



# Sign in Word 2010 en with a Signing Stick or Smartcard

V 1.0

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**English**

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<b><u>Table of contents</u></b>
---------------------------------

I	Before starting .....	3
I.1	Elements which are necessary before starting with the configuration .....	3
II	Sign in Word 2010 .....	3
II.1	« Signature Setup » .....	3
II.2	Insert the Signature .....	4
II.3	Save the document .....	4
II.4	« Sign » .....	4
II.5	Enter the PIN Code .....	5
II.6	Signed document .....	5

## I Before starting

### I.1 Elements which are necessary before starting with the configuration

You can only sign Word Documents with a Signing Stick or a Smartcard.

Signing Stick Users please check if the Signing Stick is correctly connected to your PC and the Gemalto Middleware is running.

Smartcard Users, please check if the Reader is correctly connected to your PC and the Smartcard is in the Reader and the Gemalto Middleware is running.

## II Sign in Word 2010

Open a Word Document which one, you want to sign.

Select with the Mouse the Menu « Insert » (see red Arrow in the Figure.1) and click then on « Signature Line » (see blue Arrow in the Figure 1).

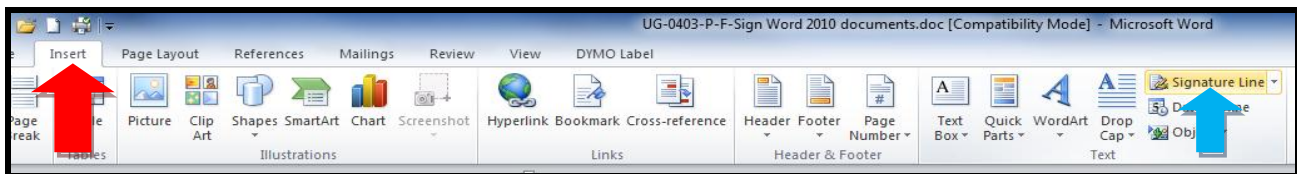


Figure 1

### II.1 « Signature Setup »

If you see this window, click on "OK". (see red Arrow in the Figure 2)

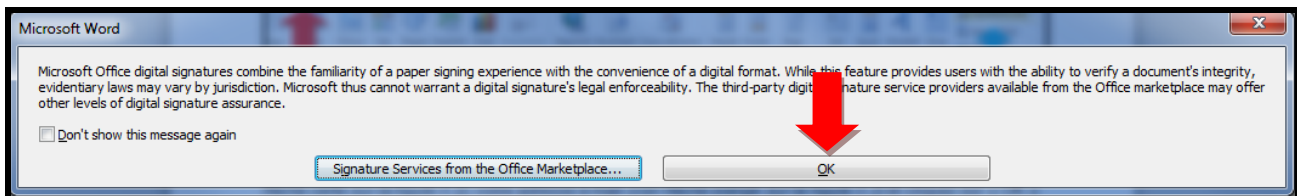


Figure 2

In the Window " Signature Setup " enter your name (see red Arrow in the Figure 3), your fonction (see green Arrow in the Figure 3), your e-mail address (see orange Arrow in the Figure 3) and click on « OK » (see blue Arrow in the Figure 3)



Figure 3

## II.2 Insert the Signature

Click with the right mouse button in the blue square, (see red Arrow in the Figure 4) then click in the menu on « Sign... » (see blue Arrow in the Figure 4).

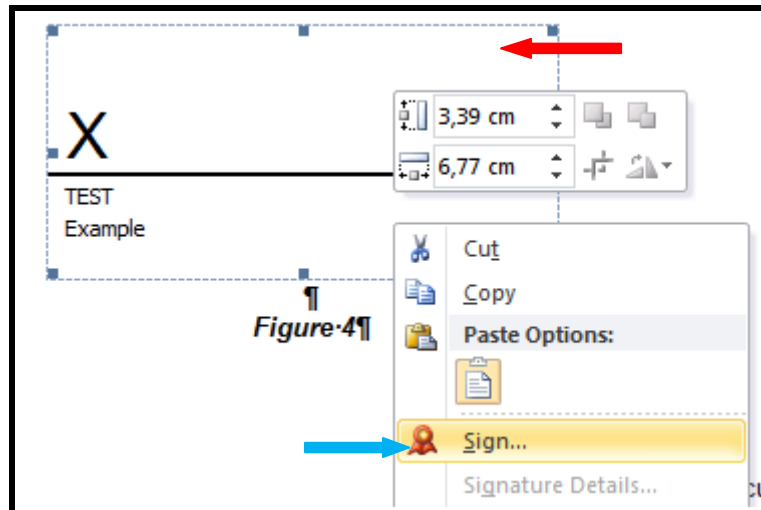


Figure 4

## II.3 Save the document

This step is just to make by users, who haven't yet saved the document. Click on « Yes » to save it where you want to have it saved.

## II.4 « Sign »

The Name of your company (see red Arrow in the Figure 5) or select an image you want to use containing your symbol for example, (see green Arrow in the Figure 5). Click on: « Change » (see orange Arrow in the Figure 5). After having done the changes, click on « Sign » (see blue Arrow in the Figure 5).

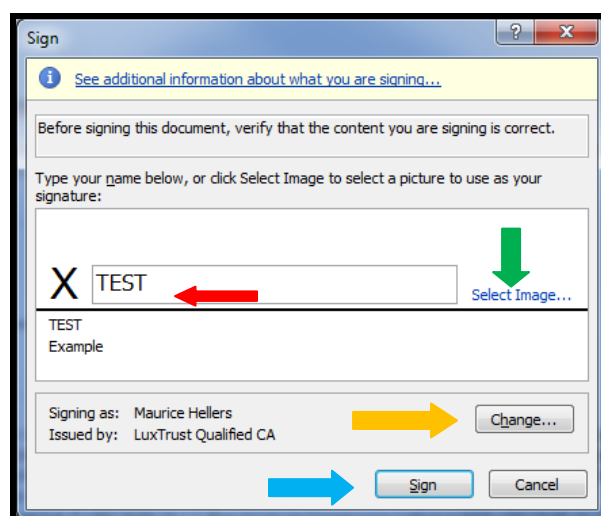
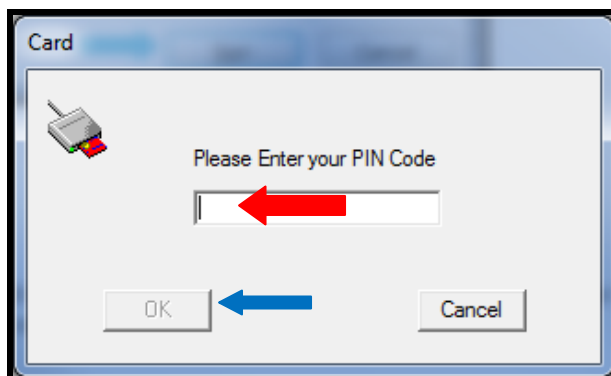


Figure 5

## II.5 Enter the PIN Code

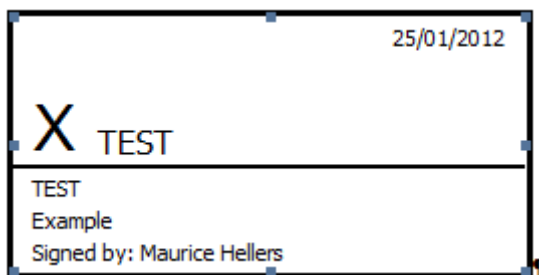
Enter the PIN Code which correspond to your Smartcard or Signing Stick (see red Arrow in the Figure 6) and click on « OK » (see blue Arrow in the Figure 6). Your document will be signed and saved automatically.



**Figure 6**

## II.6 Signed document

The document is signed (see Figure 7).



**Figure 7**

**A signed Document will loose the Signature once you make changes in it .**