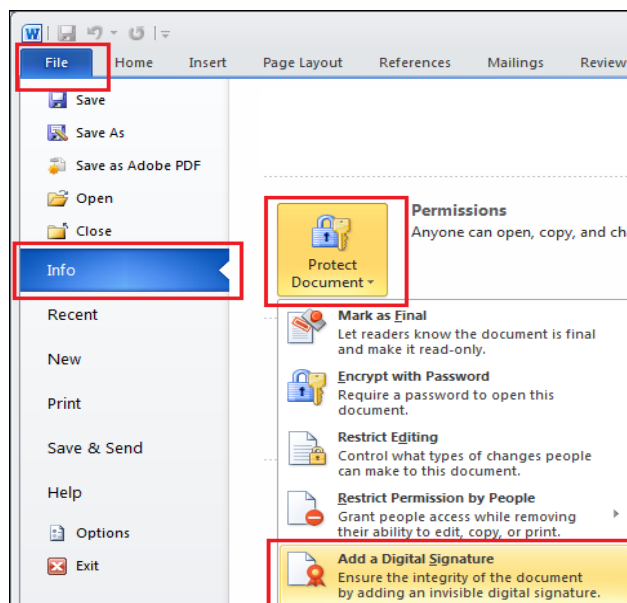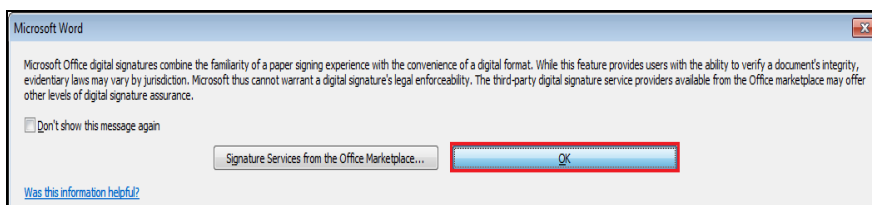# Semnarea documentelor Microsoft Office 2010

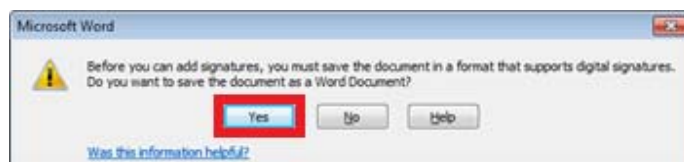1. Se introduce dispozitivul in portul/extensia **USB**
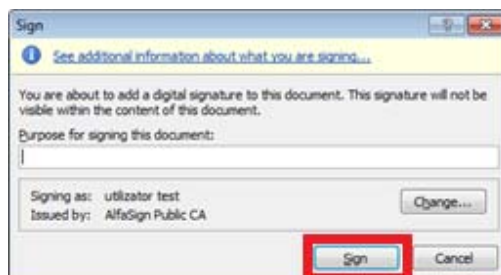2. Din Meniul File se alege submeniul Info >> Protect Document >> Add a Digital Signature

3. Se apasa butonul OK

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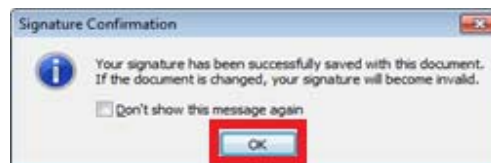

5. Daca se doreste sa se mentioneze motivul semnarii se introduce textul dorit in campul "*Purpose for signing this document*" si se apasa butonul Sign

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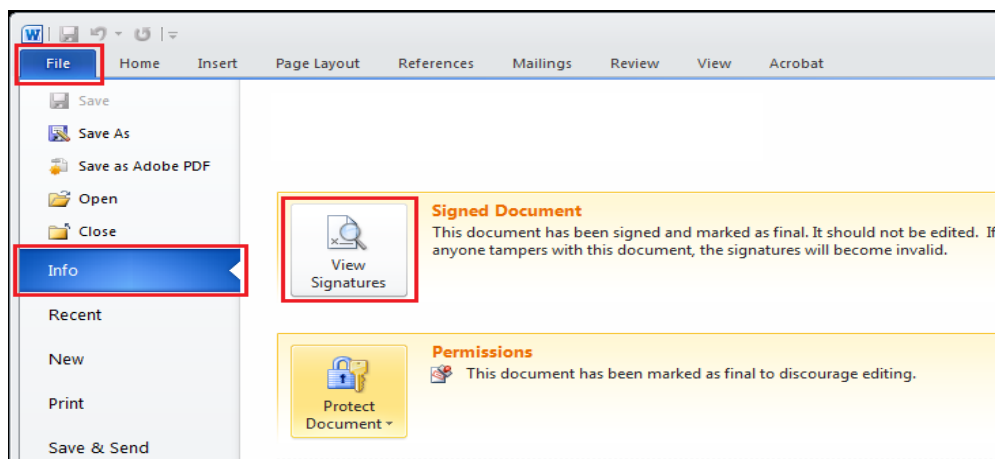

7. Se va apasa butonul OK pentru a incheia procesul de semnare a documentului.

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

   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