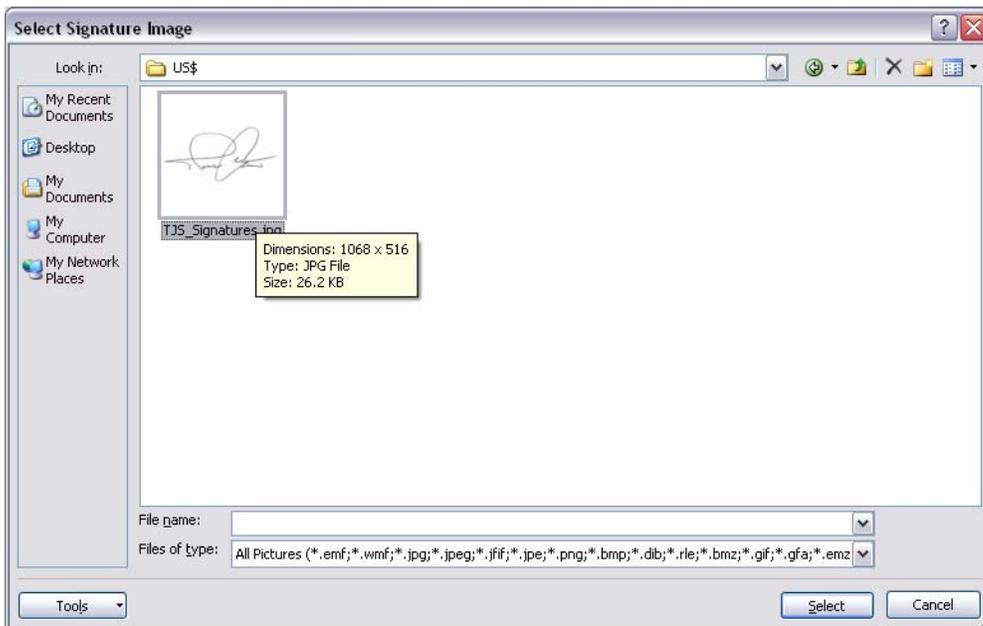5. **Then you will get a signature field as below.**

6. **Double Click on the cross. Then you will get the below dialog box. Select OK on that.**

7. Click on "Select Image"

8. Select the Pre Scanned Signature File (It should be an image file)

9. Once the image is selected, select the option Sign

Sign

ⓘ 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:

X

Duleep
Systems Administrator

Signing as: LankaClear (Pvt) Ltd   Change...
Issued by: Lankaclear Certificate Authority

Sign   Cancel

10. Enter the PIN number of the Crypto Token

Token Login

Enter PIN

OK   Cancel

11. **Once the PIN is given, the document is digitally signed as well it is being graphically represented from your scanned copy manual signature.**