## 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.

Microsoft Office Word	
Microsoft Office digital signatures combine the familiarity of a paper signing experience with the convenie format. While this feature provides users with the ability to verify a document's integrity, evidentiary law jurisdiction. Microsoft thus cannot warrant a digital signature's legal enforceability. The third-party digita providers available from the Office marketplace may offer other levels of digital signature assurance.	ence of a digital vs may vary by I signature service
Signature Services from the Office Marketplace OK	

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

Signature Setup 🔹 🕄
Suggested signer (for example, John Doe):
Duleep
Suggested signer's title (for example, Manager):
Systems Administrator
Suggested signer's <u>e</u> -mail address:
duleep@lankaClear.com
Instructions to the signer:
Before signing this document, verify that the content you are signing is correct.
Allow the signer to add <u>c</u> omments in the Sign dialog
Show sign <u>d</u> ate in signature line
OK Cancel

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

V	
X	
Duleep	
Systems Administrator	I

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

Microsoft Office Word	
Microsoft Office digital signatures combine the familiarity of a paper sig format. While this feature provides users with the ability to verify a do jurisdiction. Microsoft thus cannot warrant a digital signature's legal en providers available from the Office marketplace may offer other levels Don't show this message again	ining experience with the convenience of a digital cument's integrity, evidentiary laws may vary by forceability. The third-party digital signature service of digital signature assurance.
Signature Services from the Office Marketplace	<u>O</u> K

7. Click on "Select Image"

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 signature:	use as your	
Χ	Select Image	
Duleep Systems Administrator		
Signing as: Axis Bank Ltd. Issued by: Lankaclear Certificate Authority	C <u>h</u> ange	
Sign	Cancel	

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

Select Signatur	re Image		? 🗙
Look in:	Ca US\$	v @•12 ×	- 🖬 🖬
My Recent Documents Desktop Documents My Computer My Network Places	TJ5_Signat	tures inn Dimensions: 1068 x 516 Type: JPG File Size: 26.2 KB	
	File <u>n</u> ame:		
	Files of <u>type</u> :	All Pictures (*.emf;*.wmf;*.jpg;*.jpeg;*.jfif;*.jpe;*.png;*.bmp;*.dib;*.rle;*.bmz;*.gif;*.gfa;*.emz	
Tools 🔹		Select	Cancel

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

Sign	? 🔀
See additional information about what you a	are signing
Before signing this document, verify that the cont	tent you are signing is correct.
Type your name below or click Select Image to selesignature:	ect a picture to use as your
X There and	
Duleep Systems Administrator	
Signing as: LankaClear (Pvt) Ltd Issued by: Lankaclear Certificate Authority	C <u>h</u> ange
	Sign Cancel

## 10. Enter the PIN number of the Crypto Token

Token Login		$\mathbf{X}$
Enter PIN	I	
	<u>0</u> K	<u>C</u> ancel

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

