Semnarea documentelor Microsoft Office 2010

- 1. Se introduce dispozitivul in portul/extensia USB
- 2. Din Meniul File se alege submeniul Info >> Protect Document >> Add a Digital Signature



3. Se apasa butonul OK

/licrosoft 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 integrity, 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 QK									
Was this information helpful?									

4. In cazul in care documentul nu a fost salvat in forma finala, se va apasa butonul YES



5. Daca se doreste sa se mentioneze motivul semnarii se introduce textul dorit in campul "*Purpose for signing this document*" si se apasa butonul **Sign**



6. In fereastra aparuta se introduce parola dispozitivului si se apasa OK



7. Se va apasa butonul OK pentru a incheia procesul de semnare a documentului.



- 8. Verificarea semnarii documentului:
 - 8.1. Din Meniul File se alege submeniul Info >> Protect Document >> View Signatures

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Save Save As Save as Adobe PDF						
Close	View Signatures	Signed This doct anyone t	Document ument has bee ampers with t	en signed an his documer	id marked nt, the sign	as final. It should not be edited. If atures will become invalid.
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Save & Send						

8.2. Sau se apasa pe iconica (sigiliul) ce apare in bara inferioara a documentului Word



8.3. In partea dreapta a documentului vor aparea informatiile despre certificate

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