



Using ChosenSecurity's Digital Certificates with Microsoft Office 2003

To use any of the security features in Microsoft Office 2003, you must first obtain a digital certificate. If you do not already have a digital certificate, please visit ChosenSecurity's website at www.chosensecurity.com to obtain a "My Certificate".

About Digital Signatures

You can digitally sign a document for many of the same reasons you might sign a paper document. A digital signature is used to authenticate digital information — such as documents, e-mail messages, and macros — by using computer cryptography. Digital signatures help to establish the following assurances:

- **Authenticity:** The digital signature helps to assure that the signer is who he or she claims to be.
- **Integrity:** The digital signature helps to assure that the content has not been changed or tampered with since it was digitally signed.
- **Non-repudiation:** The digital signature helps to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

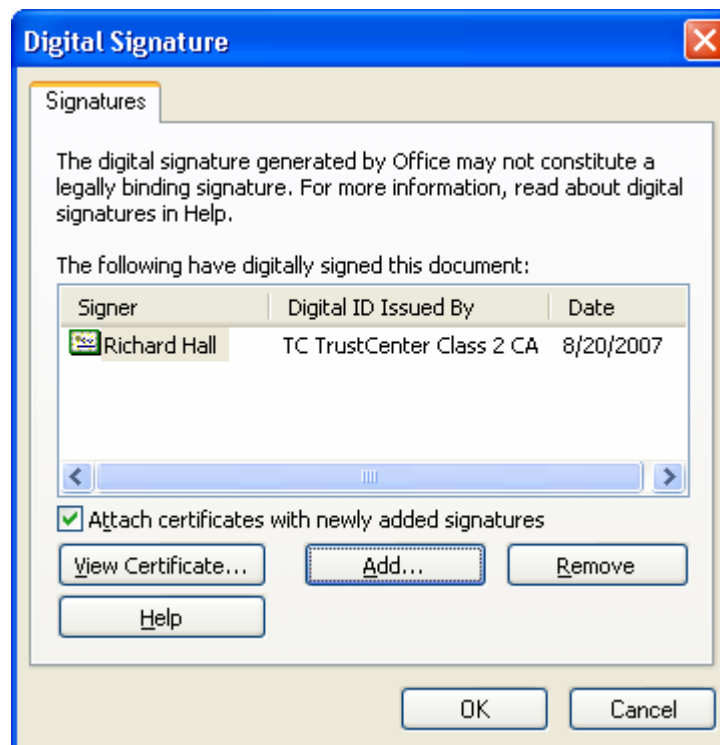
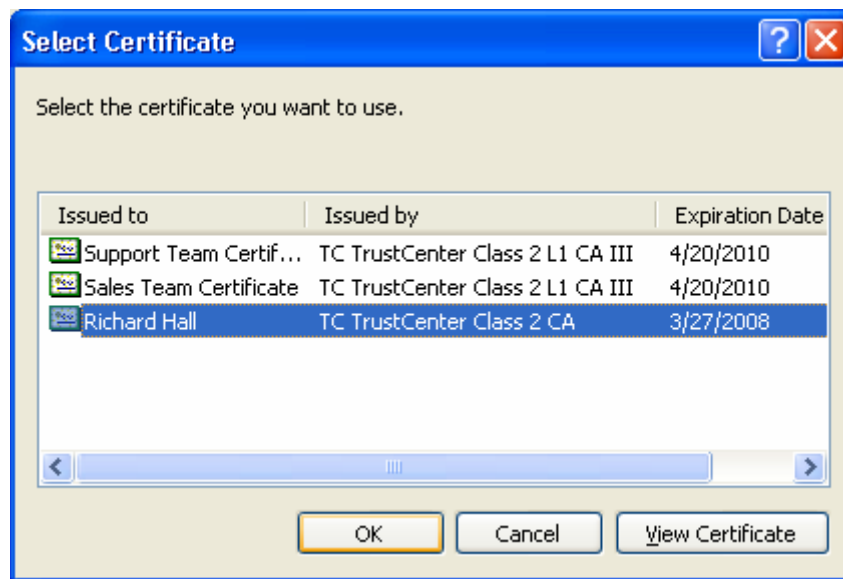
To make these assurances, the content creator must digitally sign the content by using a signature that satisfies the following criteria:

- The digital signature is valid (legitimate, current, and not expired or revoked).
- The certificate associated with the digital signature is current (not expired).
- The signing person or organization, known as the publisher, is trusted.
- The certificate associated with the digital signature is issued to the signing publisher by a reputable certificate authority (CA) such as ChosenSecurity powered by TC TrustCenter.

Digitally Signing Office 2003 Documents

After you have your digital certificate with private keys installed, you can digitally sign your office applications, such as Word, Excel and PowerPoint, by following these steps:

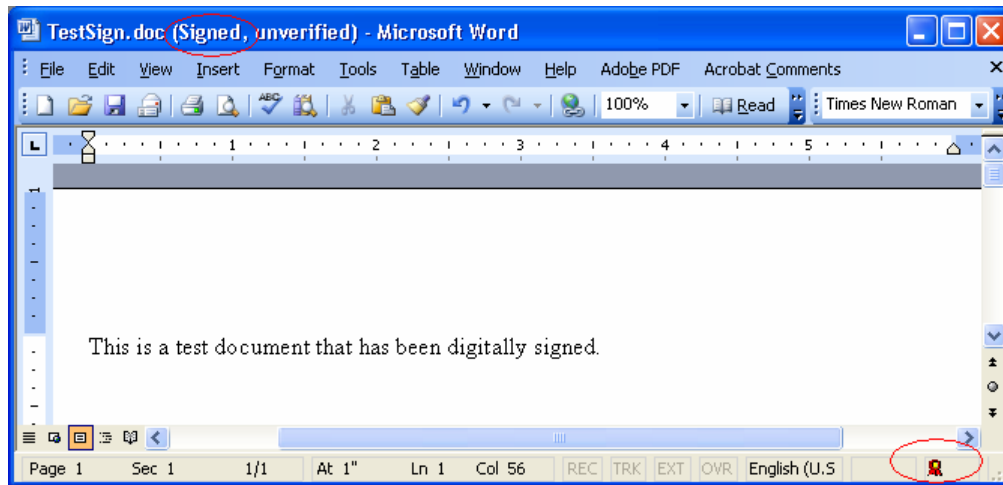
1. On the Tools menu, click Options, and click the Security tab.
2. Click Digital signatures.
3. Click Add.
4. Select the certificate you want to add, and then click OK.
5. Make sure that the option to "Attach certificates with newly added signatures" is checked and click OK.
6. Now save the document and it will now be digitally signed. The digital signature is apparent in two places on the document:
 - In the upper left-hand corner of the document, it will display the document name followed by (signed).
 - In the lower right-hand corner of the document, it will display a red ribbon.
7. Note: If you do not have the corresponding private keys that belong to a certificate, you will not be able to choose this certificate for signing a document.



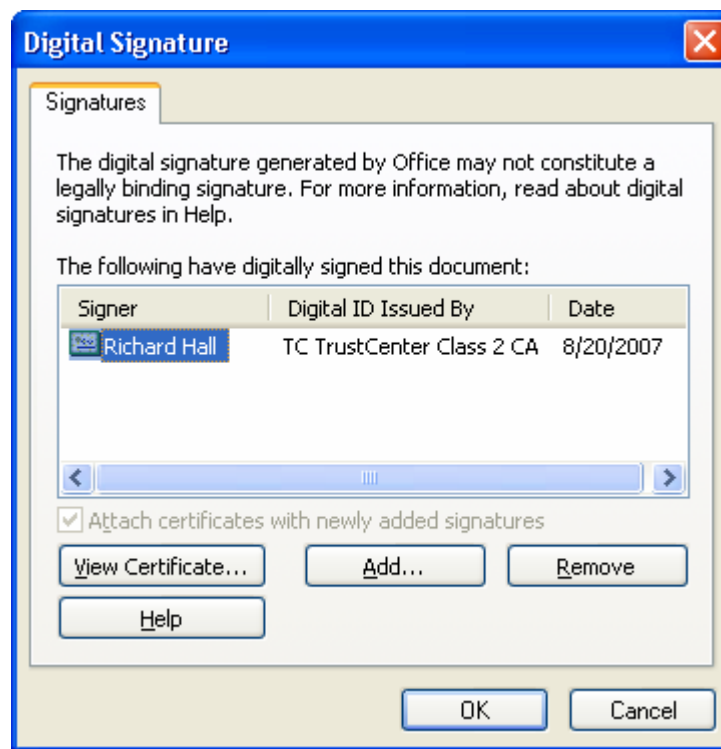
Verifying a Digitally Signed Document

When you open a digitally signed document there are two things apparent:

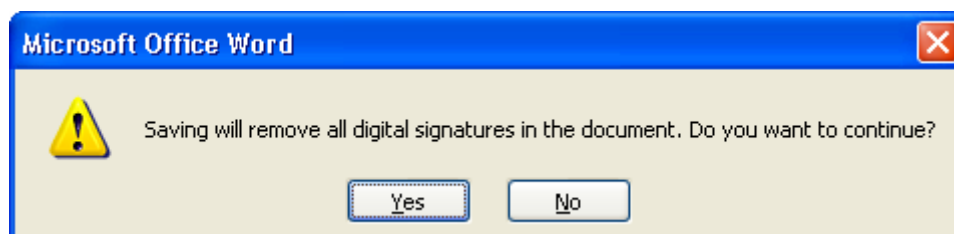
1. In the upper left-hand corner of the document, it will display the document name followed by (signed).
2. In the lower right-hand corner of the document, it will display a red ribbon.



A digitally signed document can be verified by clicking on the red certificate icon within the document and viewing the signer's certificate.



If a signed document is modified in anyway, the signature will be removed and invalidated.



Digitally Signing Office 2003 Macro Projects

To digitally sign macro projects, you can use either of the following methods:

1. Open the file that contains the macro project you want to sign.
2. On the Tools menu, point to Macro, and then click Visual Basic Editor.
3. In the Project Explorer, select the project you want to sign.
4. On the Tools menu, click Digital Signature.
5. Do one of the following:
 - If you haven't previously selected a digital certificate or want to use another one, click Choose, select the certificate, and then click OK twice.
 - To use the current certificate, click OK.