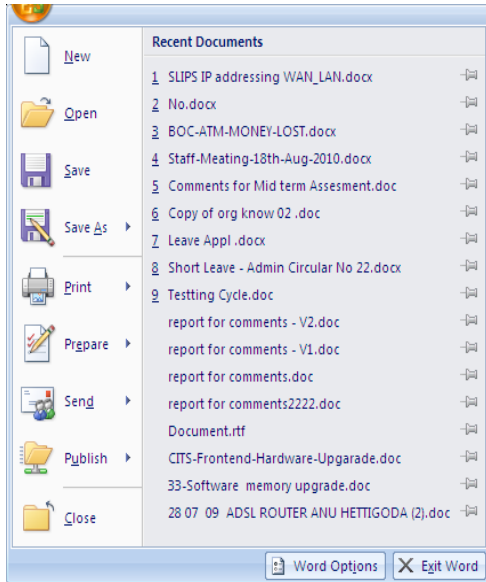
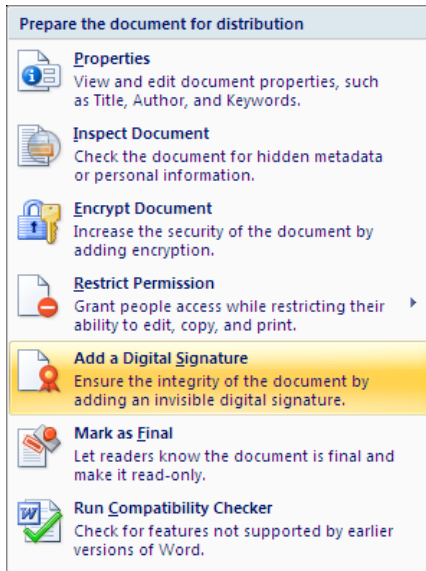


## MS Word 2007 Digital Signing Instructions

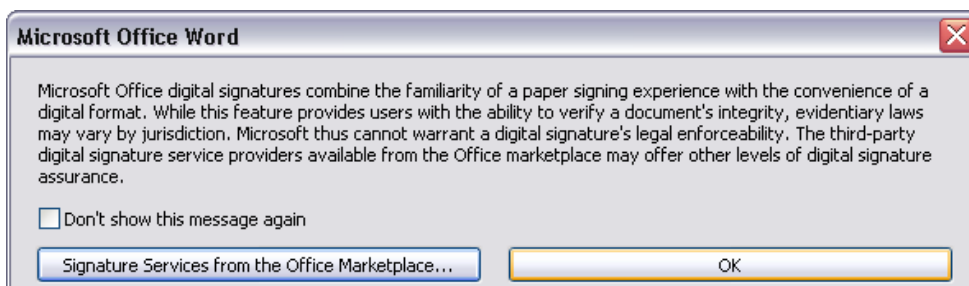
1. Before signing the document make sure the MS Word 2007 Document is Saved in a valid format.
2. Click on the Office Button.



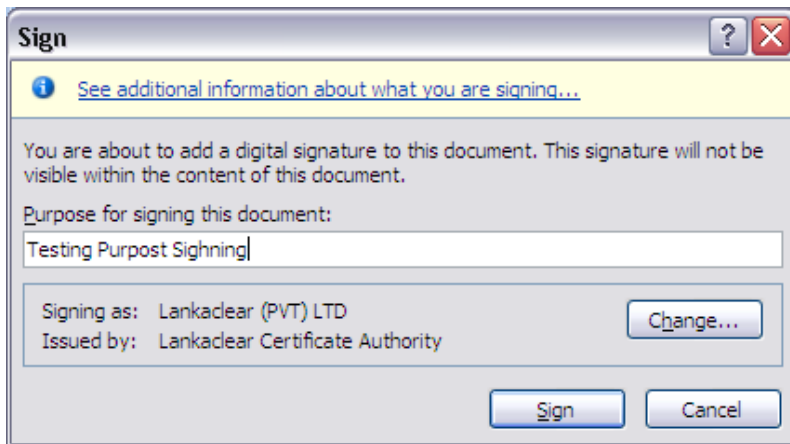
3. Select “Prepare” and then “Add Digital Signature” option.



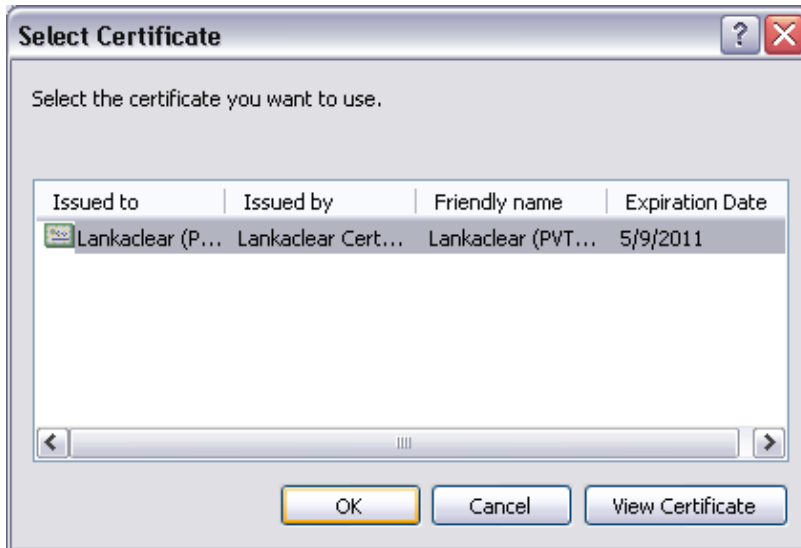
4. Select OK button.



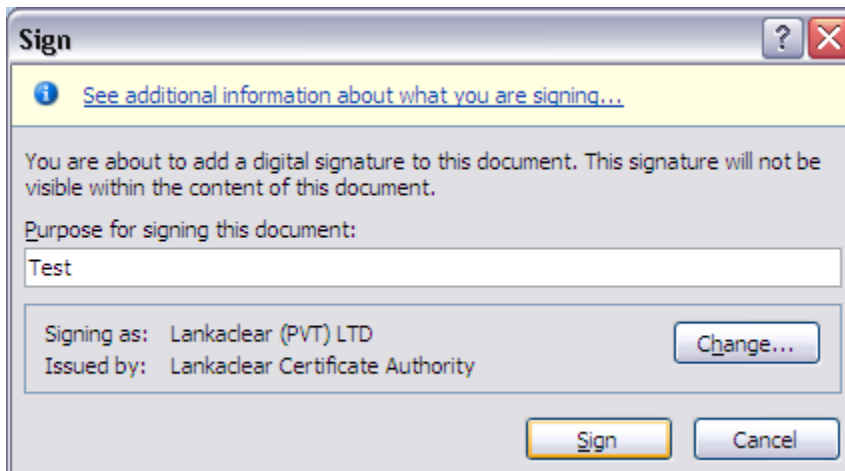
5. Insert the purpose of Signing at the text box



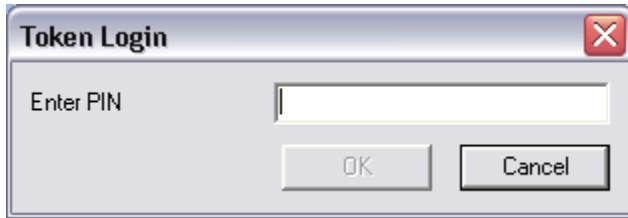
6. Select the Change Button and then select the appropriate Certificate.



7. Select the Sign Option



8. Enter the PIN code provided to you.



9. If PIN code is correct and the signing mechanism is completed you will get the below confirmation. Else an error message will be thrown.



10. Once the signing process is completed, the signature will be shown in the left side of the MS Word 2007 Document.

