THE LAW SOCIETY OF SOTLAND
SMARTCARD
Applying and Verifying a Digital Signature to Electronic Documents

This guide will take you through how to add/ view and remove a digital signature from electronic documents as well as validate signatures on documents you have received. The most common types of document used within the profession are:

- Microsoft Word (DOC)
- Adobe Acrobat (PDF)

(For clarity the versions used in this guide are Word 2010 and Adobe Reader Version 11)

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

Digital Signature Usage – Microsoft Word

STEP 1 – Create/ Amend a document

OPEN or **CREATE** a document that you wish to apply a digital signature to. The example below shows a typical Law Society letter template.

THE LAW SOCIETY
of SCOTLAND
www.lawscot.org.uk

26 Drumsheugh Gardens
Edinburgh EH3 7YR
Legal Post LP1 Edinburgh -1

T: 0131 226 7411
F: 0131 225 2934

Textphone: 0131 476 8359

«Debate_Coach»
«Job_title»
«School_name»
«Address_1»
«Address_2»
«Address_3»
«Post_code_1» «Post_code_2»
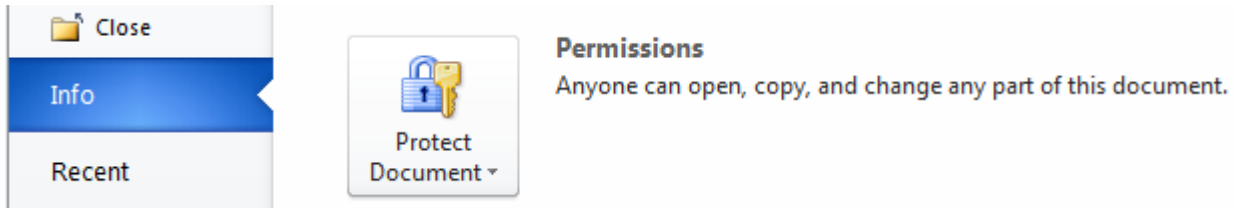
August 2014
LS_Debate 2014/15

Dear Coach,

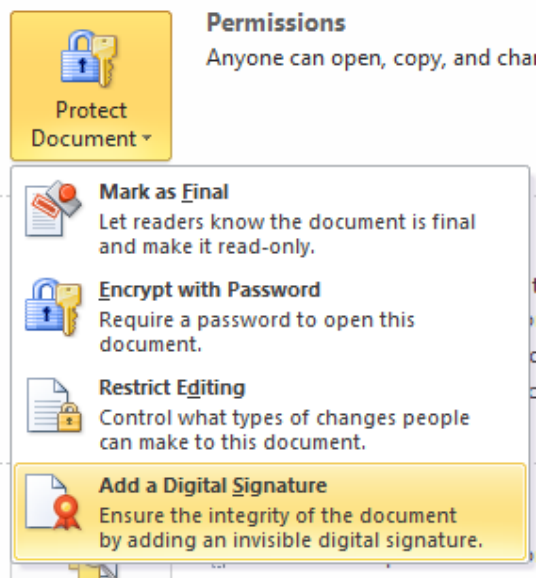**THE DONALD DEWAR MEMORIAL DEBATING TOURNAMENT 2014/2015**

We are writing to invite your school to enter a team in our annual debating competition.

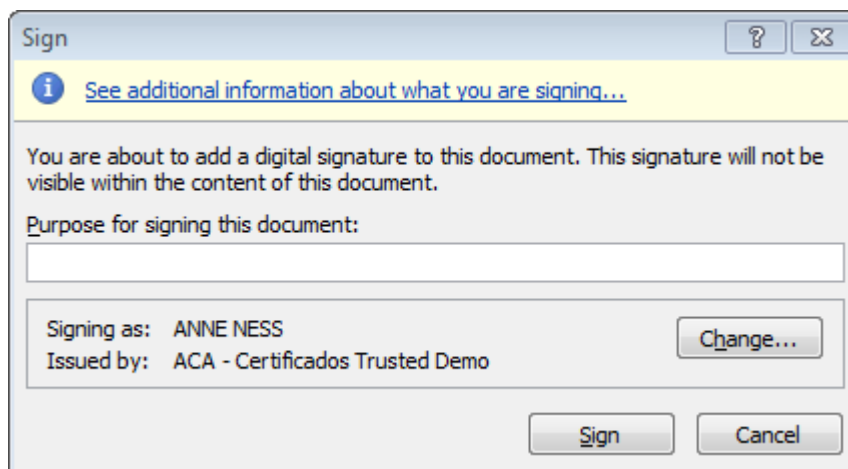**STEP 2 – Protect document with a digital signature**

Select **FILE** menu, then the **INFO** tab where the option to **PROTECT DOCUMENT** is available
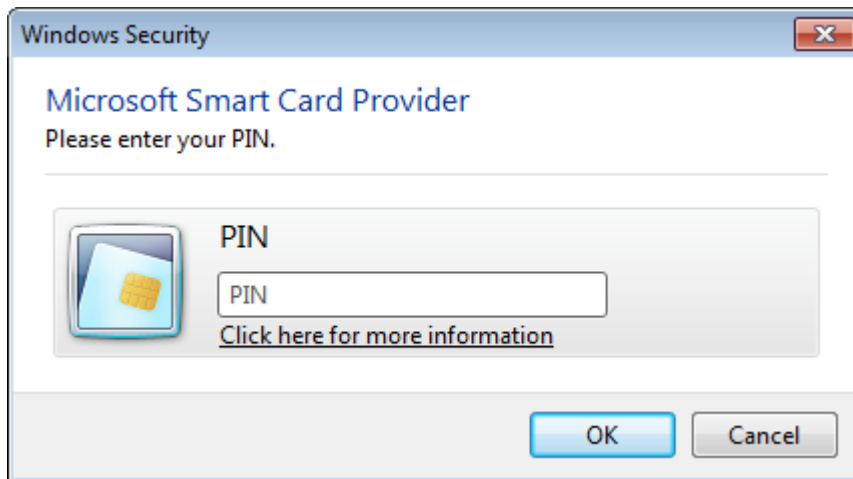

Select **ADD A DIGITAL SIGNATURE** from the menu
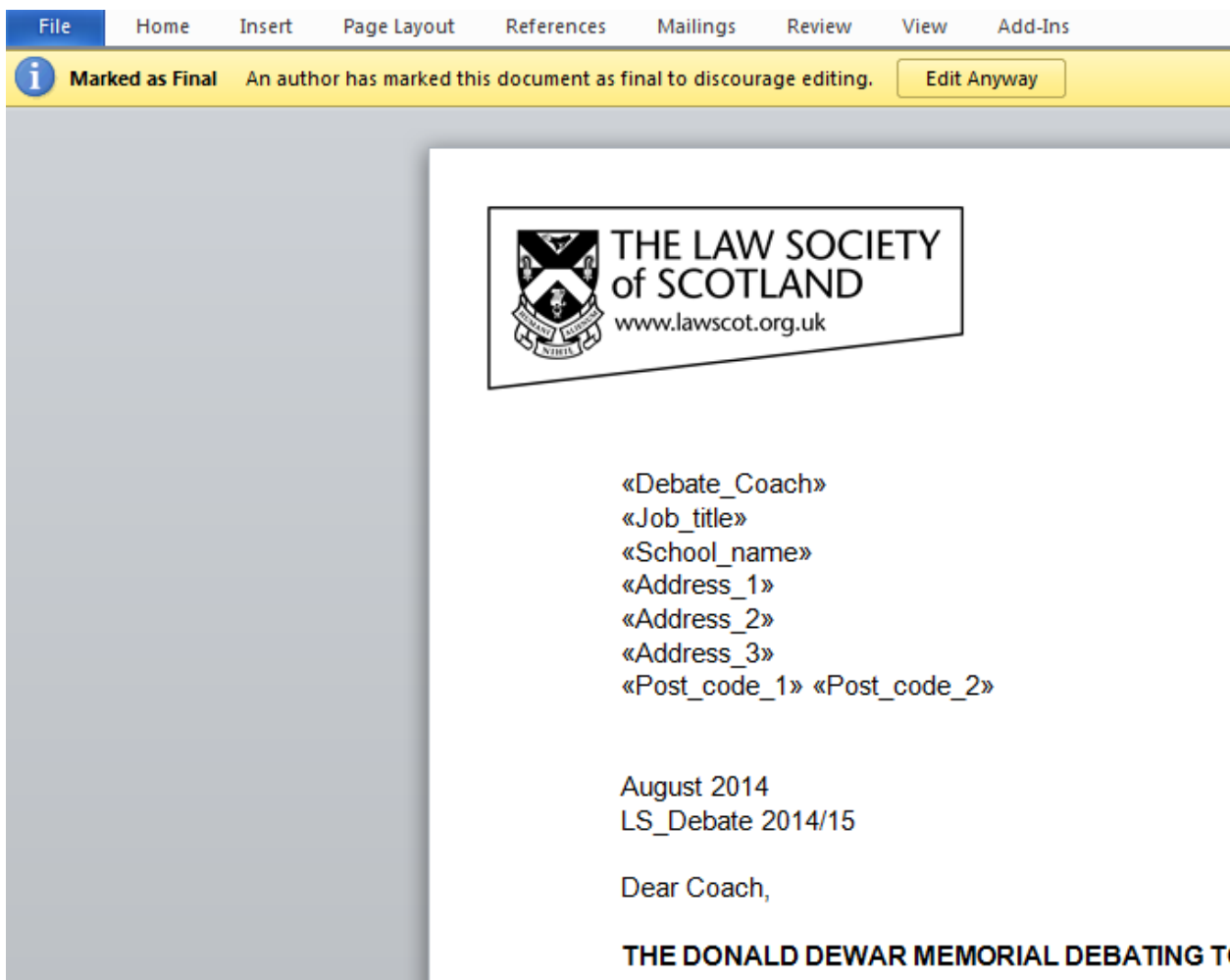

The following window will appear:

ENTER a purpose for signing this document and confirm the signature, i.e. click **SIGN** – please note that your Smartcard must be in the reader prior to signing a document.

**ENTER** your **PIN** (6 digit number) to apply the signature when prompted

The document will now be saved with a digital signature and marked as final.

STEP 3 – Viewing/ confirming a digital signature

Please remember, when confirming the validity of a digital signature, you need to interrogate the digital signature itself, NOT the visual representation that may or may not be visible on the document. That means, validating or confirming a digital signature is only possible on the computer, not with a print-out of the document.
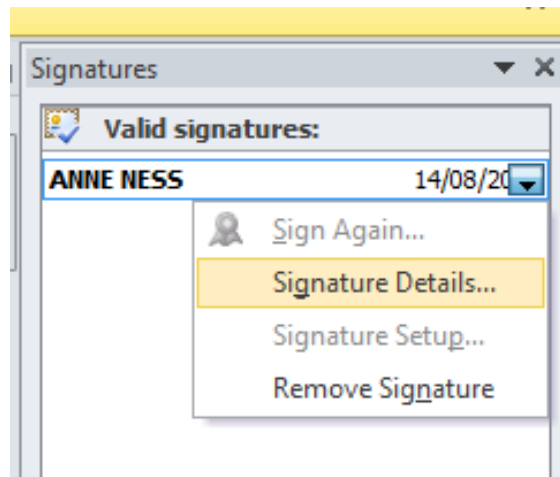
Select **FILE** menu, then the **INFO** tab where the option to **VIEW SIGNATURES** is available
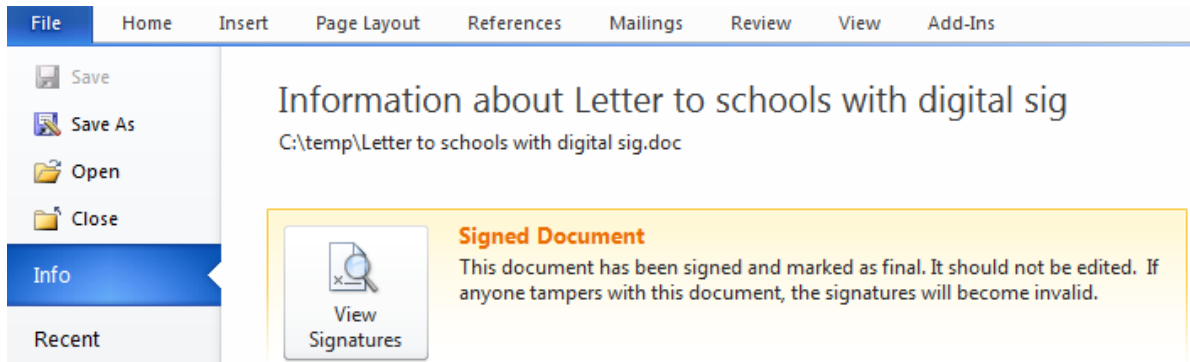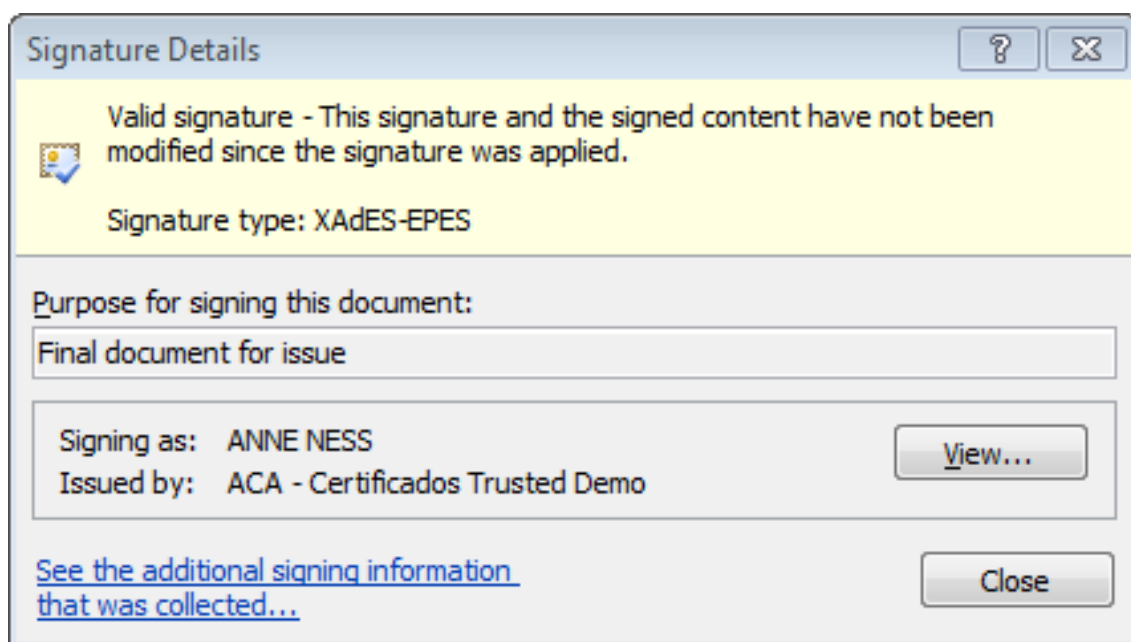

Once selected, a new menu will appear highlighting the valid digital signature and the date it was applied
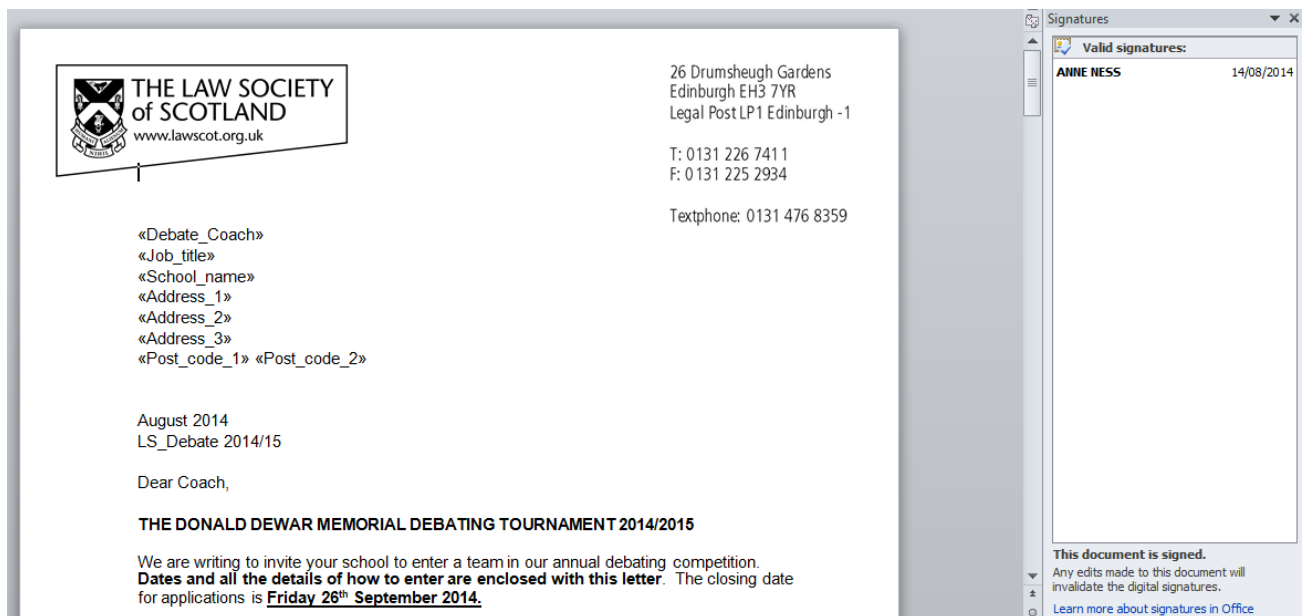
CLICK the digital signature you want to check, then choose **SIGNATURE DETAILS** from the drop-down menu

The following window appears showing "purpose," "signing as" and "issued by"

Select **VIEW** to further clarify the digital signature
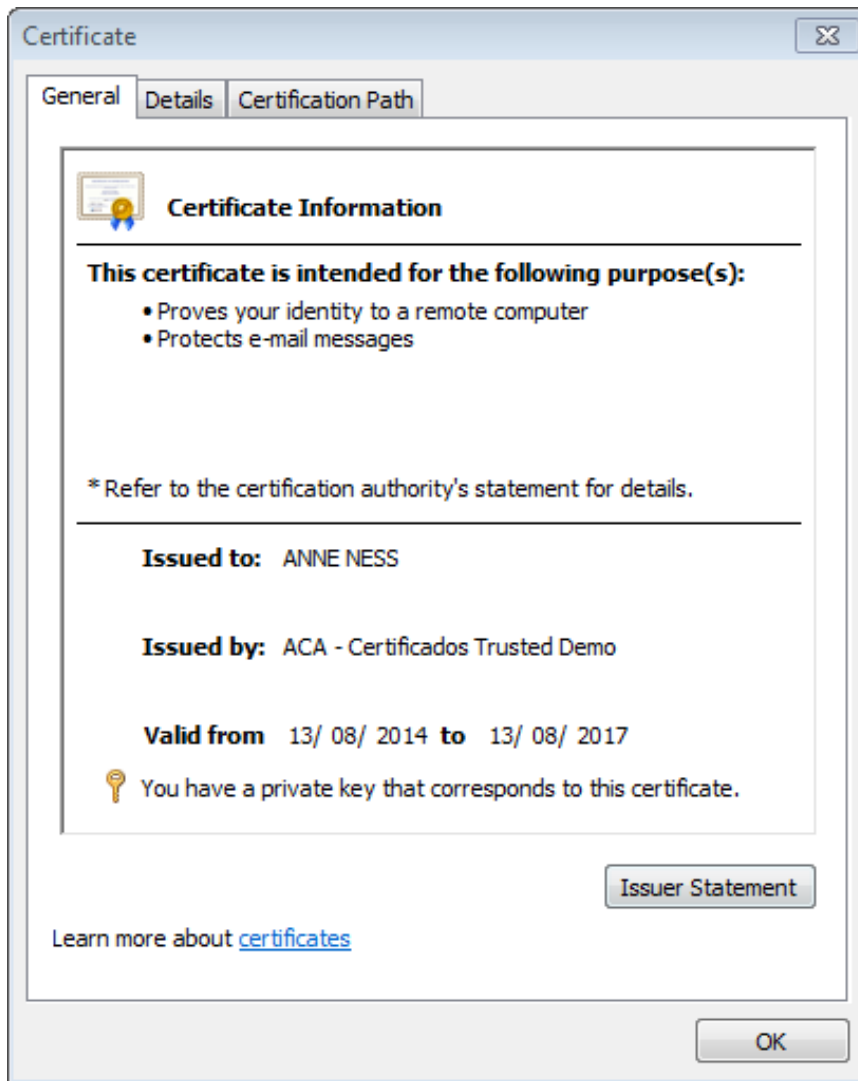
STEP 4 – Editing a digitally signed document

A digitally signed document is marked as FINAL, as such it is a read-only copy. However, editing can be allowed but this will REMOVE the digital signature from the document.

Select **EDIT ANYWAY** to edit the document
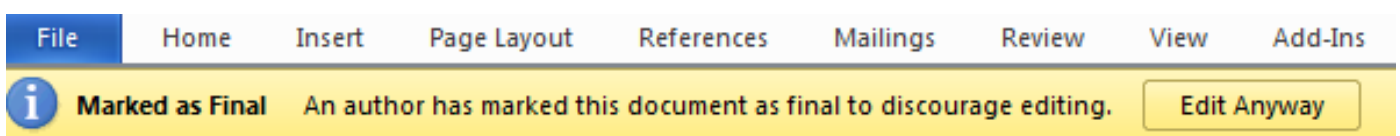
A confirmation window will appear alerting the user that they are about to remove the digital signature

If you select **YES**, then the signature will be removed and the document will be saved
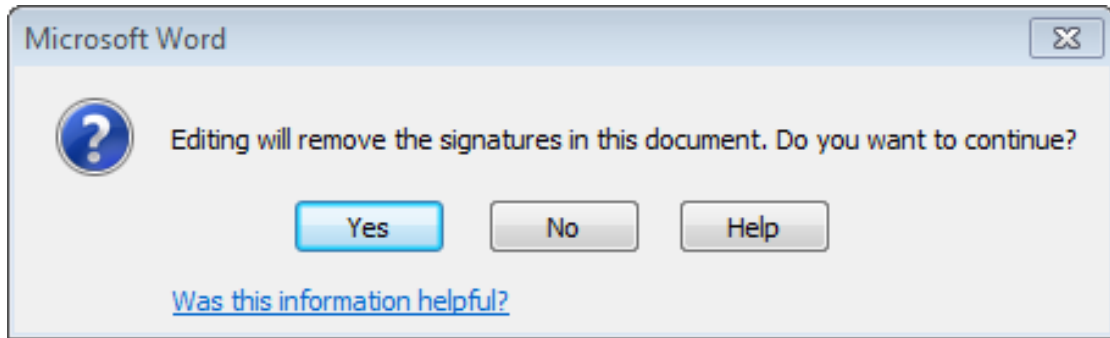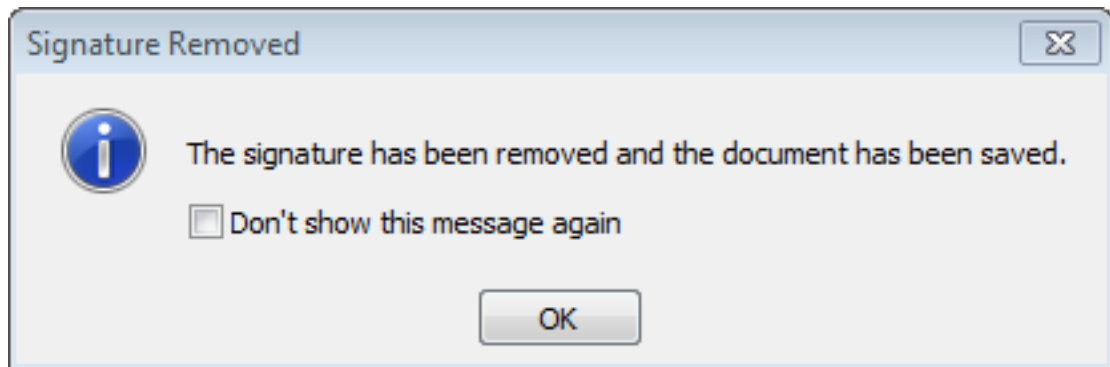

After you have changed/edited the document, you can again apply your own digital signature, as described above.

Adding a visual representation of your digital signature

Adding a digital signature to your documents does not include adding a signature at the bottom as you do with manual signatures. Since your digital signature is obviously electronic and can be validated on the computer, there is no "visible" signature on your document should you wish to print it.
However, Microsoft will allow you to add a visual representation of your digital signature to your document that can be seen on the printed page. Follow the steps below to setup a signature line.

Step 1 – Adding a signature line

Select **INSERT** from the pull down menus at the top of the screen, and then select **SIGNATURE LINE**
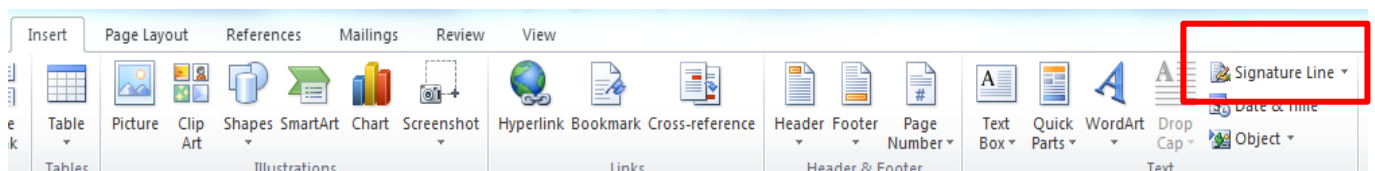
Step 2 – Microsoft usage guide

Select **OK** to continue

Microsoft Word

Microsoft Office digital signatures combine the familiarity of a paper signing experience with the convenience of a digital format. While this feature provides users with the ability to verify a document's int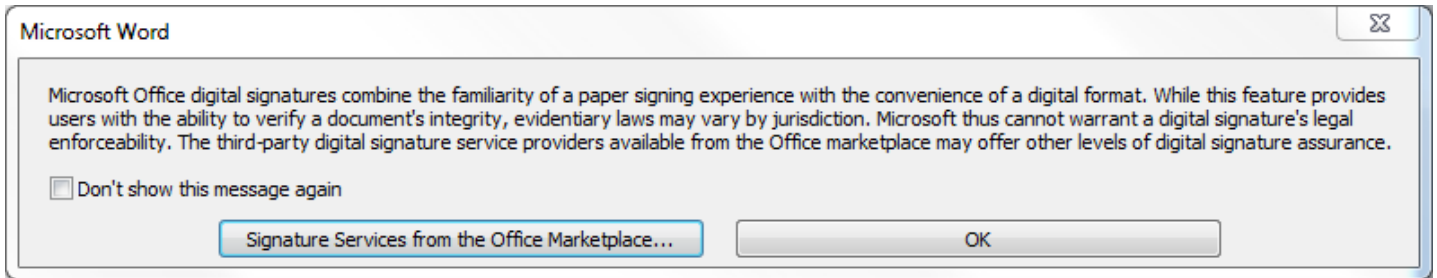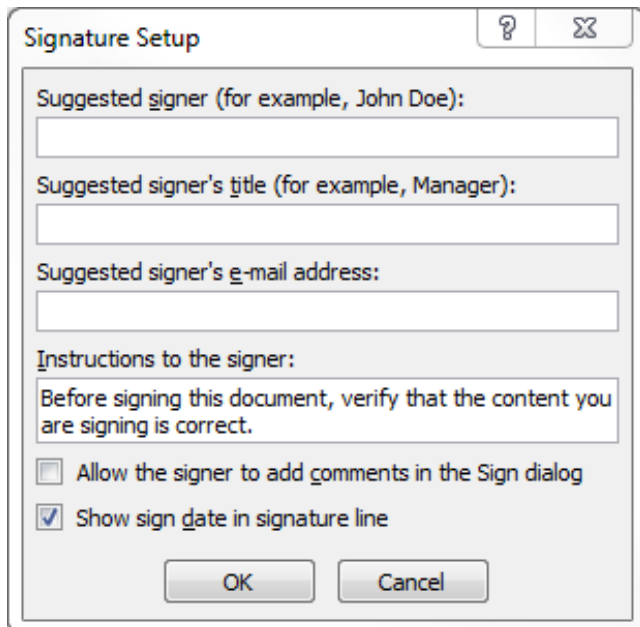egrity, evidentiary laws may vary by jurisdiction. Microsoft thus cannot warrant a digital signature's legal enforceability. The third-party digital signature service providers available from the Office marketplace may offer other levels of digital signature assurance.

☐ Don't show this message again

[Signature Services from the Office Marketplace...]   [OK]

Step 3 – Signature setup

Enter the **FIELDS** below to create a Microsoft signature line; the details entered will be viewable when added to an electronic document. An example is shown of a prepared signature line ready for use
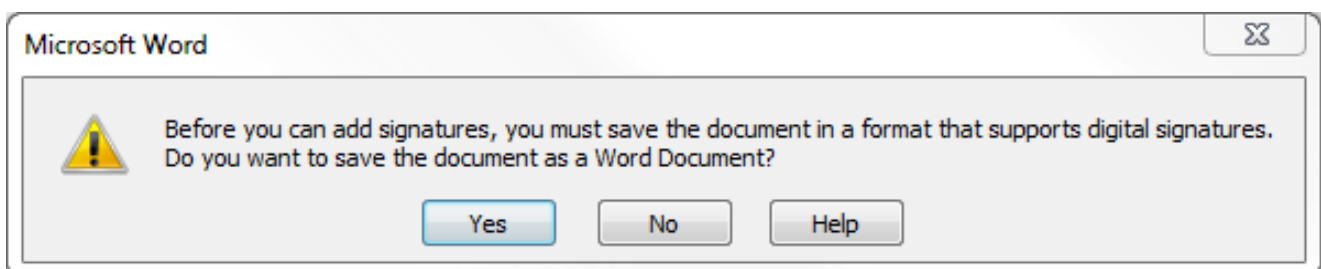
Signature Setup

Suggested signer (for example, John Doe):

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

Suggested signer's e-mail address:

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]

Yours Faithfully

X
_____
Scot S Lawyer
Lawyer

Step 4 – Save Document

In order to add a digital signature you must save your document. Select **FILE**, then **SAVE**

Microsoft Word

⚠ Before you can add signatures, you must save the document in a format that supports digital signatures. Do you want to save the document as a Word Document?

[Yes]   [No]   [Help]

Step 5 – Digitally signing a document

Once you have added a signature line to your document and/or template, you are now ready to use it.

Place your Smartcard into the reader, ensuring that the reader is connected and configured for use – see our installation guide for further information www.lawscot.org.uk/smartcard

Yours Faithfully

25/08/2014

X Anne Ness

Scot S Lawyer
Lawyer
Signed by: ANNE NESS

Double click on the X line and the following window appears:

Add in your signing name and/or an image (this could be a scanned image of your hand-written signature).

Select **SIGN** to add a digital signature. An example is shown highlighting the date and name of the signature.

The document will now be saved with a digital signature and marked as final – noted below

ⓘ **Marked as Final**   An author has marked this document as final to discourage editing.   Edit Anyway
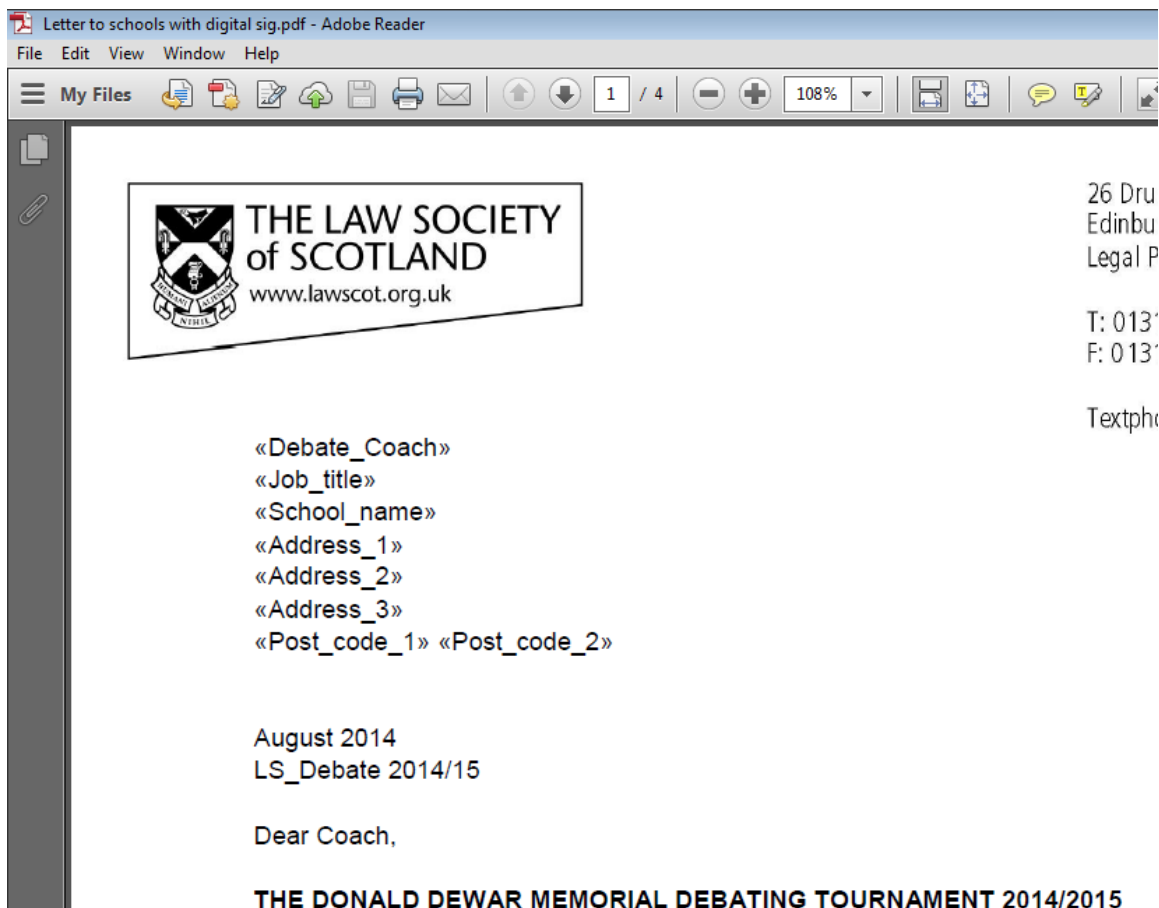
Yours Faithfully

25/08/2014

X Anne Ness
_____

Scot S Lawyer
Lawyer
Signed by: ANNE NESS

Digital Signature Usage – Adobe Acrobat

STEP 1 – Create/ Amend a document

OPEN or **CREATE** a document that you wish to apply a digital signature. The example below shows a typical Law Society letter template.
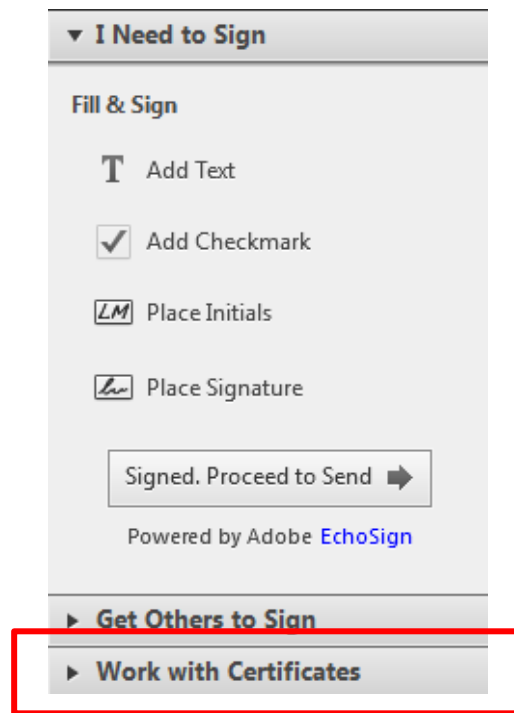

STEP 2 – Protect document with a digital signature

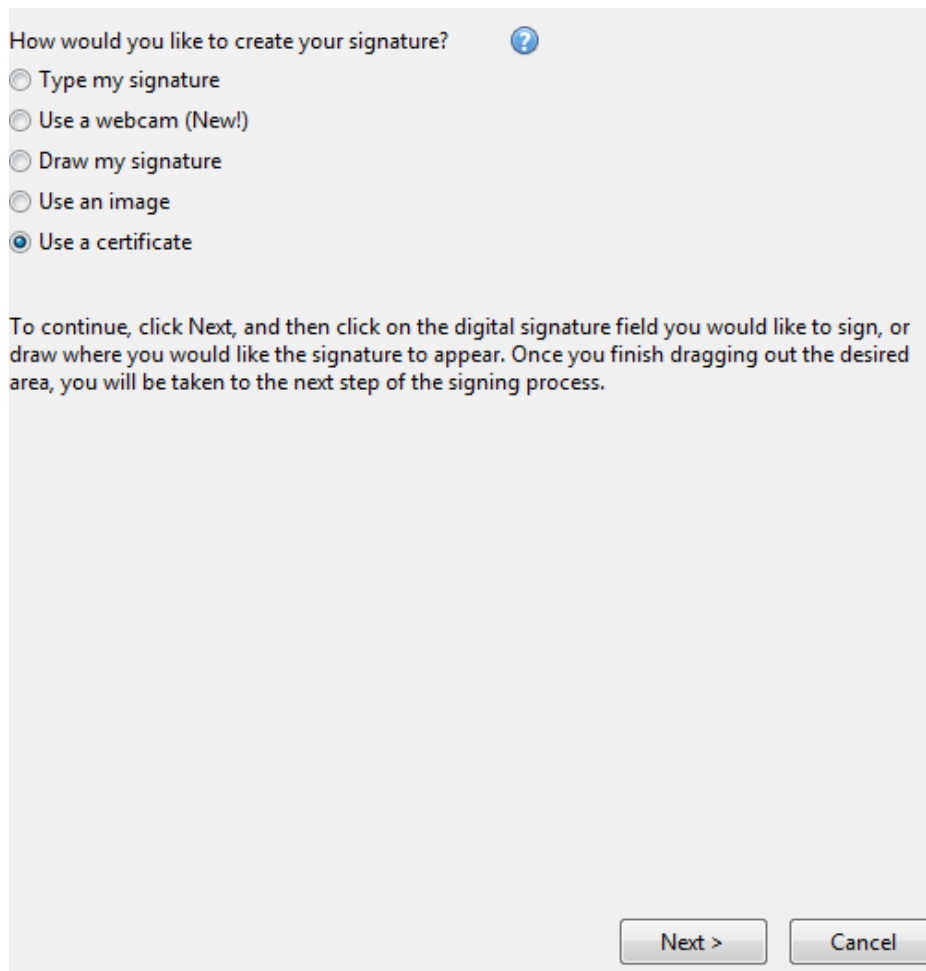Select **SIGN** from the toolbar

A new window will appear with various options relating to document signing.

Select **WORK WITH CERTIFICATES**

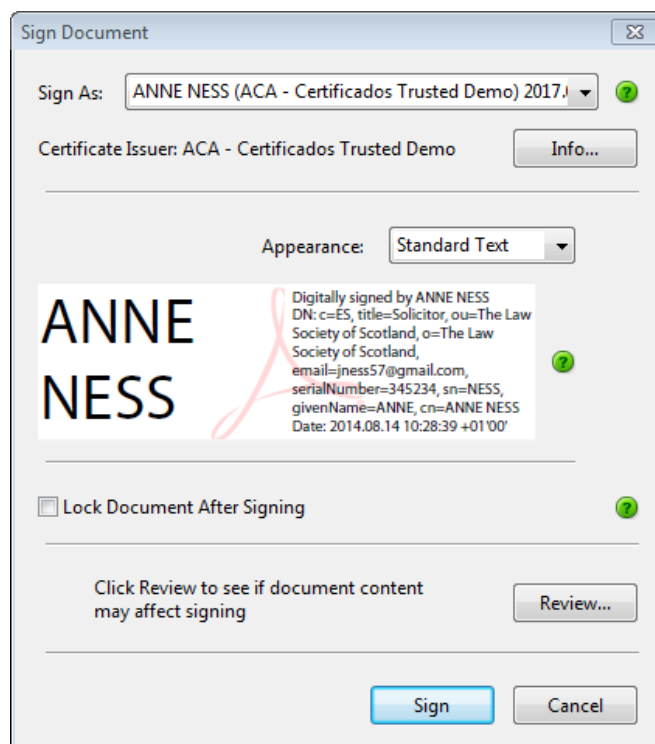Follow the on screen screens prompts – select **USE A CERTIFICATE**

Select **DRAG NEW SIGNATURE RECTANGLE** – this is where the visual representation of your digital signature will appear on the document.
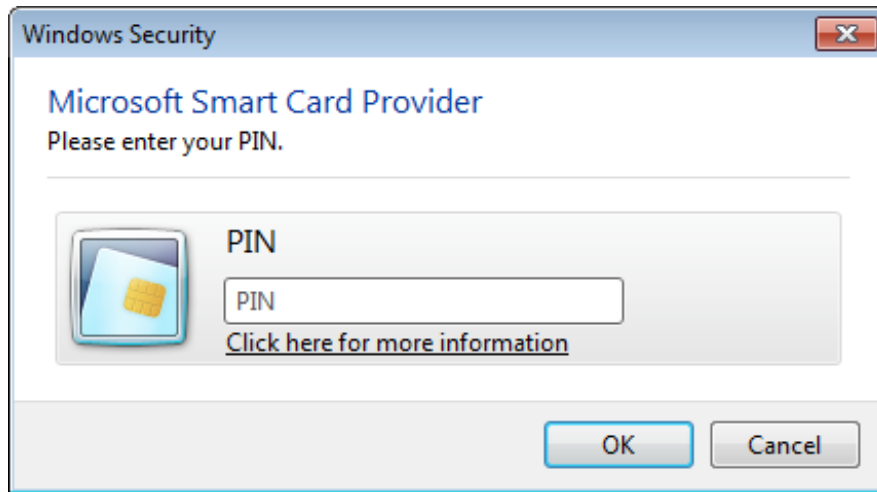

Using your mouse – drag out a rectangle shape on your document. Then follow the on screen prompts to insert a digital signature

Select **SIGN**, this will save the document (file in a suitable location)

ENTER your **PIN** (6 digit number) to apply the signature when prompted

The document now shows the inserted digital signature.

STEP 3 – Viewing/ confirming a digital signature

Please remember, when confirming the validity of a digital signature, you need to interrogate the digital signature itself, NOT the visual representation that may or may not be visible on the document. That means, validating a digital signature is only possible on the computer, not with a print-out of the document.

SELECT the signature on the screen (single mouse press) to view a high-level overview

Signature Validation Status

Signature validity is UNKNOWN.
- The Document has not been modified since this signature was applied.
- The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.

Signature Properties...   Close

Select **SIGNATURE PROPERTIES** to view more detailed information

Signature Properties

Signature validity is UNKNOWN.

Signing Time: 2014/08/14 10:29:21 +01'00'

Validity Summary

The Document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.

Signing time is from the clock on the signer's computer.

Signature was validated as of the signing time:
2014/08/14 10:29:21 +01'00'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.

Revocation checking was not performed.

Show Signer's Certificate...

Advanced Properties...   Validate Signature   Close

Select **SHOW SIGNER'S CERTIFICATE**, this provides more details relating to the organisation that issued the digital signature, details of the certificate and details of the signatory.