

Smartcard

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.



«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.

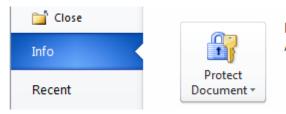
26 Drumsheugh Gardens Edinburgh EH3 7YR Legal Post LP1 Edinburgh -1

T: 0131 226 7411 F: 0131 225 2934

Textphone: 0131 476 8359

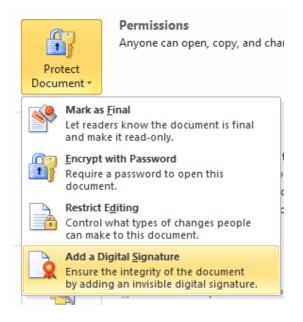
STEP 2 – Protect document with a digital signature

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



Permissions Anyone can open, copy, and change any part of this document.

Select ADD A DIGITAL SIGNATURE from the menu



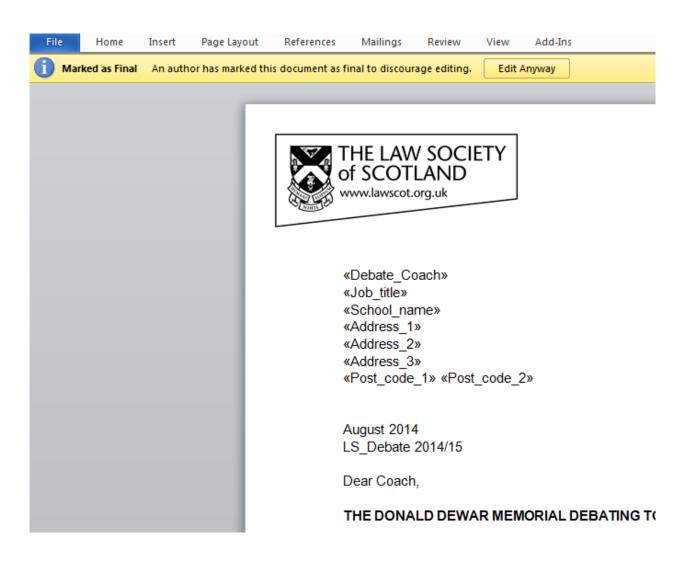
The following window will appear:

Sign	8 🛛
See additional information about what you	are signing
You are about to add a digital signature to this d visible within the content of this document.	ocument. This signature will not be
Purpose for signing this document:	
Signing as: ANNE NESS	Change
Issued by: ACA - Certificados Trusted Demo	
	Sign Cancel

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.

Windows Security	×
Microsoft Smart Card Provider Please enter your PIN.	
PIN PIN <u>Click here for more information</u>	
OK Can	cel

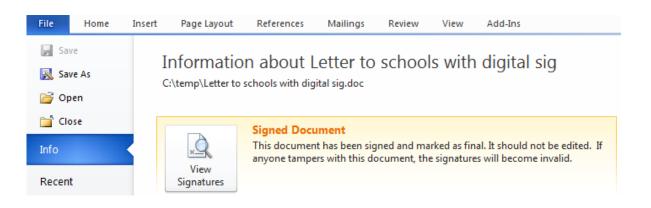
The document will now be saved with a digital signature and marked as final.



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

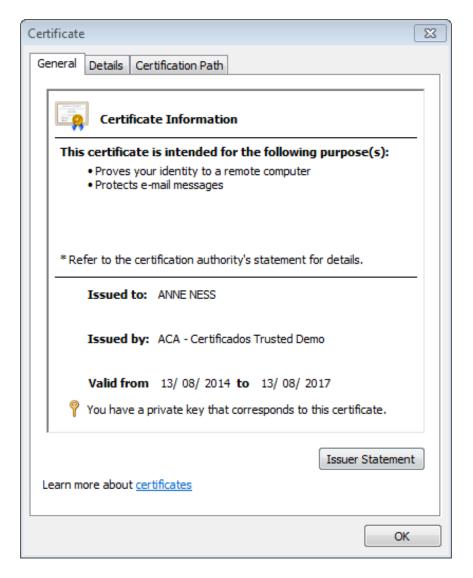
		23	Signatures 💌
THE LAW SOCIETY of SCOTLAND www.lawscot.org.uk	26 Drumsheugh Gardens Edinburgh EH3 7YR Legal Post LP1 Edinburgh -1 T: 0131 226 741 1 F: 0131 225 2934		Signatures 23
«Debate_Coach» «Job_title» «School_name» «Address_1» «Address_2» «Address_3» «Post_code_1» «Post_code_2»	Textphone: 0131 476 8359		
August 2014 LS_Debate 2014/15 Dear Coach, THE DONALD DEWAR MEMORIAL DEBATING TOUR We are writing to invite your school to enter a team in our	annual debating competition.		This document is signed.
Dates and all the details of how to enter are enclosed for applications is Friday 26 th September 2014.	with this letter. The closing date	* 2 0	Any edits made to this document will invalidate the digital signatures. Learn more about signatures in Office

CLICK the digital signature you want to check, then choose SIGNATURE DETAILS from the drop-down menu

Signa	atures		▼ 3
2	Valid si	ignat	ures:
AN	NE NESS		14/08/20 🖵
		R	<u>S</u> ign Again
			Signature Details
			Signature Setu <u>p</u>
			Remove Signature

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

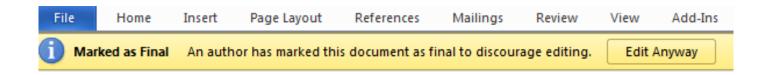
Signature Details	8 23					
Valid signature - This signature and the signed content have not been modified since the signature was applied.						
Signature type: XAdES-EPES						
Purpose for signing this document:						
Final document for issue						
Signing as: ANNE NESS	View					
Issued by: ACA - Certificados Trusted Demo						
See the additional signing information that was collected	Close					



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

Microsoft	Word
?	Editing will remove the signatures in this document. Do you want to continue?
	Yes No Help
	Was this information helpful?

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

Signature	Removed 🔀
i	The signature has been removed and the document has been saved.
	ОК

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

ſ	Insert	Page Layout	References	Mailings	Review	View									Г	
ii ii e	Table	Picture Clip	Shapes SmartA			Q Hyperlink	Bookmark	Cross-reference				A		A WordArt		Signature Line -
k	Tables	Art	- Illustration	s	Ŧ		Link	S	Hei	• ader & I	Number * Footer	Box▼	Parts *	•	Cap ∞ ſext	Mg Object +

Step 2 – Microsoft usage guide

Select OK to continue

Microsoft Word	23
Microsoft Office digital signatures combine the familiarity of a paper signing experience with the convenience of a digital format. V users with the ability to verify a document's integrity, evidentiary laws may vary by jurisdiction. Microsoft thus cannot warrant a enforceability. The third-party digital signature service providers available from the Office marketplace may offer other levels of d	digital signature's legal
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):	Yours Faithfully
Suggested signer's <u>t</u> itle (for example, Manager):	
Suggested signer's <u>e</u> -mail address:	Х
Instructions to the signer:	Scot S Lawyer
Before signing this document, verify that the content you are signing is correct.	Lawyer
Allow the signer to add comments in the Sign dialog	
Show sign <u>d</u> ate in signature line	
OK Cancel	

Step 4 – Save Document

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

Microsoft	Word	23
<u> </u>	Before you can add signatures, you must save the document in a format that supports digital signa Do you want to save the document as a Word Document?	tures.
	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



Scot S Lawyer Lawyer Signed by: ANNE NESS

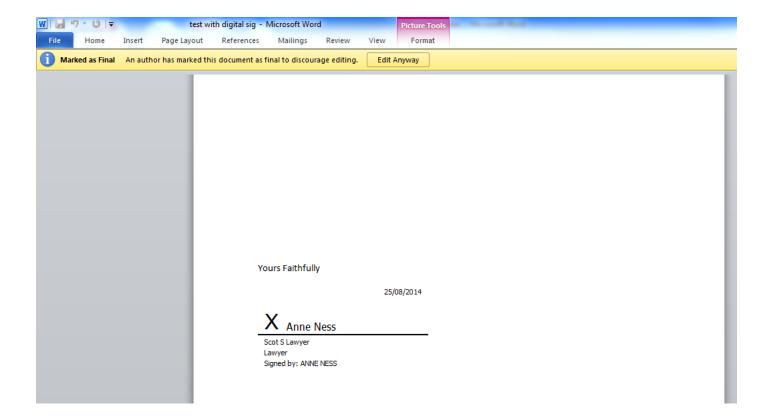
Double click on the X line and the following window appears:

Sign	8 23
See additional information about what you are signing	<u></u>
Before signing this document, verify that the content you a	are signing is correct.
Type your <u>n</u> ame below, or click Select Image to select a pict signature:	ture to use as your
X	Select Image
Scot S Lawyer Lawyer	
Signing as: ANNE NESS Issued by: ACA - Certificados Trusted Demo	C <u>h</u> ange
S	ign Cancel

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.

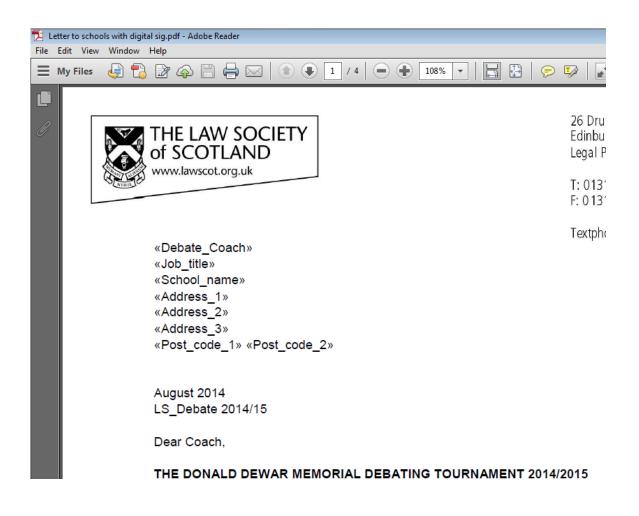
The document will now be saved with a digital signature and marked as final - noted below



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.

▼ I Need to Sign
Fill & Sign
T Add Text
✓ Add Checkmark
[LM] Place Initials
Place Signature
Signed. Proceed to Send 📫
Powered by Adobe EchoSign
▶ Get Others to Sign
Work with Certificates

Follow the on screen screens prompts – select USE A CERTIFICATE

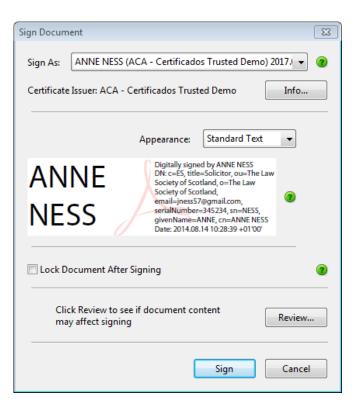
Γ

How would you like to create your signature? 🛛 🔞
🔘 Type my signature
○ Use a webcam (New!)
🔘 Draw my signature
🔘 Use an image
O Use a certificate
To continue, click Next, and then click on the digital signature field you would like to sign, or draw where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.
Next > Cancel

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

1	To begin signing, choose the 'Drag New Signature Rectangle' button, and then drag out the area where you would like your signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.
🔲 Do	not show this message again Drag New Signature Rectangle Cancel

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



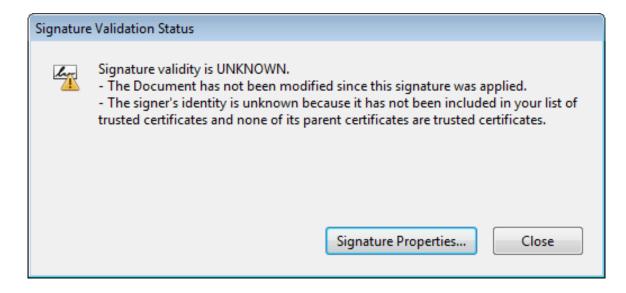
The document now shows the inserted digital signature.



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



Select SIGNATURE PROPERTIES to view more detailed information

Signature Properties	83						
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.

Certificate Viewer						8				
This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. Mult Capture nce chains are being displayed because none of the chains were issued by a trust anchor.										
\checkmark Show all certification paths fo	und									
dad de Certificacion de la Abo	Summary Details	Revocation	Trust	Policies	Legal Notice					
A - Certificados Trusted Demc ANNE NESS <jness57@gmail.< th=""><td></td><td colspan="4">ANNE NESS <jness57@gmail.com></jness57@gmail.com></td><td></td></jness57@gmail.<>		ANNE NESS <jness57@gmail.com></jness57@gmail.com>								
		The Law Society of Scotland								
	Issued by:	ACA - Certificados Trusted Demo								
		Consejo General de la Abogacía NIF:Q-2863006I								
Valid fro		2014/08/13 15:54:58 +01'00'								
	Valid to:	2017/08/13 1	15:54:58 +	+01'00'						
	Intended usage:	Sign transaction, Sign document, Encrypt keys, Encrypt document, Key Agreement, Client Authentication, Email Protection				-				
			Export							
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