

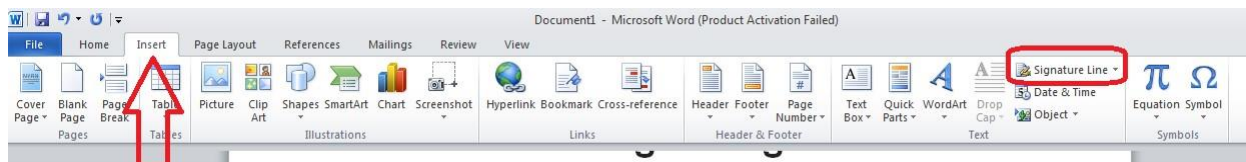


How to Add a visible Digital Signature in an MS Word Document

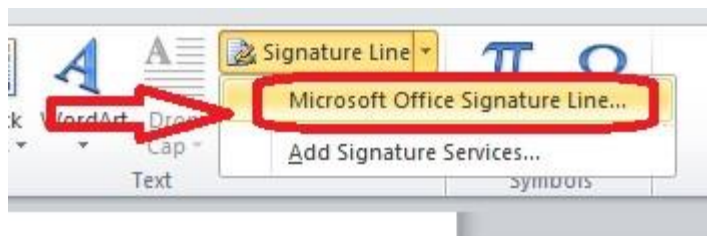
This document illustrates how to digitally sign MS Word documents. The illustrations assume that the user already has a digital certificate and has installed them on the windows keystore.

Steps

1. Go to the insert tab then click on the signature line drop down arrow



2. Select "Microsoft Office Signature Line".



3. A pop-up message will appear. You can put a check on "Don't show this message again" if you prefer. Click on "OK".





4. On the Signature Setup window, fill-out the fields with information

Signature Setup ? X

Suggested signer (for example, John Doe):
Juan Cruz

Suggested signer's title (for example, Manager):
Manager

Suggested signer's e-mail address:
juan@email.ph

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

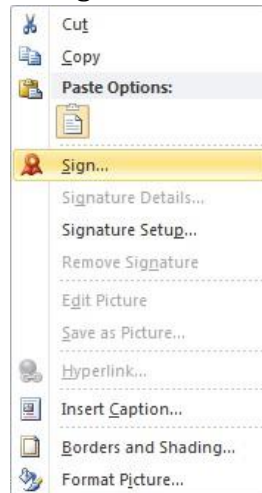
Show sign date in signature line

OK Cancel

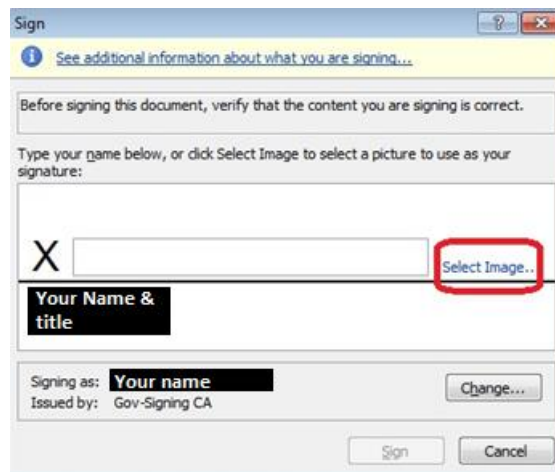
5. Look for the signature at the bottom of the page



6. Right click on it and select “sign”



7. On the Sign window, click on the “Select Image” if you have an electronic image of your signature.





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8. If you do not have an electronic image of your signature, you can just type in your name instead

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 CRUZ, JUAN Select Image...

JUAN CRUZ
MANAGER

Signing as: [Redacted] Change...

Issued by: Gov-Signing CA

Sign Cancel

9. Make sure that the “Issued by” says Gov-Signing CA. If not, click on the “Change button and select the correct one. Finally click on “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 [Redacted] Select Image...

Signing as: YOUR NAME Change...

Issued by: Gov-Signing CA

Sign Cancel



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10. Your digital signature should now appear and the document will be marked as final. Any further changes to the document will remove your digital signature

X *Signature*

Juan Cruz
Manager
Signed by: Cruz, Juan