

This guide will take you through how to add and remove a digital signature from electronic documents you created. For clarity, the version used in this guide is MS Office 365. The QES, and the process of applying, is compatible with all Word versions, though. The icons might look differently, but the process is mostly the same.

Please remember that your Smartcard needs to be placed in the reader and the reader & root certificates need to be installed onto your computer before you can digitally sign your document.

Apply your signature

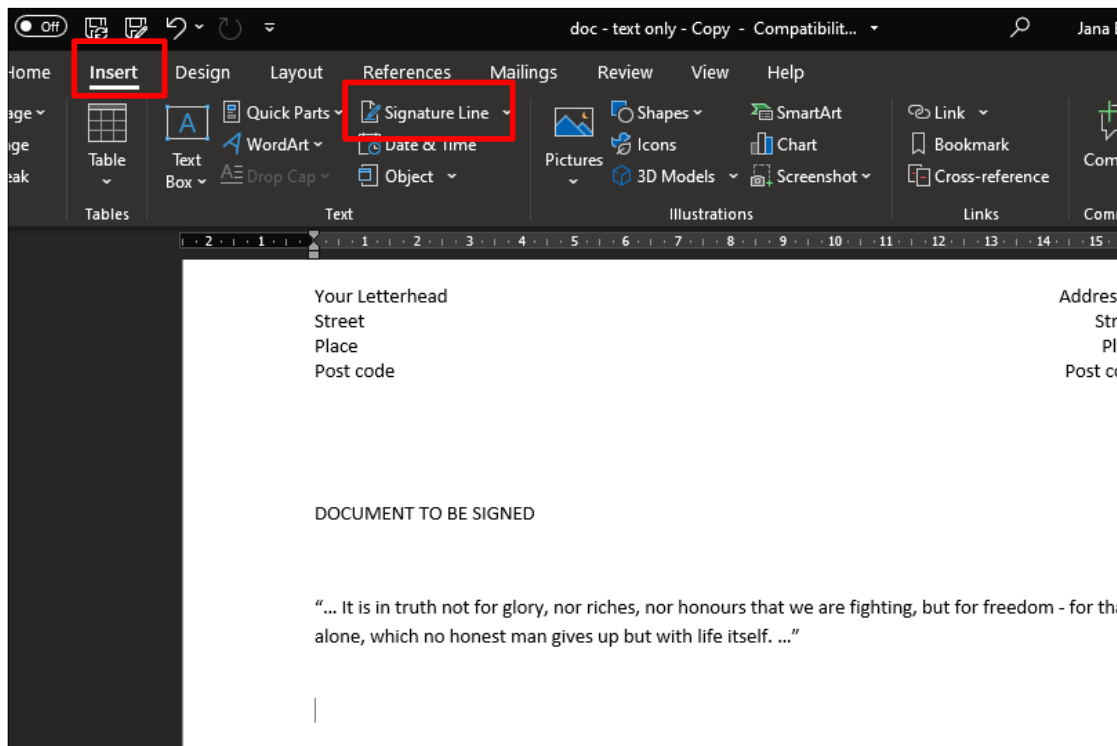
1. Create/amend a document

Open or **create** a document that you wish to apply your digital signature to. This can be anything where you would normally put pen to paper and need to keep it secure. Please be aware that you cannot change anything in that document once the signature is applied. You need to make sure that this really is the final version before you sign it. It is recommended that you **save** the document before applying your signature.

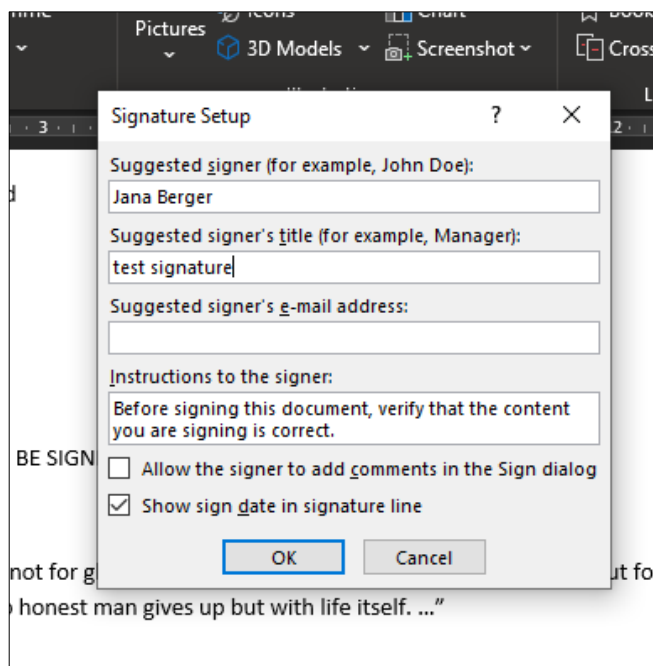
2. Insert signature line

The Smartcard QES utilises Microsoft's so-called Signature Line. This feature has been built into MS Word for a considerable time now and is compatible within all Word versions.

Position the cursor where you would like your signature to be placed and go to **Insert**. Inside that menu click **Signature Line**.



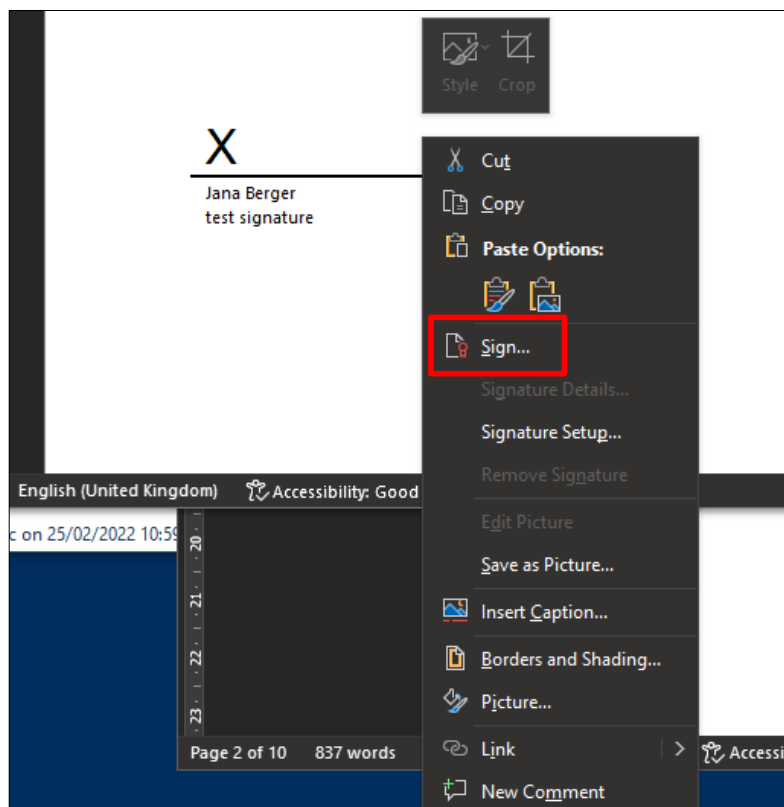
In the box that pops up you can enter any kind of information that you would like the recipient to see immediately upon opening the document – your name, your email, in what capacity you are signing, etc.



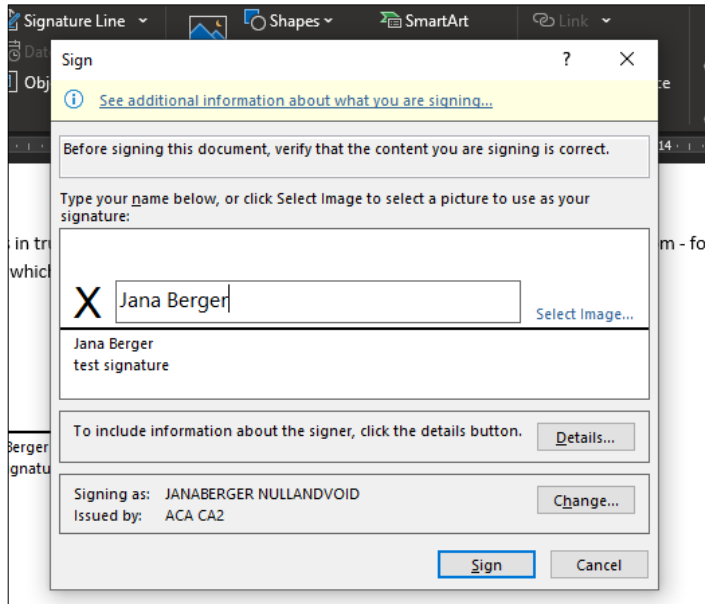
Click OK, and it will create the signature line with the information you just provided.

3. Sign the document

Right-click that signature line, and in the list that pops up go to **Sign**.



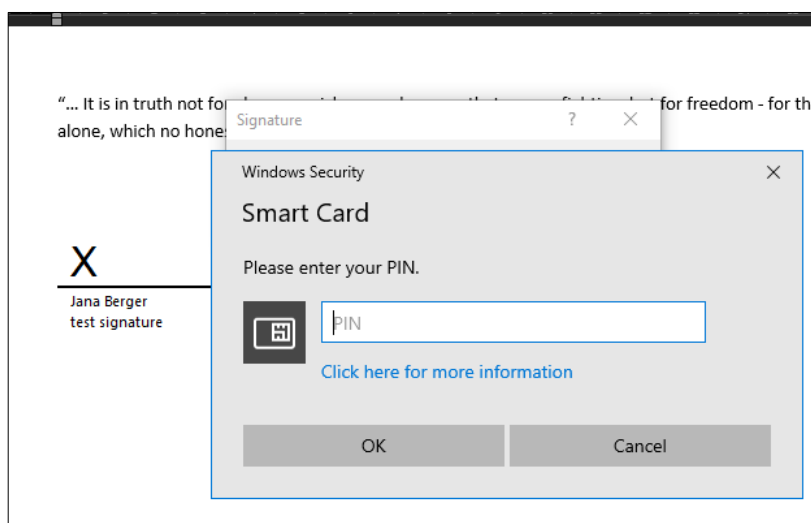
The following window is where you can check for mistakes one last time and which will digitally sign that document.



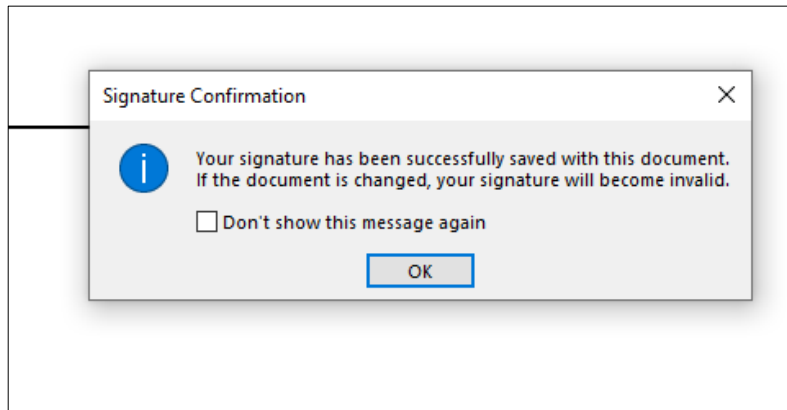
Type your name again, next to the X. What you type here will show exactly like that in the final signature on that line.

It is important that you check the line “Signing as:...” indicates yourself. The name showing here is taken directly from the signature on the chip of your Smartcard – if this is not you, you are using the wrong card. Also, in some cases you will have more than one signature at your disposal here – Microsoft issues electronic signatures automatically to license holders, which will show up in this window as well. These MS signatures are not QES and are not suitable for legal transactions. You need to make sure the system picks the correct digital signature, your Smartcard QES, showing your name and being “Issued by: ACA CA2.” Should the window show the wrong signature here, click the **Change** button. It will show you a list of available signatures on your computer, from which you can pick the correct one.

Once you are satisfied with all the details, go to **Sign**. The system will create the signature and ask you for your PIN code. This is the 6-digit code you entered when you picked up your Smartcard with QES.

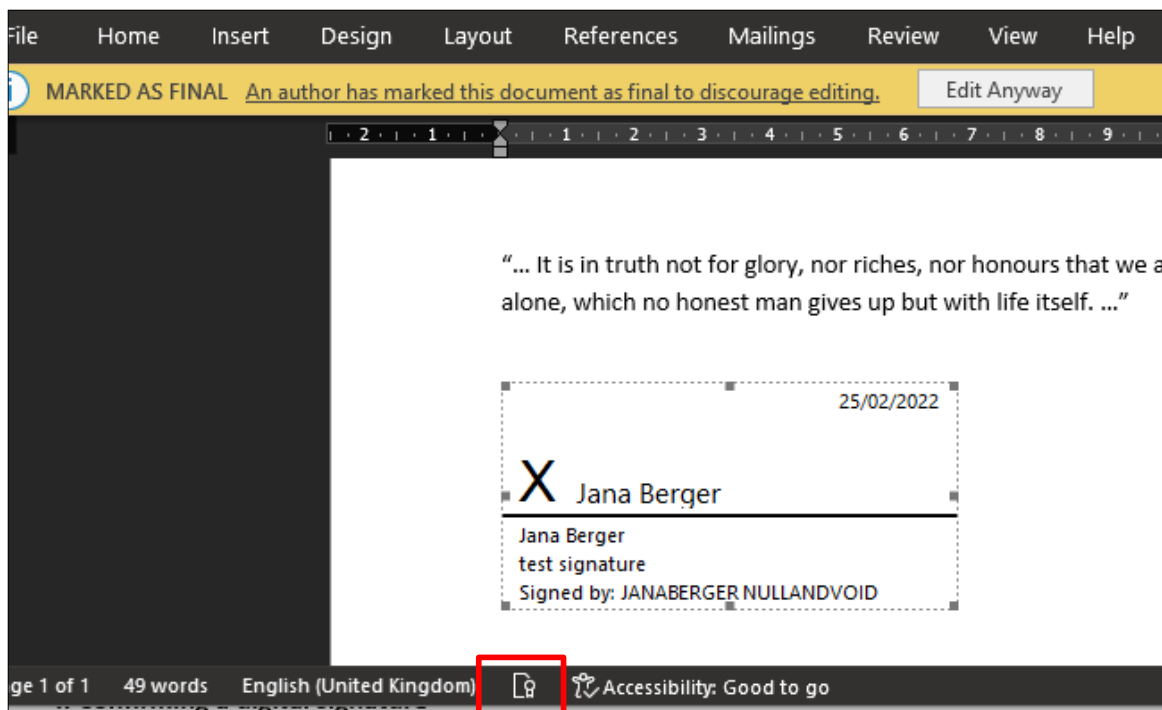


Once you entered your PIN, the signature will be finalised and embedded in the bits and bytes of your document. You will receive a final confirmation that the application of your signature was successful.



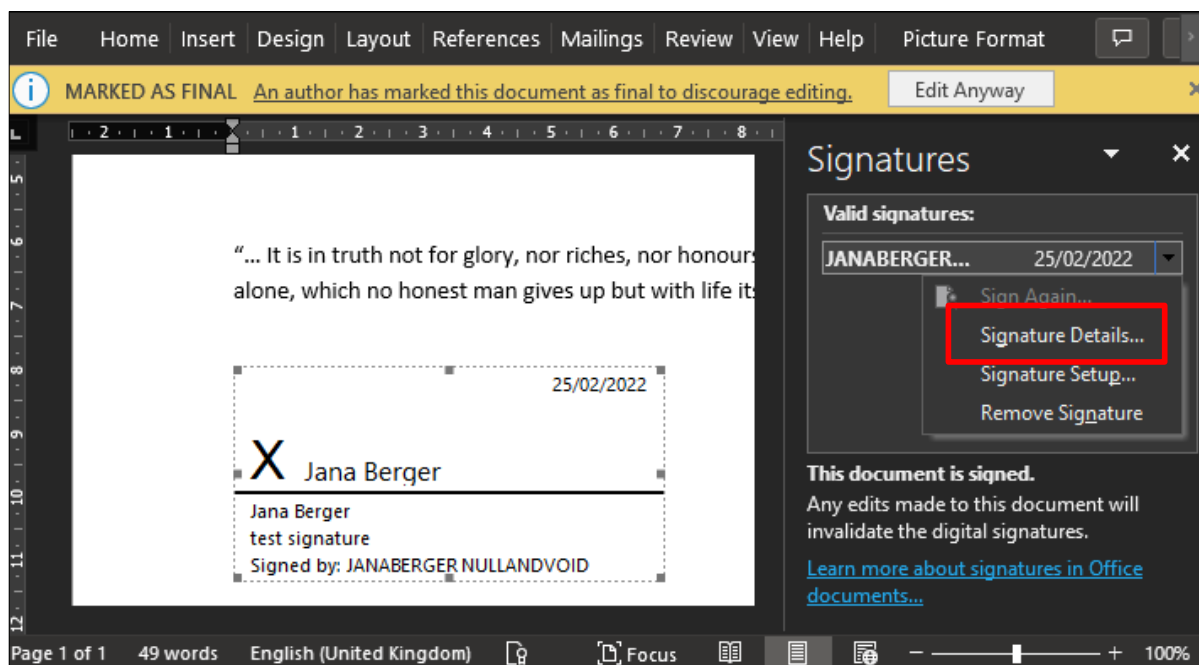
4. Confirming a digital signature

Your document once signed will look slightly different than before. The most obvious is the yellow bar on top informing the reader that this document is “Marked as final.” The second indicator is the icon at the bottom of the window telling the recipient that this document contains signatures.

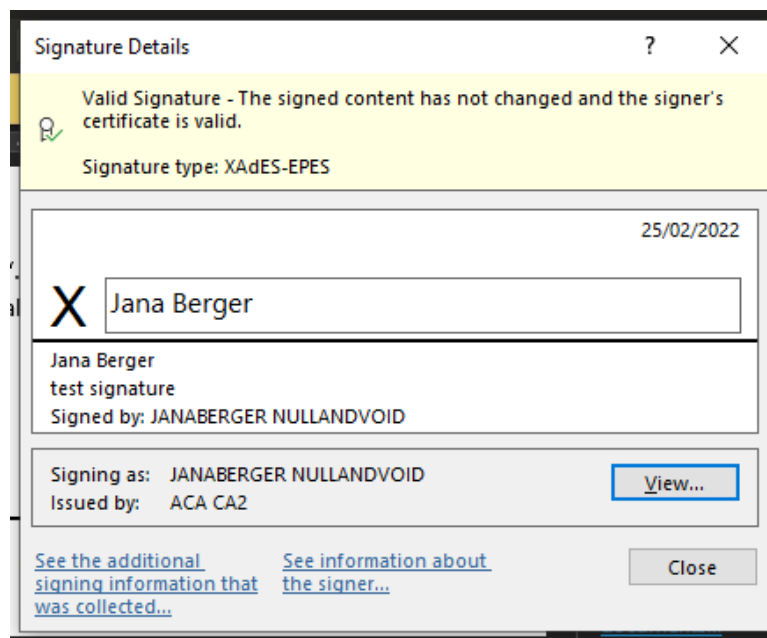


Please remember that this is an electronic signature. You could print this document, but all you have then is a picture on a sheet of paper. In order to keep it valid and useful, the document needs to stay electronic. Likewise, confirmation of signatures and checking of details is only possible with a computer while the document is in electronic form.

The signature icon is available in every signed document regardless of the type of signature applied. It allows recipients to check the signature itself. **Click** on it to view the Signature.



The “Signature Details” let you check exactly that – the details of the signature in that document.

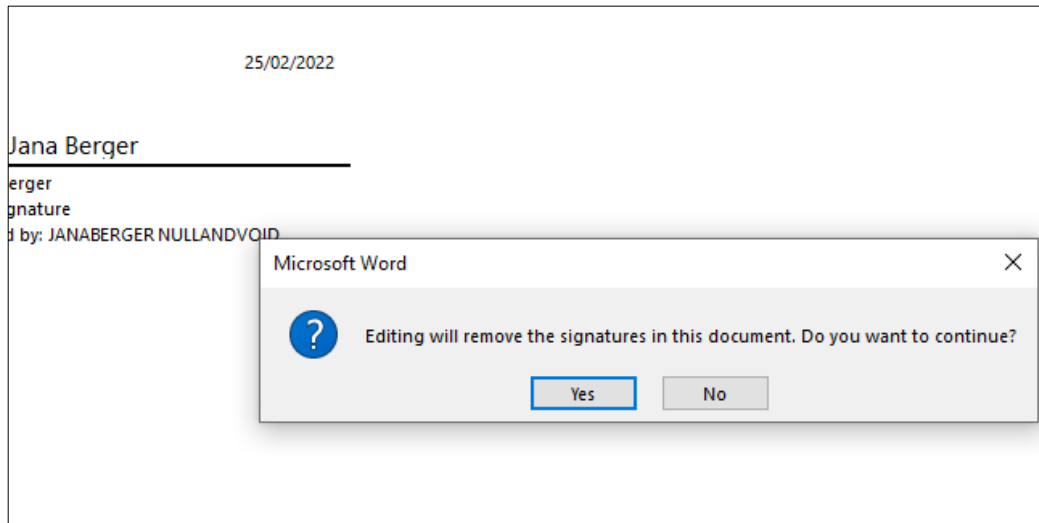


Most importantly, it tells you that the signature is valid, and that the document has not been changed since it was signed.

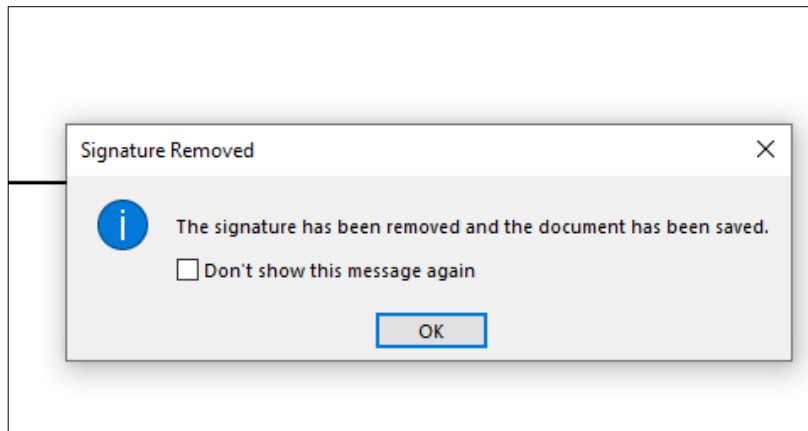
5. Removing a signature

It might become necessary to remove your digital signature again – you need to rewrite the documents, or insert a second or third signature line, etc. There are two ways of removing a signature: Edit Anyway, or Remove outright.

When the signature was applied, the document was Marked as Final, as indicated by the yellow bar on top of your document. If you or someone else goes for **Edit Anyway**, the signature will eventually be removed.

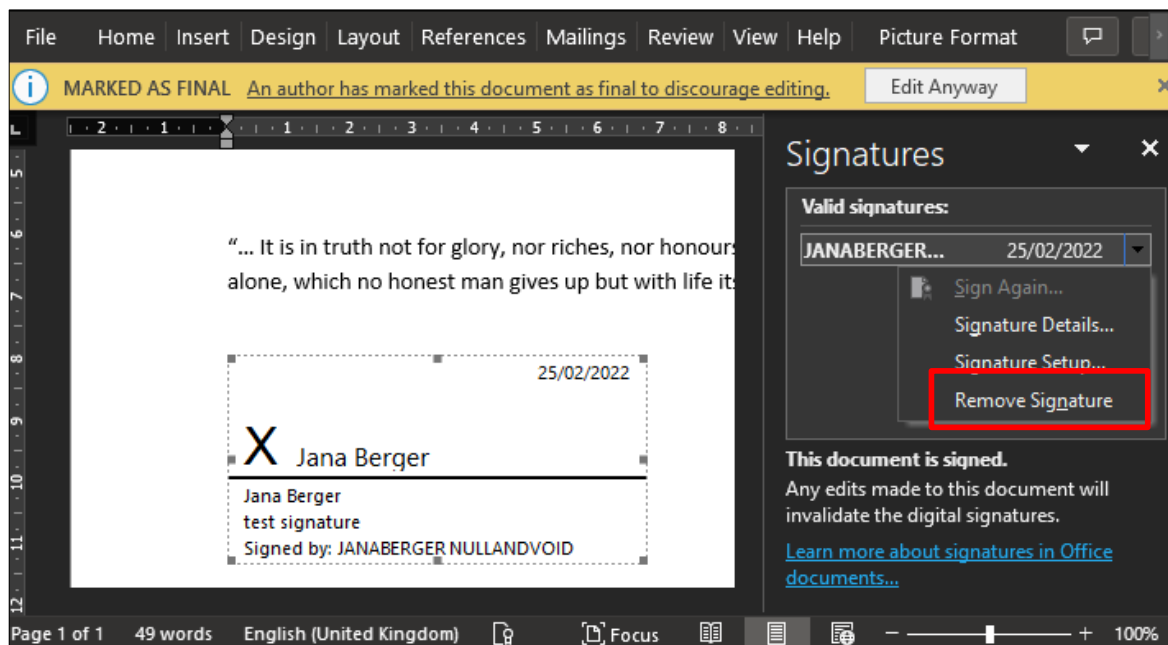


This cannot happen by mistake. MS Word will ask you specifically whether or not you really want to do that, as shown in the picture above. It will also tell you that the signature has been removed when it's done.

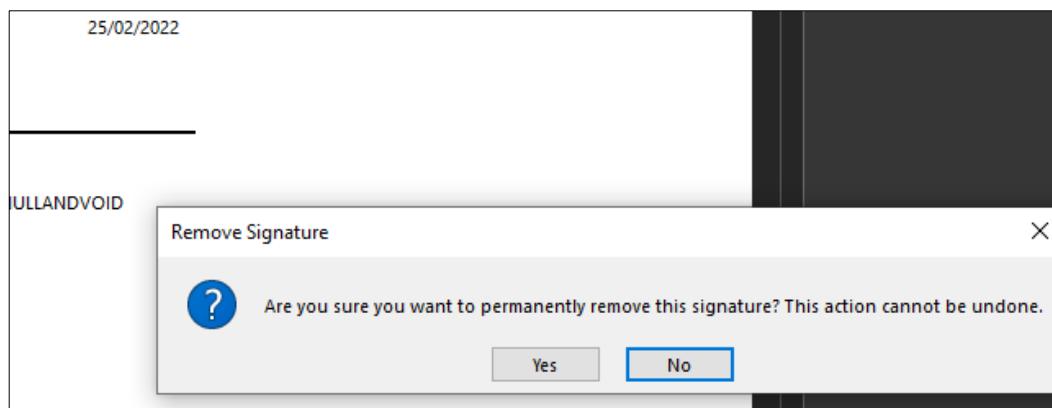


The signature line that was created in the beginning will stay, however. You can apply a new signature on that line or delete it as well so as to start signature application from scratch.

The second way is to use the Signature icon. The list that lets you check Signature Details also contains the function to Remove Signatures.



Again, this cannot happen by mistake. Microsoft will explicitly warn you about clicking that button and removing the signature.



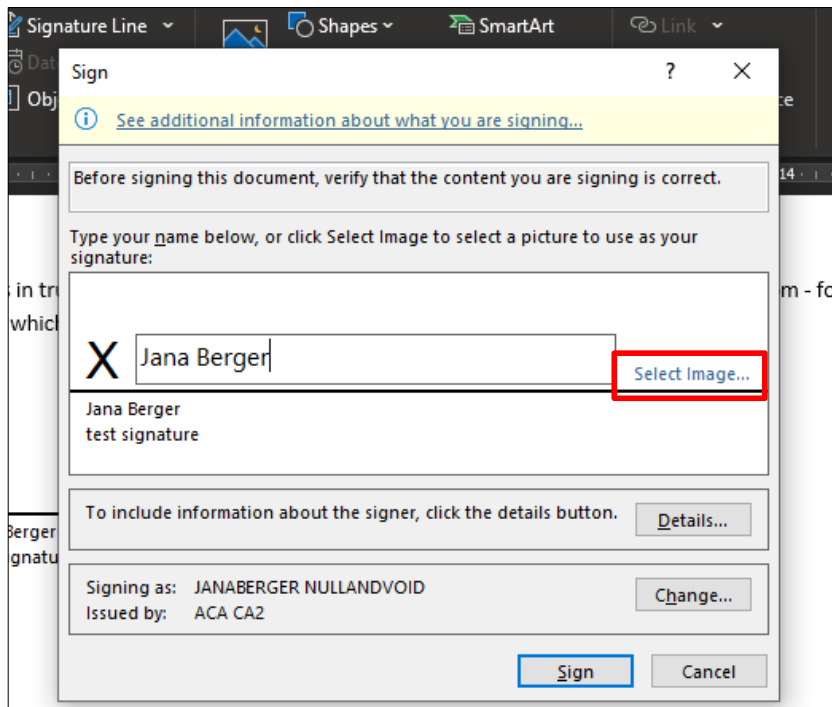
And again, after the original signature has been removed, the Signature Line is still there. You can either use it again, or remove it as well.

Personalise your signature

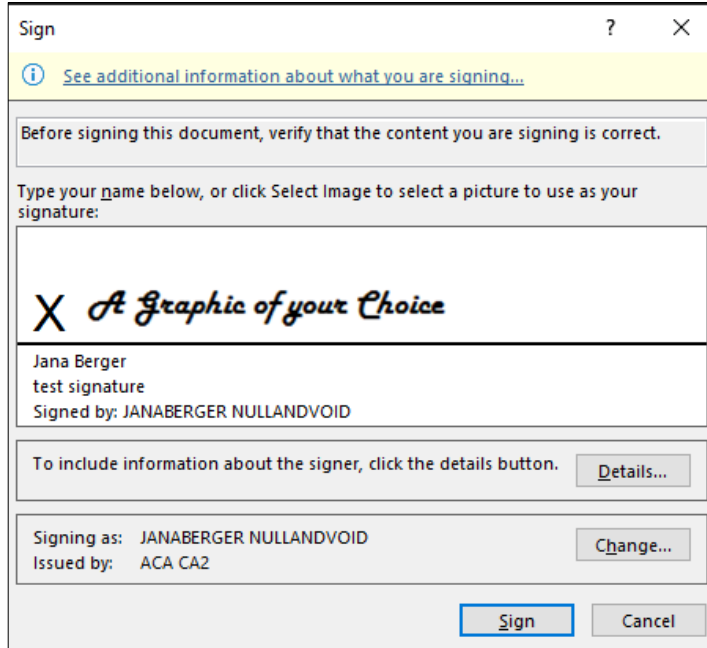
As explained in Step 3, you type your name again to appear above the signature line. Alternatively, you can upload a scan of your wet signature here instead.

Please be aware that you cannot change the content or appearance of your digital signature after you have applied it. If you want to change the look of it, you need to complete the following steps before you apply your signature to your document.

Put pen to paper, sign your name, take a scan of it and turn it into a jpg. Instead of typing your name again on the signature line in Step 3, you can upload that scan here, where it says **Select Image**.



Search on your computer for the scan of your wet signature and place it on the signature line. This scan has zero value, but people still expect that squiggle at the bottom of the page in an official document. That scan is that squiggle.



In order to confirm that it is really you, the system will include the line “Signed by:” in this window to ensure that it is really the signatory represented by that squiggle.

Complete the process by clicking **Sign** and entering your PIN code.