GUIDE FOR USING DIGITAL SIGNATURE CERTIFICATE

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This guide is prepared to the Departments / Offices / Organisations of the Central Government to know-how the technicalities for digitally signing the PDF for the purpose of e-Publishing of gazettes

Guide for Using Digital Signature Certificate

Guide for Digitally Signing the PDF

Guide for Digitally Signing the MS-Word Document

Guide for Digitally Signing the PDF

1. For digitally signing the document, it is assumed that the Department / Office / Organization has procured Digital Signature Certificate (DSC) for its Nodal Officer and has installed this DSC in the computer.

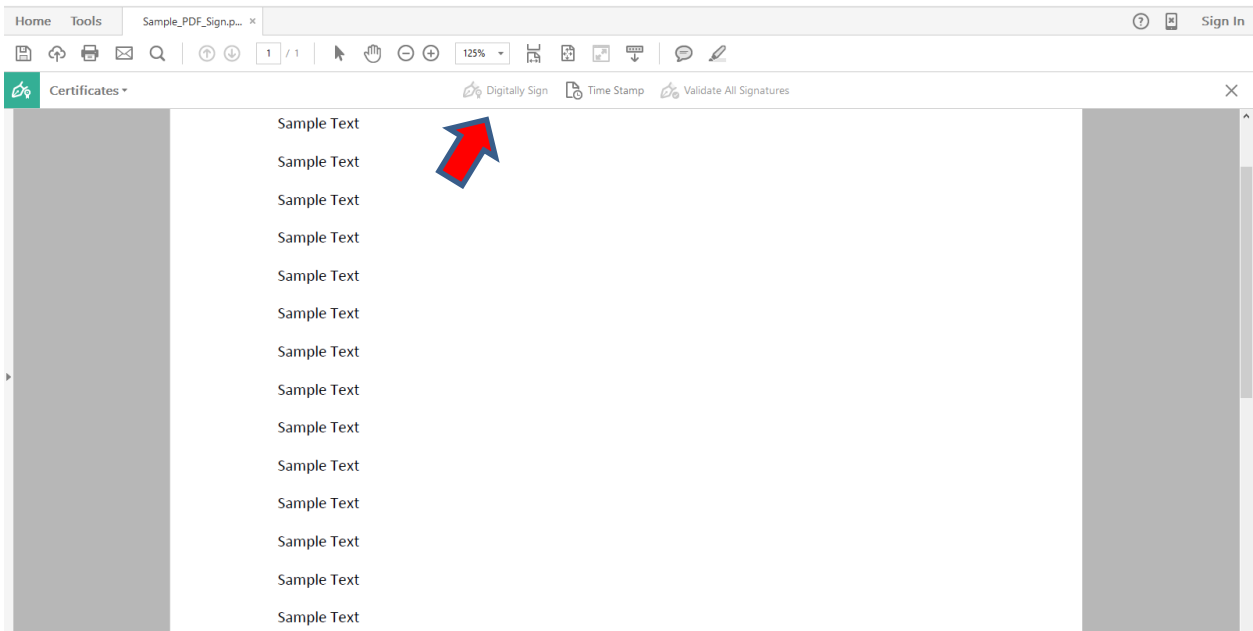2. Please *open* the PDF in Adobe Acrobat Reader which has to be digitally signed.
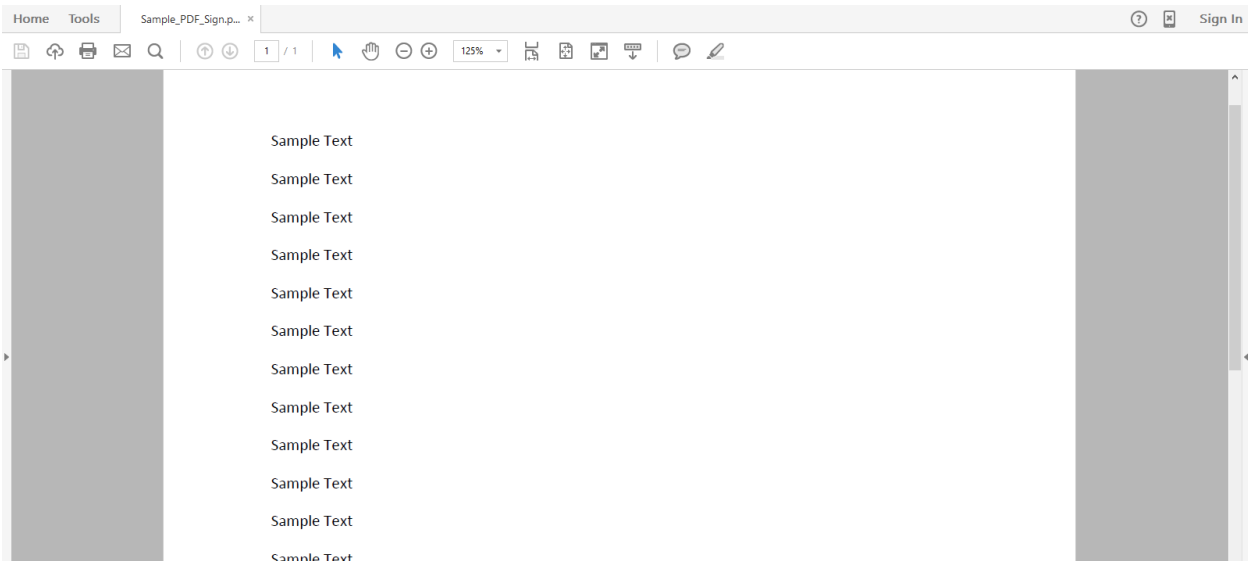
3. Please click on the *Tools* menu item in Top menu of Adobe Acrobat Reader.
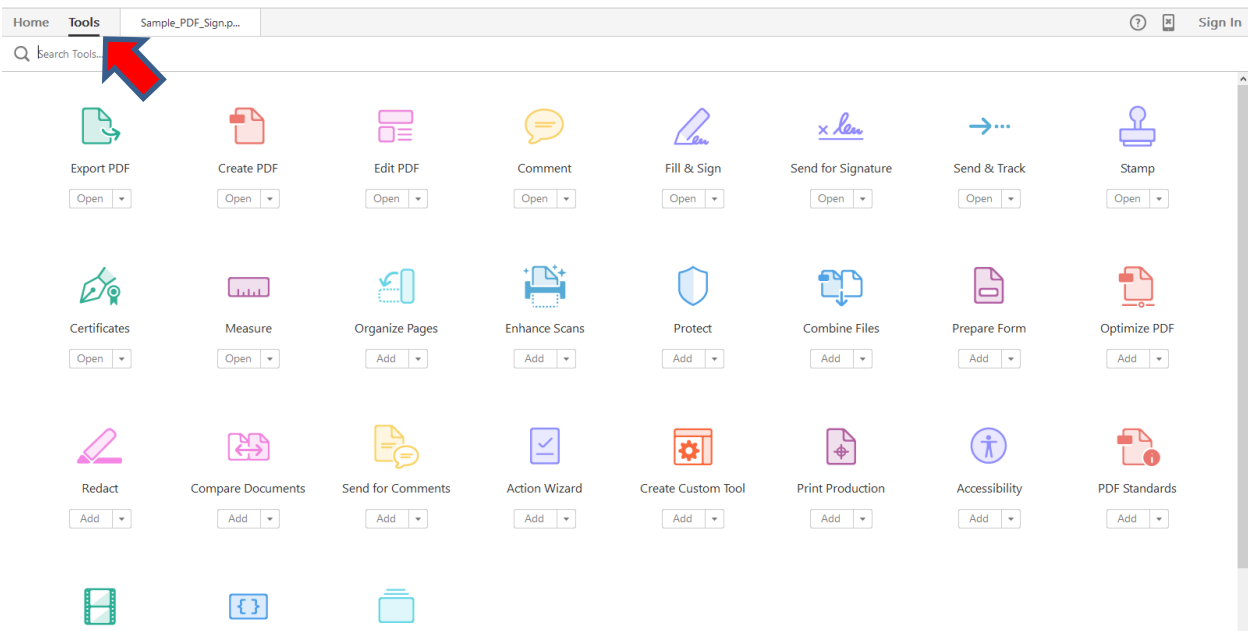

4. Please click on *Certificate* Tool in Tool menu page.
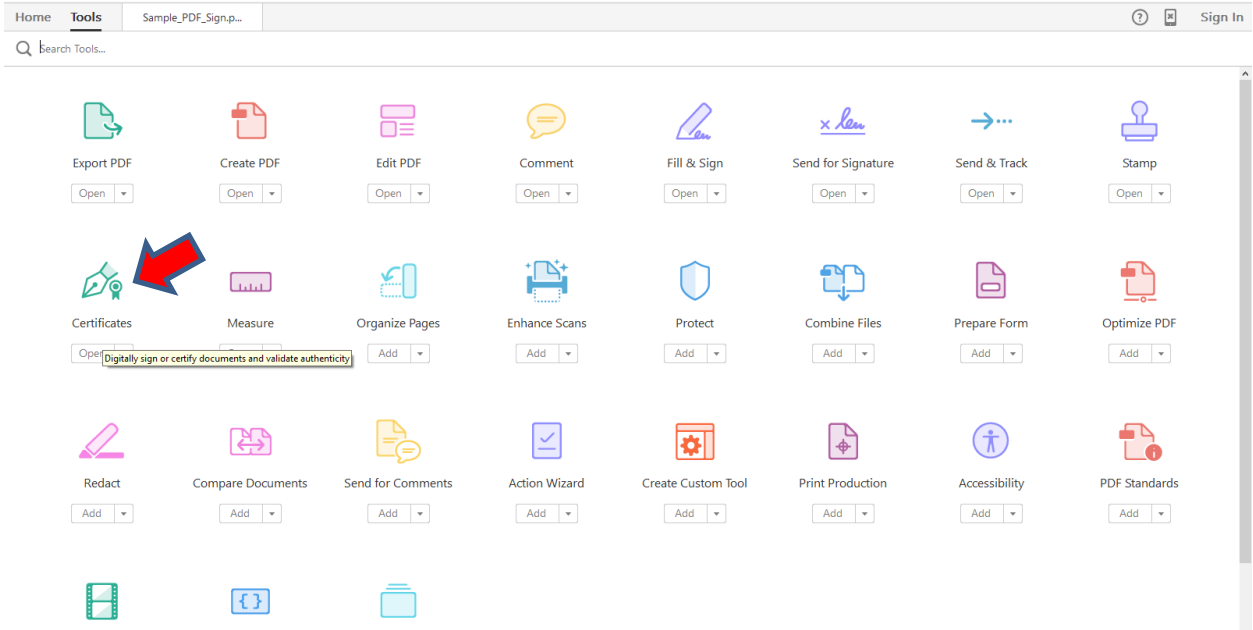
5. A menu bar will appear with options namely Digitally Sign, Time Stamp and Validate All Signatures. Please click on *Digitally Sign* option as shown below.


6. On click of *Digitally Sign* option, the following message box will appear. Please read carefully and click *OK* button.

7. On click of **OK**, a plus sign will appear on mouse pointer. Take the mouse / pointer to a place where you want to place your digital signature and **drag** to draw a box as shown below.

8. On release of mouse button, a **Sign Document** dialog box will appear as shown below.

9. Please select the correct and valid DSC of the Nodal Officer from list shown against *Sign As* option available in Sign Document dialog box.

10. After selecting the right certificate, click on *Sign* button as shown below.
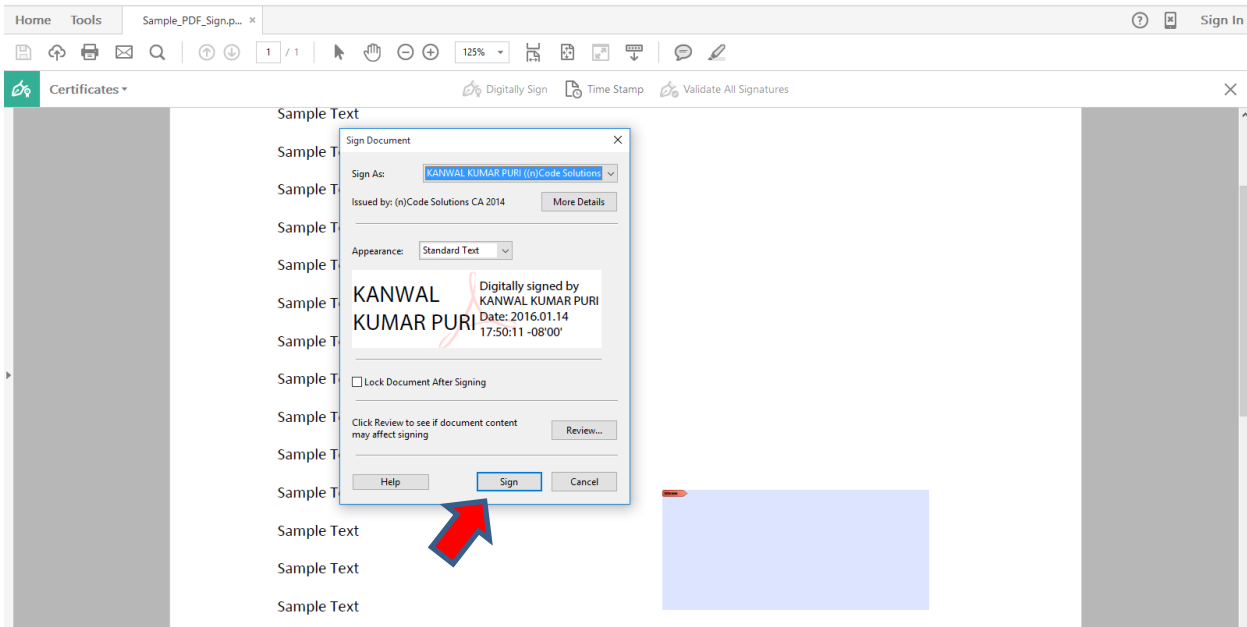
11. On click of *Sign* button, System will ask to insert the DSC token in the computer as shown below.
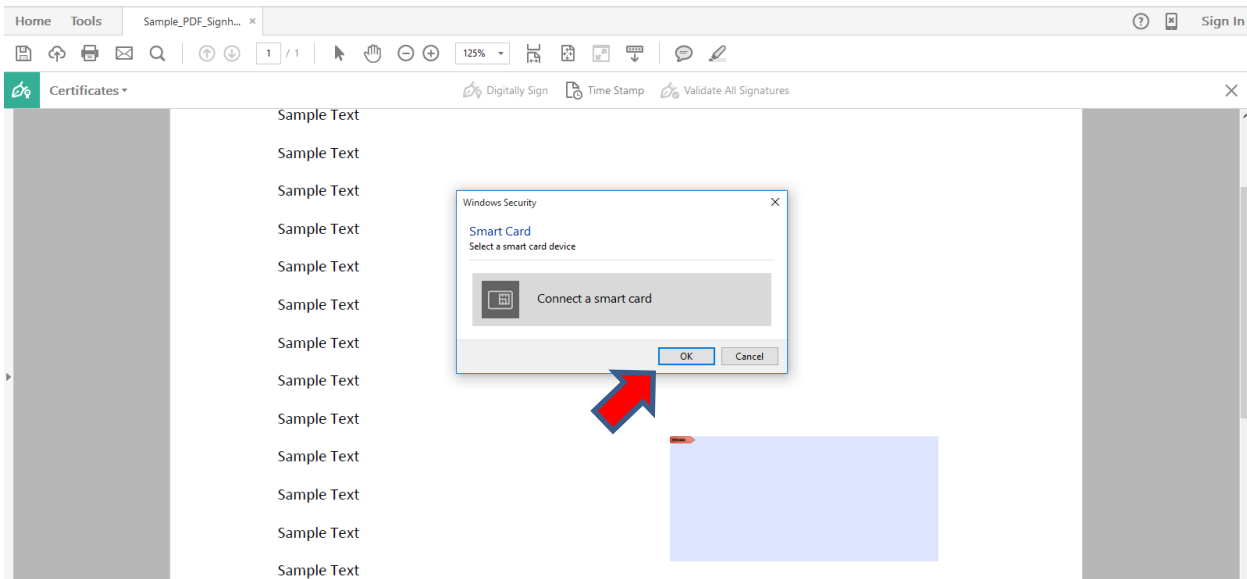
12. Please make sure that you insert the DSC token which belongs to the Nodal Officer and click *OK* button as shown above.

13. On click of *OK* button, *Save As* dialog box appears as shown below to save the digitally signed PDF, only if the selected certificate and the inserted DSC Token match with each other.
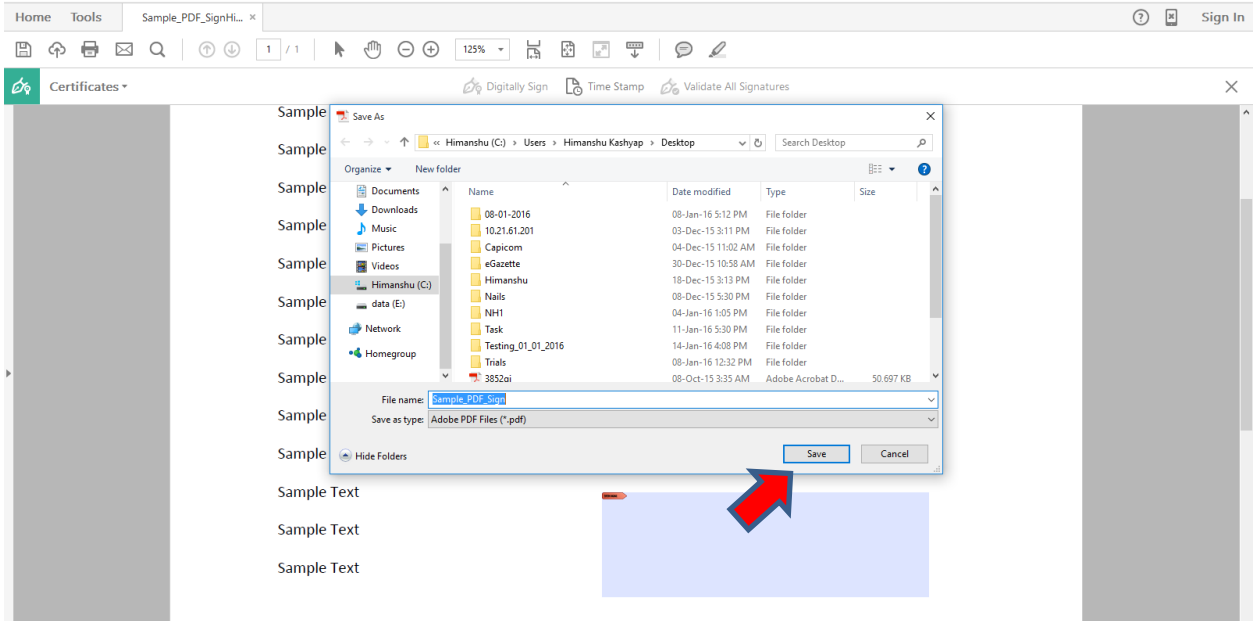
14. Please click the *Save* button to save the digitally signed PDF at the desired location as shown above.

15. If the selected certificate and the inserted DSC token do not match with each other, the following message appears.
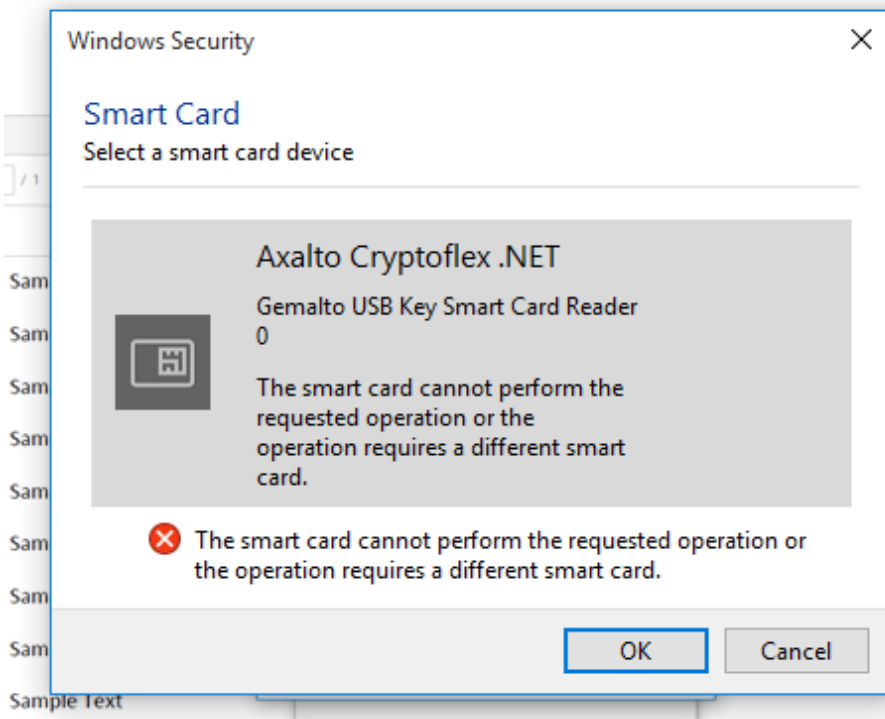

16. The system will not allow to proceed further until the selected certificate and the inserted DSC token do match with each other.

17. Then, the system will ask to enter the PIN of the inserted DSC Token as shown below.
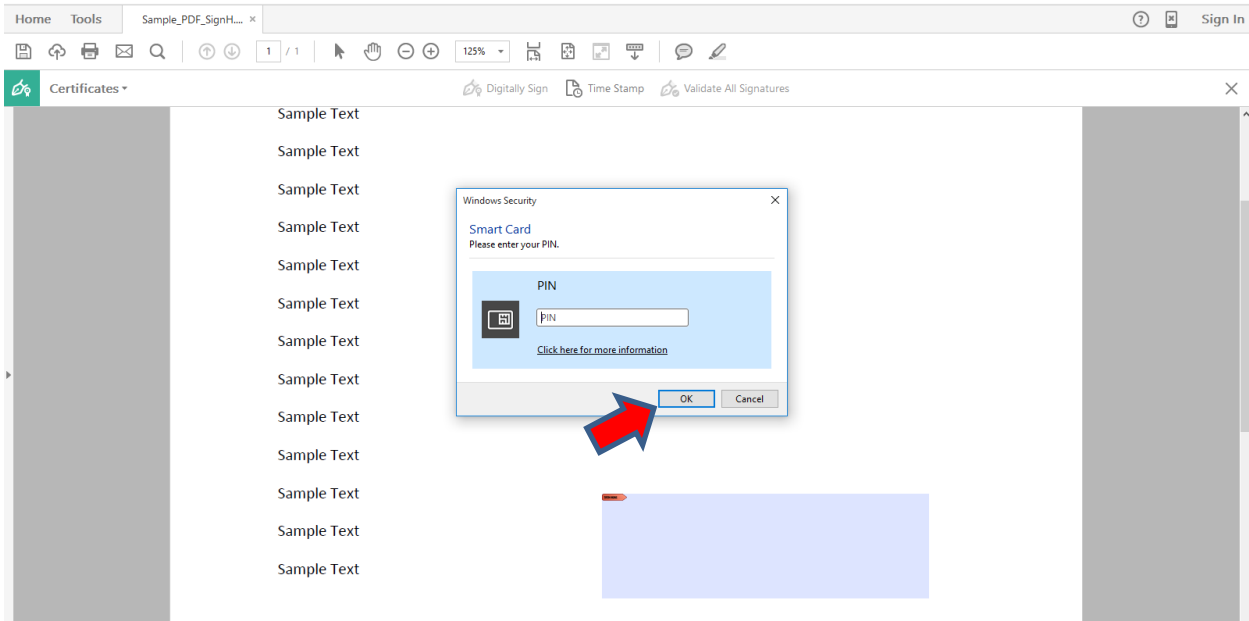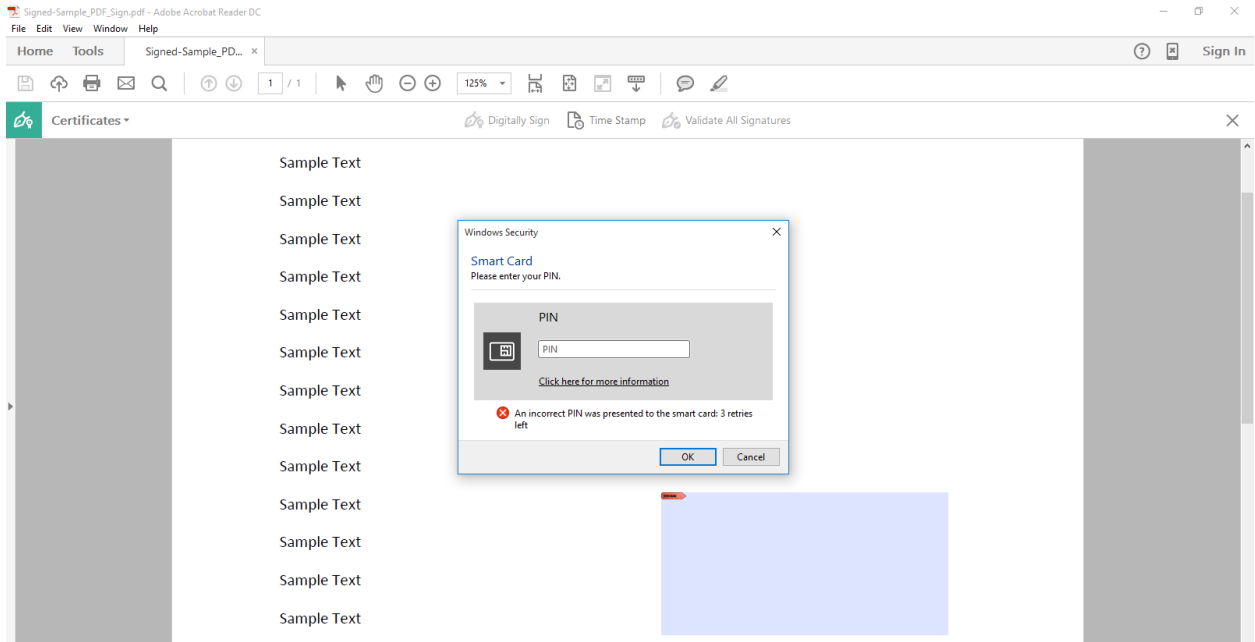

18. Please enter the PIN of DSC and click OK button as shown above.
19. If correct PIN is entered, the PDF is digitally signed with DSC of the Nodal Officer and the digital signature is placed on the PDF as shown below.
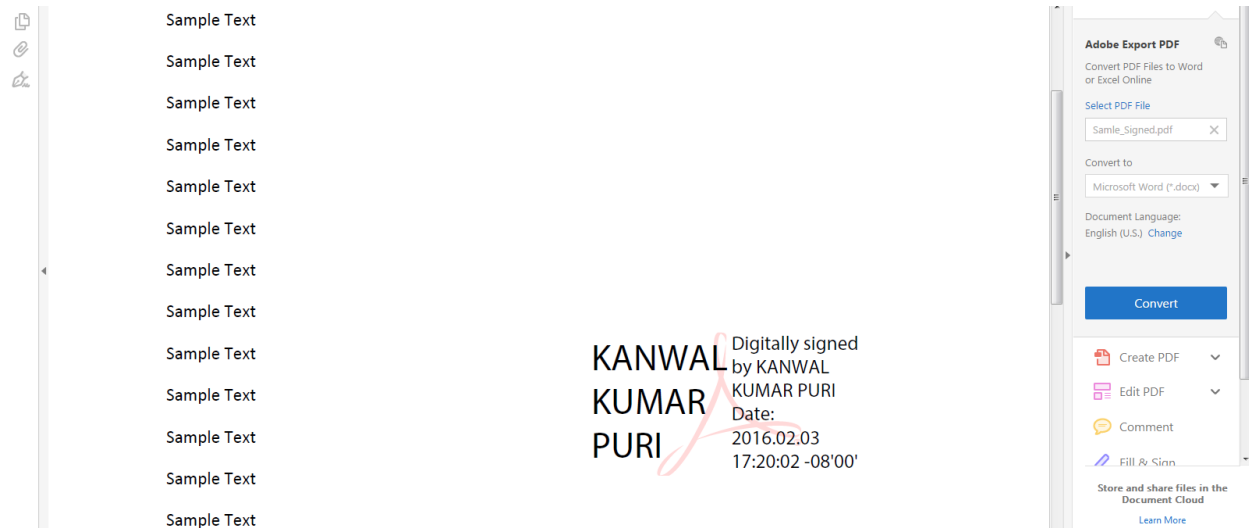
20. If wrong PIN is entered, an error message "An incorrect PIN was presented to the Smart card: 3 retries left" appears as shown below.

21. Please note that the correct PIN is to be entered within 3 attempts, otherwise the DSC token would be blocked.

22. If correct PIN is entered, the PDF is digitally signed with DSC of the Nodal Officer and the digital signature is placed on the PDF.

*** End of document ***

# Guide for Digitally Signing the MS-Word Document

1. For digitally signing the document, it is essential to have the Digital Signature Certificate (DSC) of Nodal Officer and have installed the same in the Nodal Officer's computer.
2. Open the MS-Word document in Microsoft Word.
3. Place the cursor in end of the document to show the details of digital signature.
4. Click *Insert* option available in menu bar as shown below.
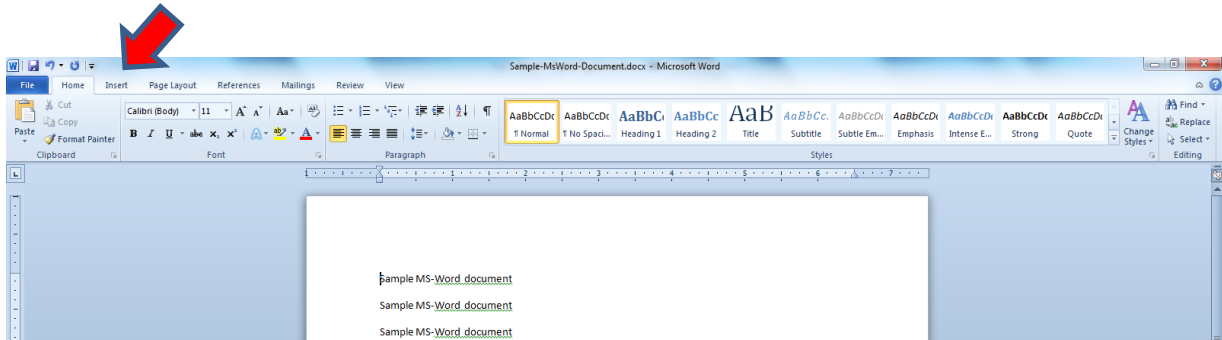
5. On click, all the menu items corresponding to Insert option will appear.
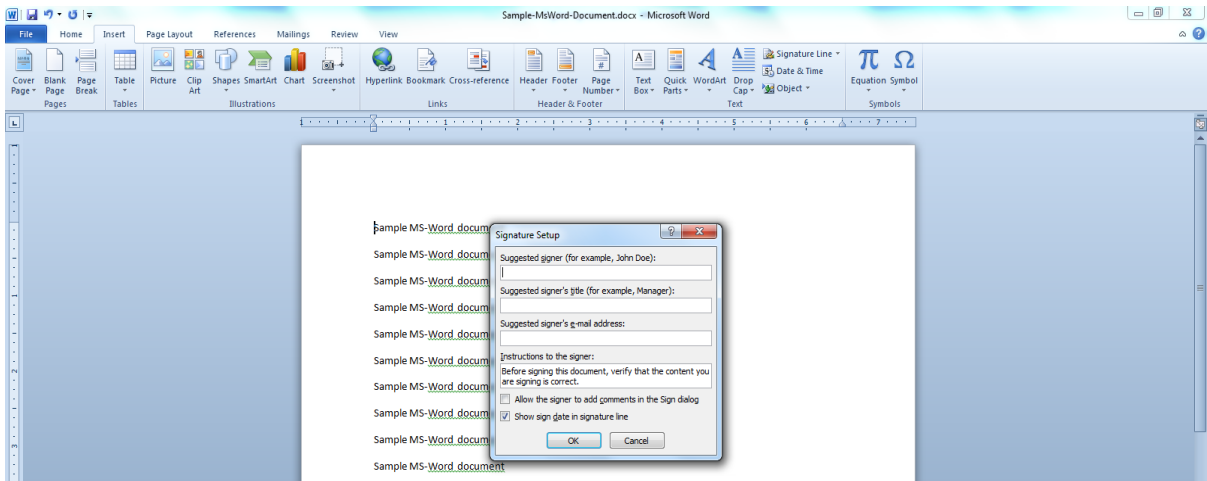6. Click the *Signature Line* option in Insert menu as shown below.
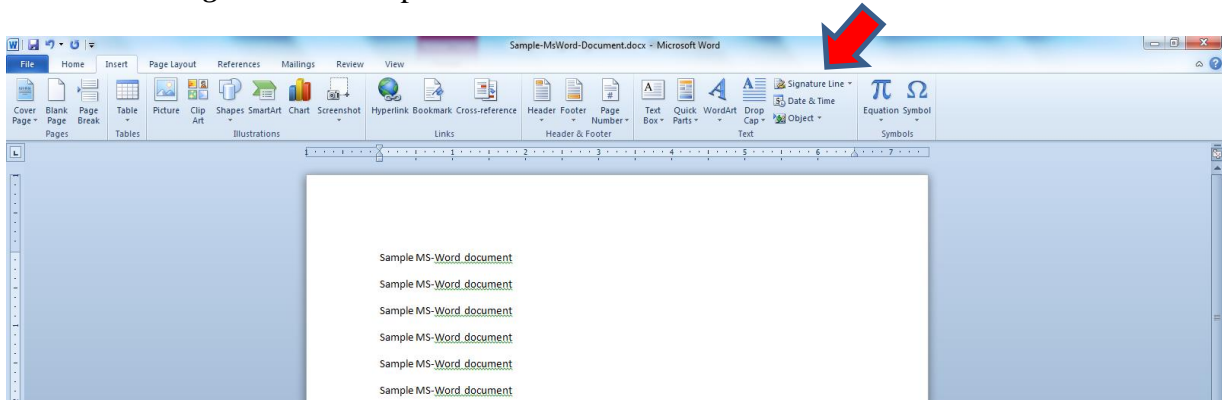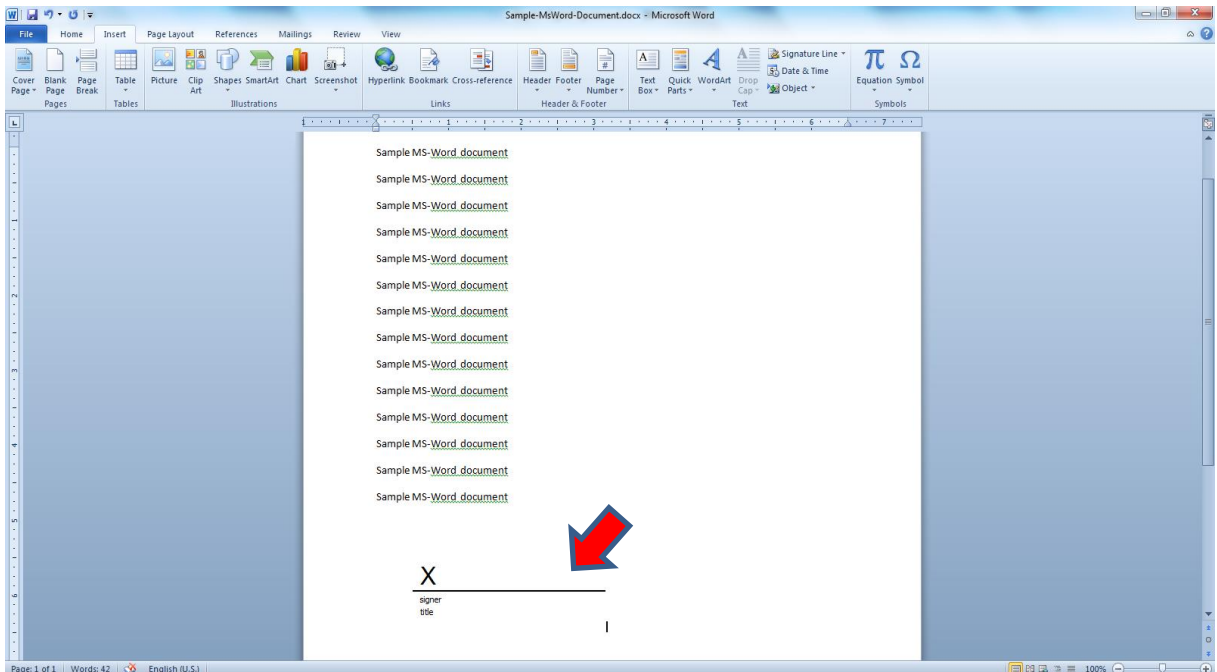

7. On click, the following dialog box will appear.
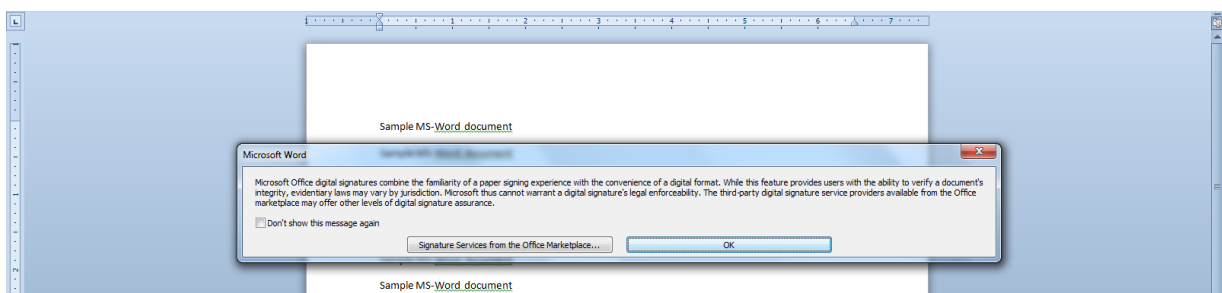
8. Please read the message and click *OK*.

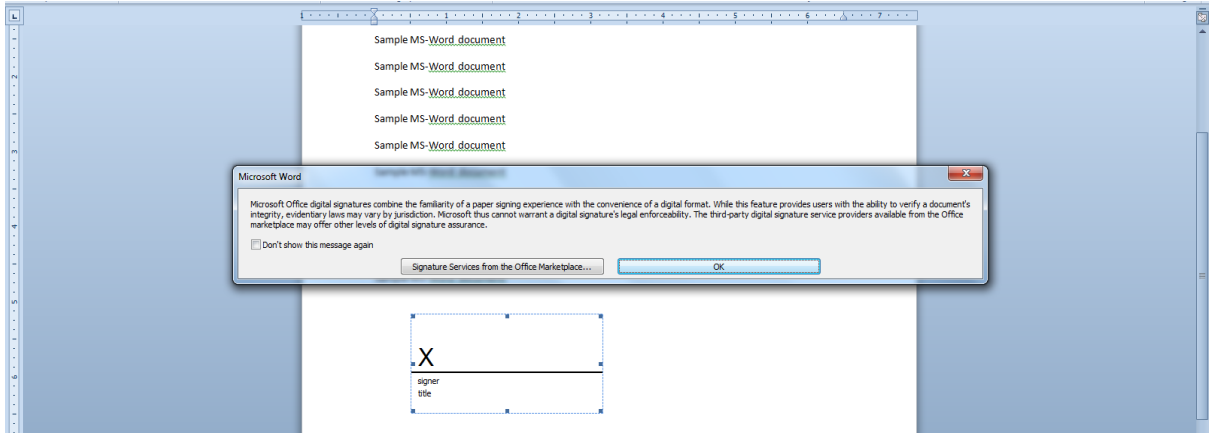9. On click, the *Signature Setup* dialog box appears as shown below.

10. Enter details in the Suggested signer text box, Suggested signer's title text box, and Suggested signer's e-mail address text box.
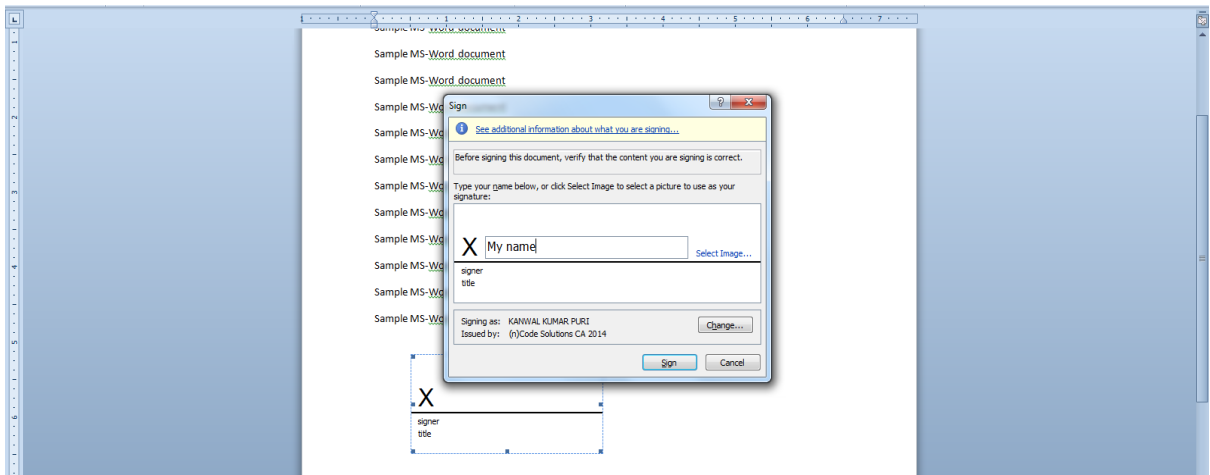
11. Then, click *OK*. On click, the digital signature line will appear along with the details entered as shown below.


12. Double-click the *digital signature line* to enter more information. On click, a dialog box will appear as shown below.

13. Click *OK*. On click, the following *Sign* dialog box appears.

14. In the **Sign** dialog box, you may either type your name or you may select a picture to use as your signature through *Select Image* link.
15. Click Sign button to proceed. On click, the system will ask to insert your smart card / DSC as shown below.
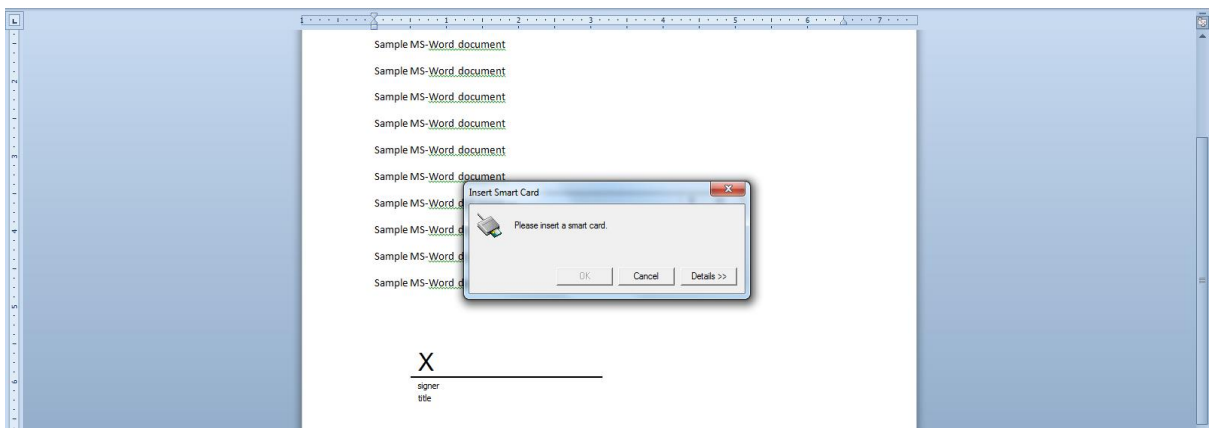
16. Please insert your smart card / DSC and click OK.
17. On click, the system will ask for the PIN as shown below.
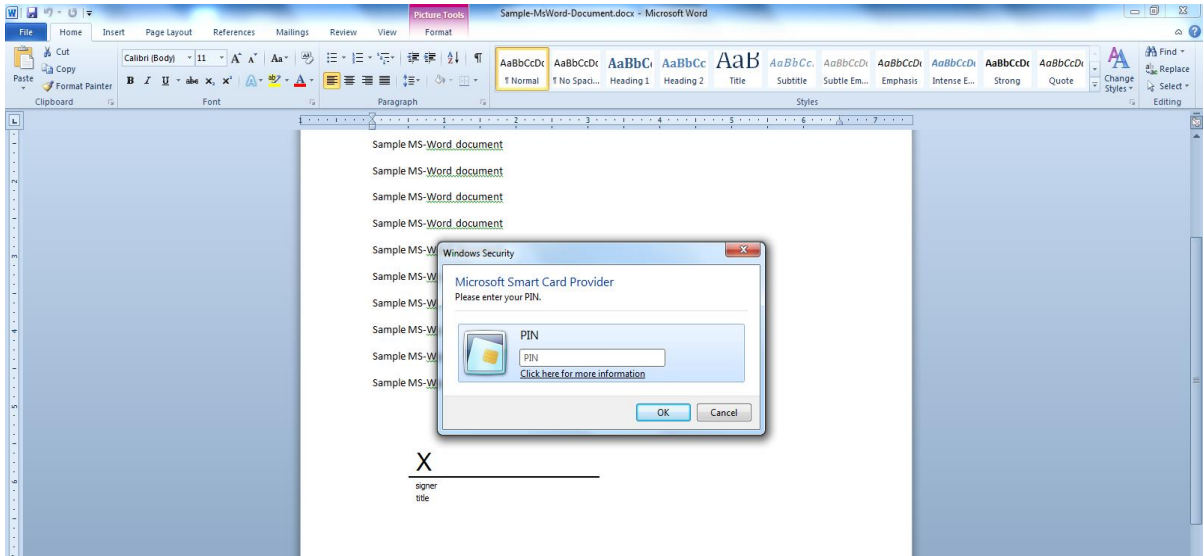
18. On entering a wrong PIN, the following error message appears.
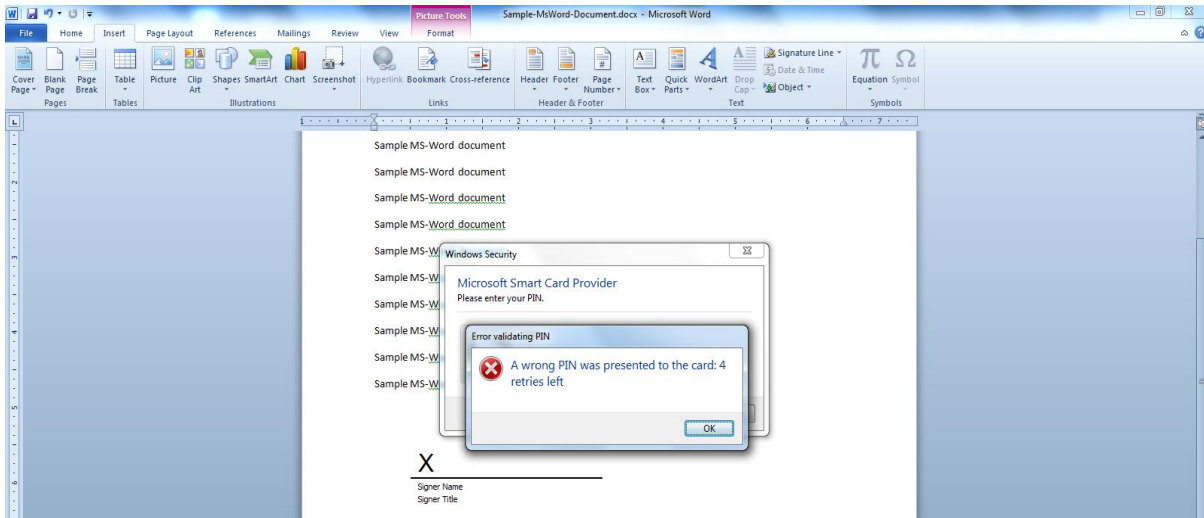
19. Please note that only a total of 5 attempts are allowed for entering the correct PIN.
20. On entering the correct PIN, the **Signature Confirmation** message confirming that the document has been digitally signed appears as shown below.
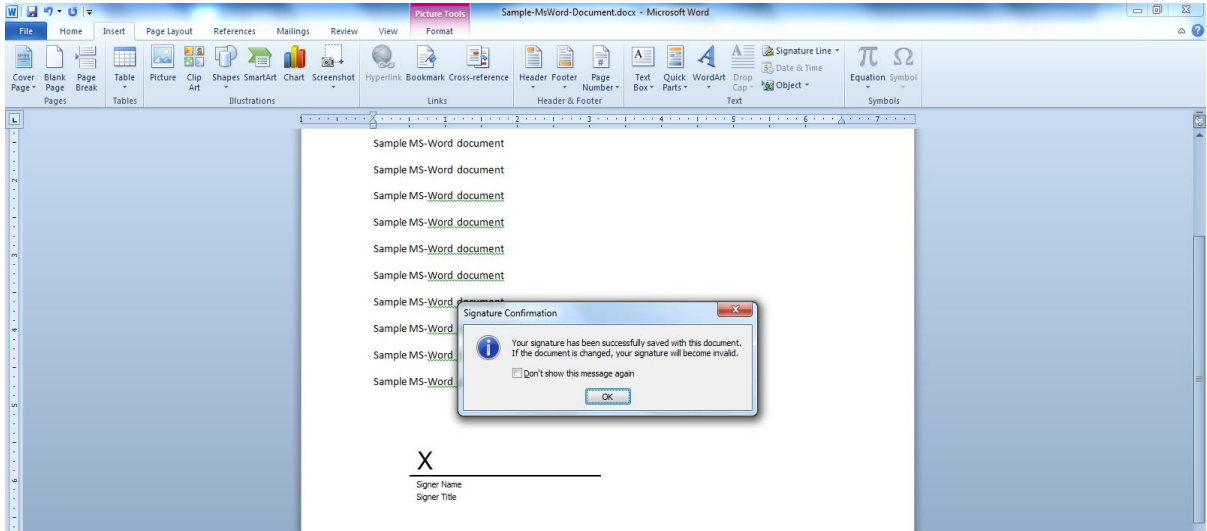
21. Click OK button. On click, the Name and the date of signing of document appears as shown below.
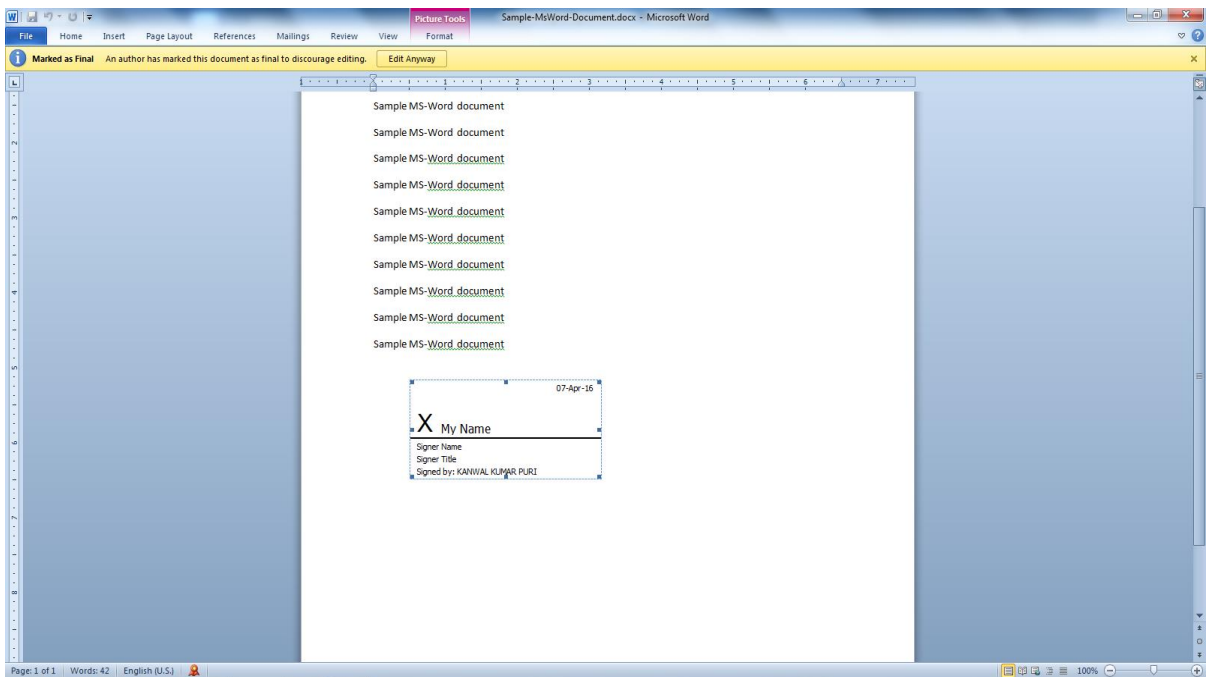
22. Now, the document is digitally signed by using the DSC of Nodal Officer.
23. Please note that the document is also marked as final.
24. Any modification in the document is not allowed as the document is locked.
25. If you attempt to modify the document, the digital signature will be removed.

*** End of document ***

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