



Adding and Applying a Digital Signature block in Word or Excel 2013

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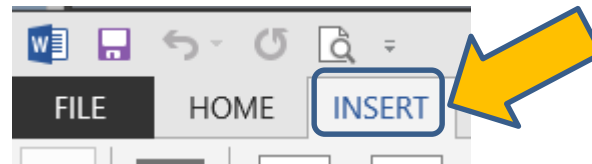
Last Revision / review: 25 February 2017

This process does NOT need eSign or Approvelt to work, it uses a capability built into Word and Excel 2013

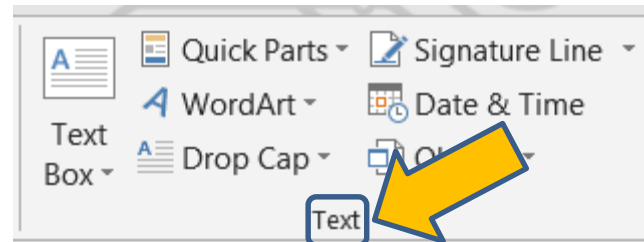
Select the location you want the signature on your Word or Excel file, then follow the rest of this guide.

How to Add a Digital Signature block in Word or Excel 2013

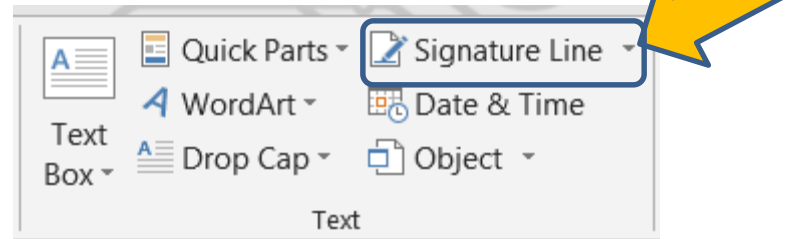
Select the *Insert* (tab)



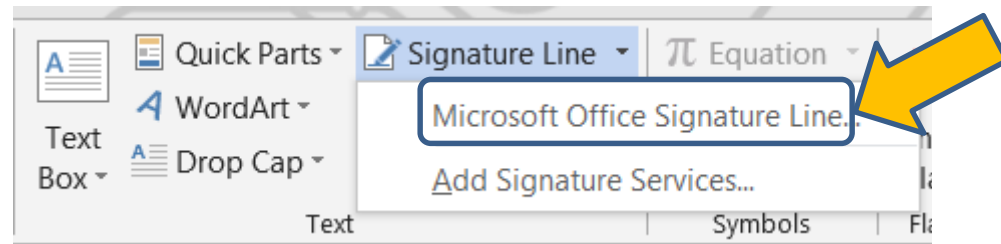
In the *Text* (group)



Select *Signature Line* (drop down arrow)

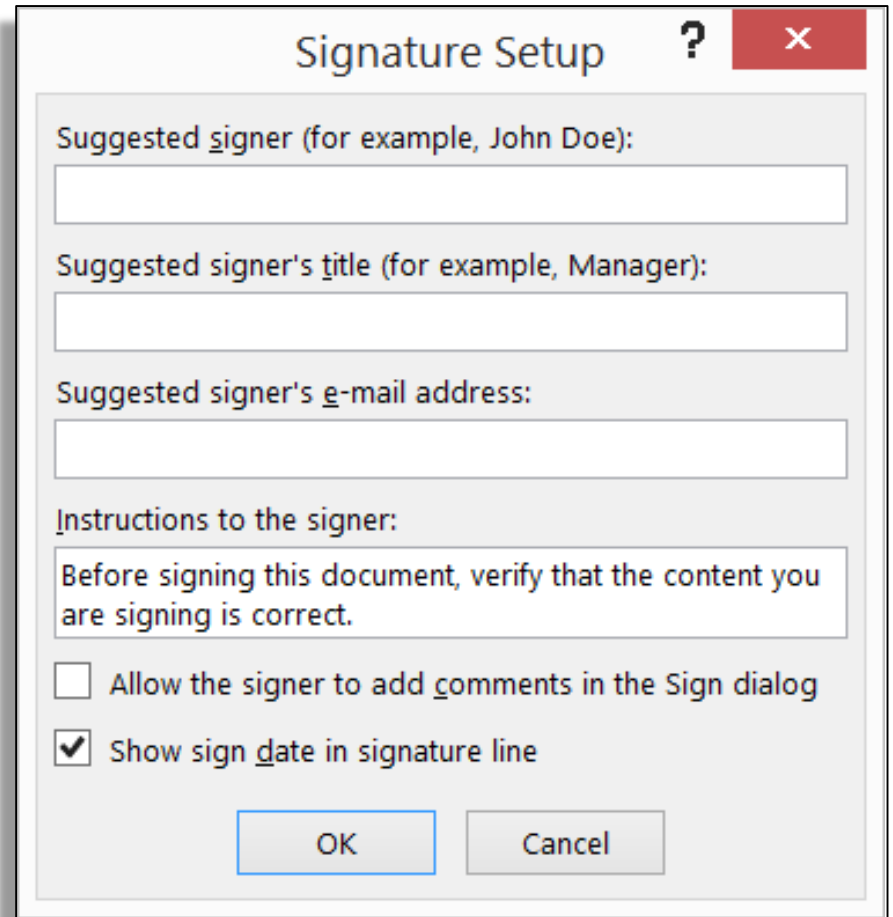


Click *Microsoft Signature Line*



How to Add a Digital Signature block in Word or Excel 2013

1. In the ***Signature Setup*** box, type the information about the person signing on the signature line. This information is displayed directly beneath the signature line in the document.



The image shows a dialog box titled "Signature Setup" with a question mark icon and a close button (X) in the top right corner. The dialog box contains the following fields and options:

- Suggested signer (for example, John Doe):** A text input field.
- Suggested signer's title (for example, Manager):** A text input field.
- Suggested signer's e-mail address:** A text input field.
- Instructions to the signer:** A text area containing the text: "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

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

How to Add a Digital Signature block in Word or Excel 2013 continued

2. Any of the following attributes may be added to a signature block:
- The signer's name in the ***Suggested signer*** box.
 - Signer's title in the ***Suggested signer's title*** box
 - Signer's e-mail address in the ***Suggested signer's e-mail address*** box

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

How to Add a Digital Signature block in Word or Excel 2013 continued

d. If you wish to provide the signer with any instructions, type these instructions in the ***Instructions to signer*** (box).

e. If you want the signer to be able to add comments along with the signature, select ***Allow the signer to add comments in the sign dialog*** (check box).

Signature Setup ? [X]

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

How to Add a Digital Signature block in Word or Excel 2013 continued

f. If you require the signature date to be displayed, select the **Show sign date in signature line** (check box).

Signature Setup ? [X]

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

How to Add a Digital Signature block in Word or Excel 2013 continued

3. Click OK
4. To add multiple signature blocks, repeat steps 1 through 3. If a document requires multiple Digital signatures, all signature blocks must be included in the document before the first person has signed the document. Adding or modifying the document with additional signature blocks or any

Signature Setup ? [X]

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.

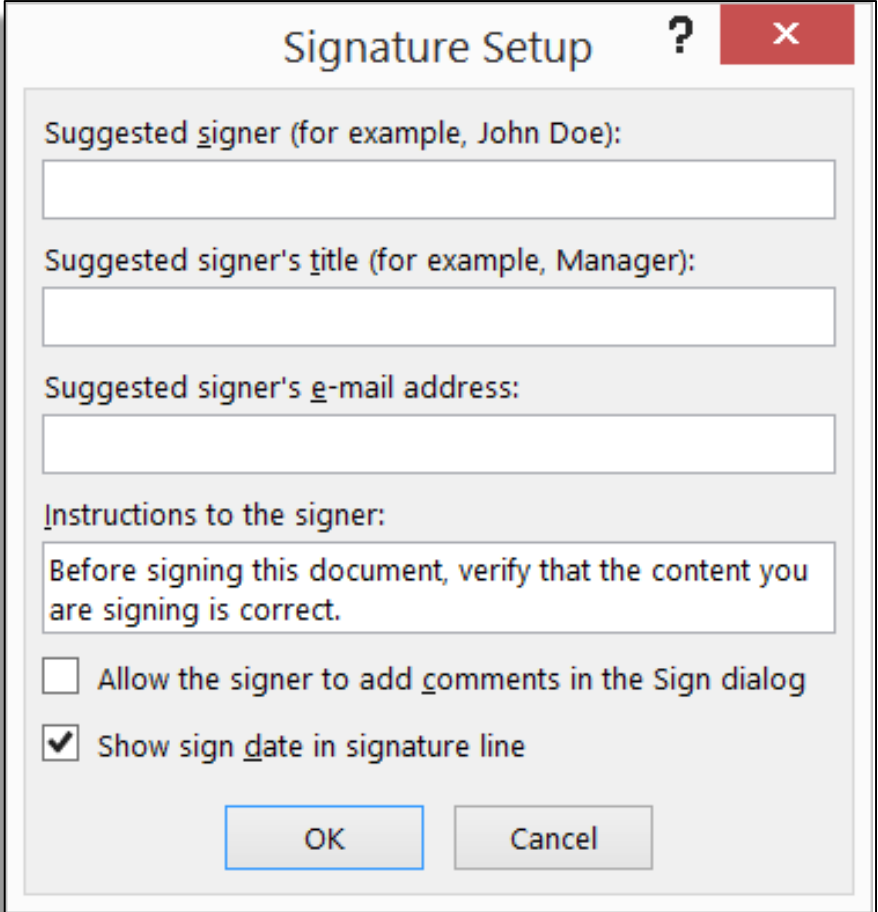
Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

How to Add a Digital Signature block in Word or Excel 2013 continued

modification will invalidate the previous digital signatures in the document.



The image shows a 'Signature Setup' dialog box with the following fields and options:

- Suggested signer (for example, John Doe):** An empty text input field.
- Suggested signer's title (for example, Manager):** An empty text input field.
- Suggested signer's e-mail address:** An empty text input field.
- Instructions to the signer:** A text box containing the instruction: "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

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

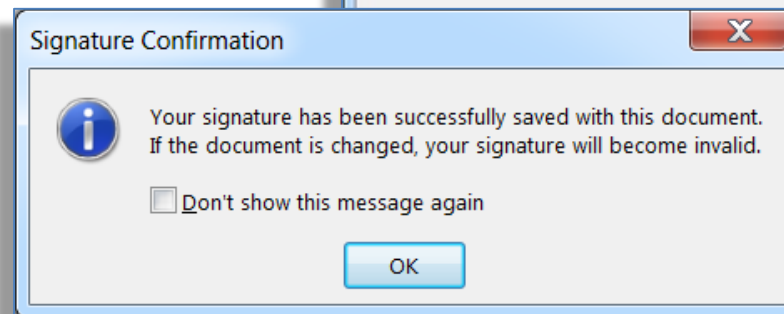
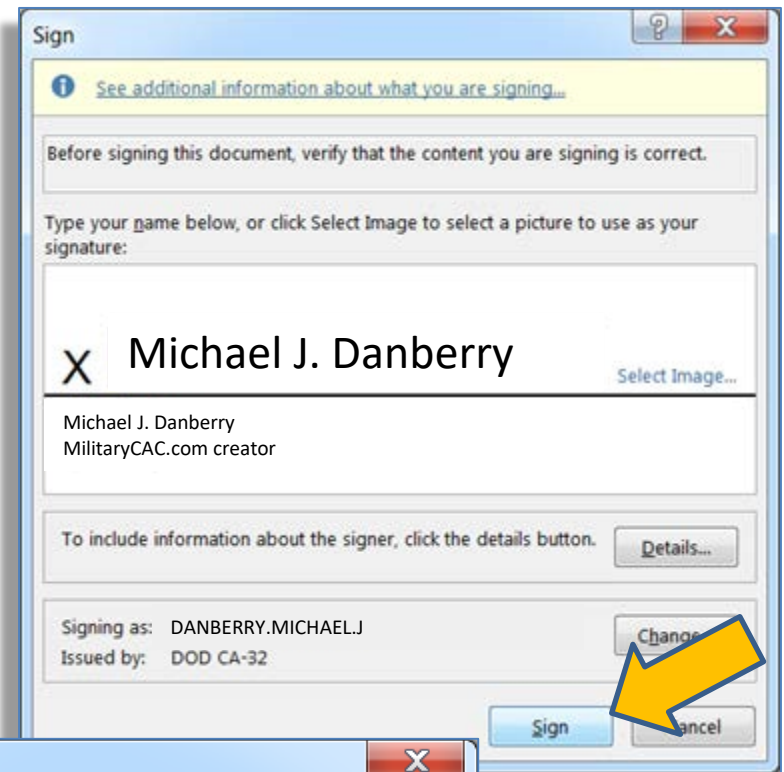
How to Apply a Digital Signature block in Word or Excel 2013

1. In the document, double-click the signature line where your signature is requested.
2. In the Sign dialog box, do one of the following:
 - To add a printed version of your signature, type your name in the box next to the X
 - To select an image of your written signature, click Select Image. In the Select Signature Image dialog box, find the file you want, and then click Select



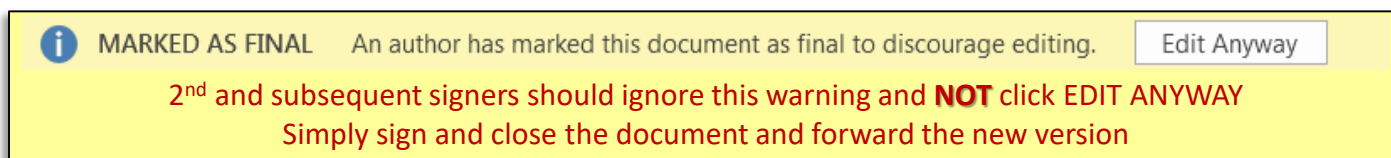
How to Apply a Digital Signature block in Word or Excel 2013 continued

- To add a handwritten signature (tablet PC users only), sign your name in the box next to the X by using the inking feature
3. Click Sign. Once you've signed close the document



How to Apply a Digital Signature block in Word or Excel 2013 continued

If the document contains multiple Digital Signature blocks, the next person would repeat steps 1 to 3 to add their digital signature to the document. After each person digitally signs their respective Digital Signature block, they must close the document. Do not click “save” or “save as.” Saving or modifying the document will in-validate any digital signatures in the document. If the Office 2013 document is emailed to a person for a digital signature, it is best practice for the signer to save the document locally, sign the document, and reattach the newly signed document in an email response.



The screenshot shows a yellow warning banner with a blue information icon on the left. The text reads: "MARKED AS FINAL An author has marked this document as final to discourage editing." To the right of the text is a button labeled "Edit Anyway". Below the main text, there is a red instruction: "2nd and subsequent signers should ignore this warning and **NOT** click EDIT ANYWAY Simply sign and close the document and forward the new version".

How to Remove a Digital Signature block in Word or Excel 2013

If you need to remove the digital signature:

1. Open the document or worksheet that contains the visible signature you want to remove
2. Right click the signature
3. Click ***Remove Signature***
4. Select ***Yes***
5. You can also click the arrow next to Signature line in the Signature Pane, and click ***Remove Signature***

How to Add invisible digital signatures in Word or Excel 2013

You can add an invisible digital signature to protect the authenticity of a document's content. Signed documents have the **Signatures** button at the bottom of the document.

1. Click the **File** tab
2. Click **Info**
3. Under **Permissions**, click **Protect Document**, **Protect Workbook** or **Protect Presentation**.
4. Click **Add a Digital Signature**.
5. Read the Word or Excel message, and then click **OK**.
6. In the **Sign** dialog box, in the **Purpose for signing this document** box, type the purpose.
7. Click **Sign**.
8. After a file is digitally signed, the **Signatures** button appears, and the file becomes read-only to prevent modifications.



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<https://MilitaryCAC.com>

If you still have questions, visit:

<https://militarycac.com/questions.htm>