

YATANARPON TELEPORT COMPANY LTD.,

YATANARPON
CERTIFICATION
AUTHORITY

USER MANUAL FOR SIGNING IN MICROSOFT OFFICE (2007)

Yatanarpon Teleport Company Ltd.,
Hlaing Universities Campus,
Hlaing Township, Yangon, Myanmar
Ph: 951-652233, Fax: 951-652244
Email: opetraingca@myanmar.com.mm
URL: <http://www.yatanarponca.com.mm>

Table Content

Digital Certificate For Microsoft Office Word

1. Create a Signing Document	3
2. To View Certificate Information	5
3. Remove Digital Signature from Office Document	7

Digital Certificate For Microsoft Office Excel

4. Create a Signing Document	9
5. To View Certificate Information	11
6. Remove Digital Signature from Office Document	13

Digital Certificate For Microsoft Office Power Point

7. Create a Signing Document	16
8. To View Certificate Information	18
9. Remove Digital Signature from Office Document	20

Digital Certificate for Microsoft Office Word

Create a Signing Document

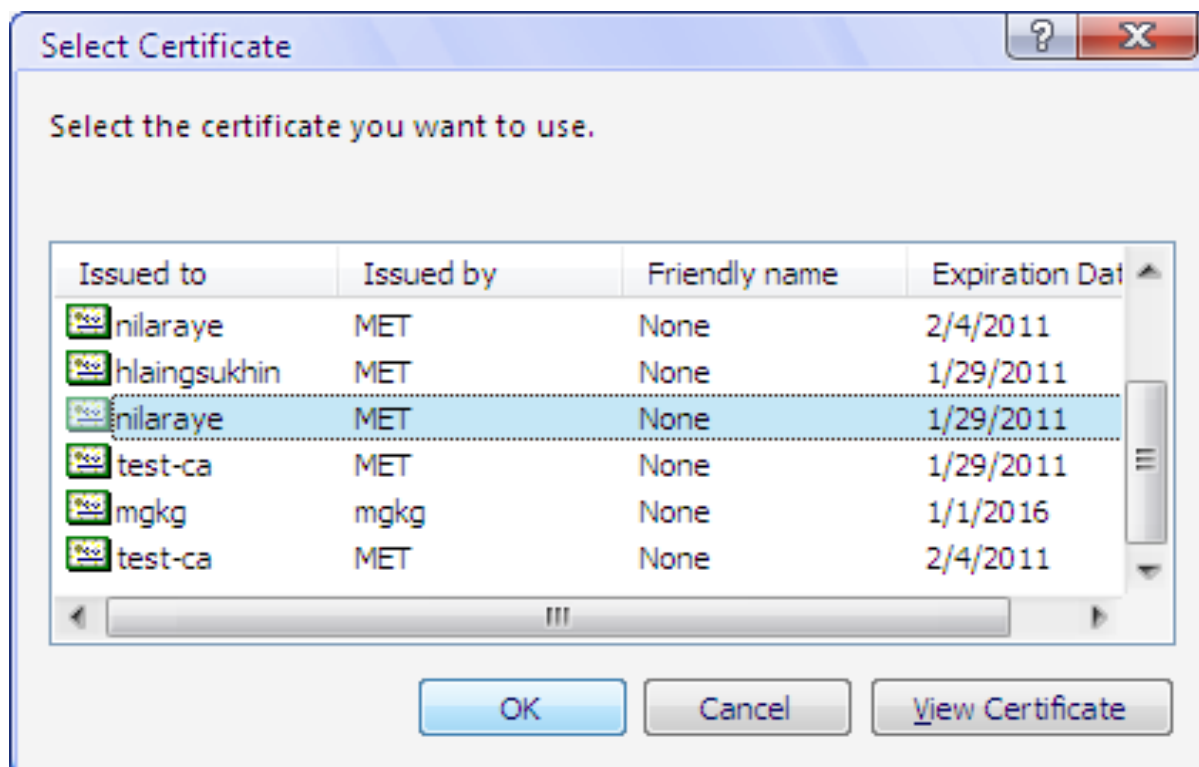
1. Click the Microsoft Office button, point to Prepare and then Click Add a Digital Signature.

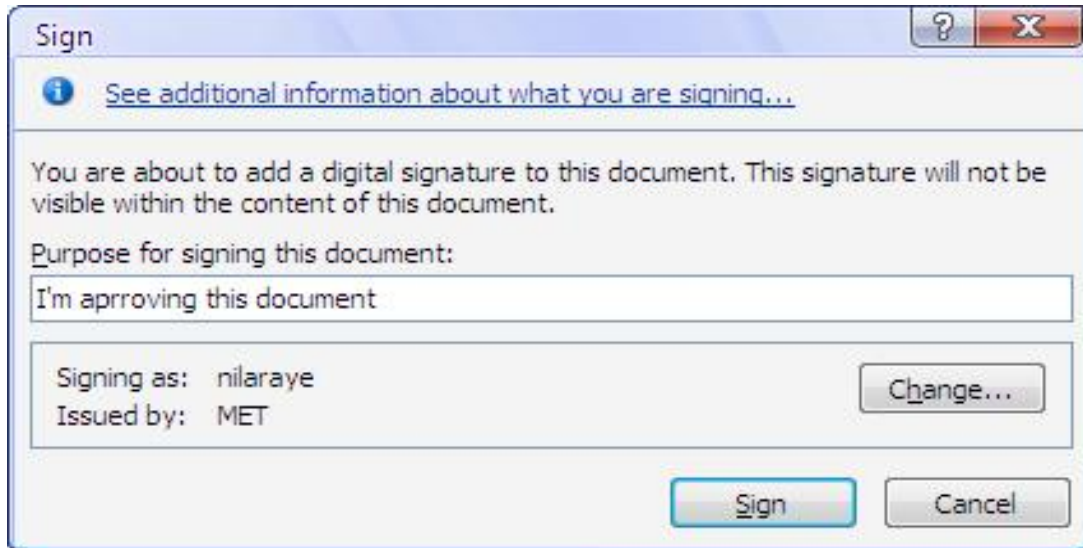


2. Click OK.



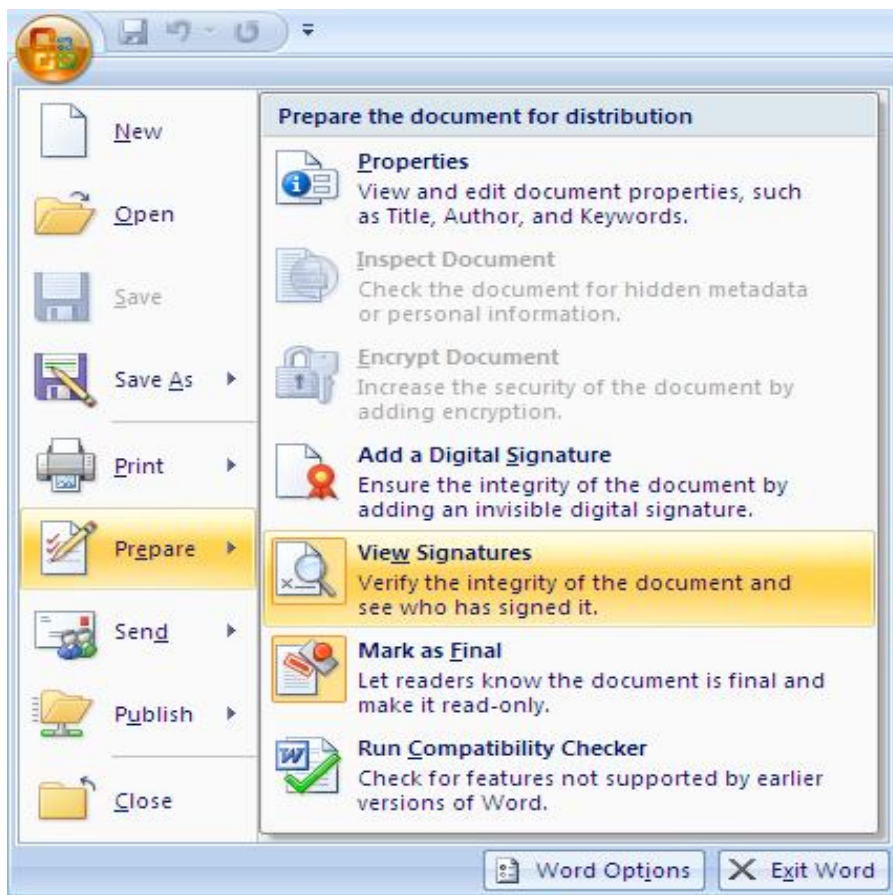
3. Type the Purpose for signing this document in the Sign dialog box. If you want to change signature ID click Change button and then select you want to use the Signature ID then click Ok. Then click Sign.



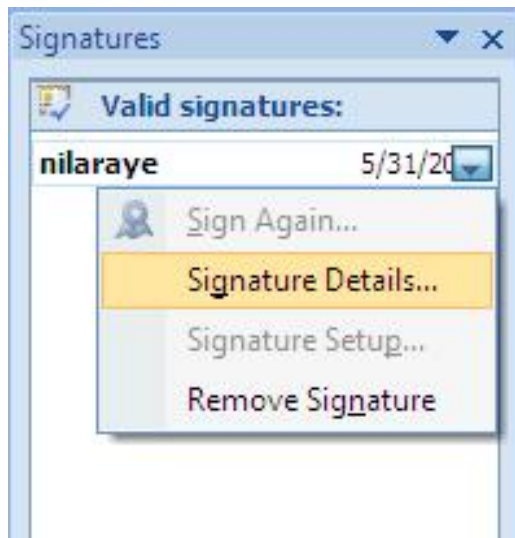


To View Certificate Information

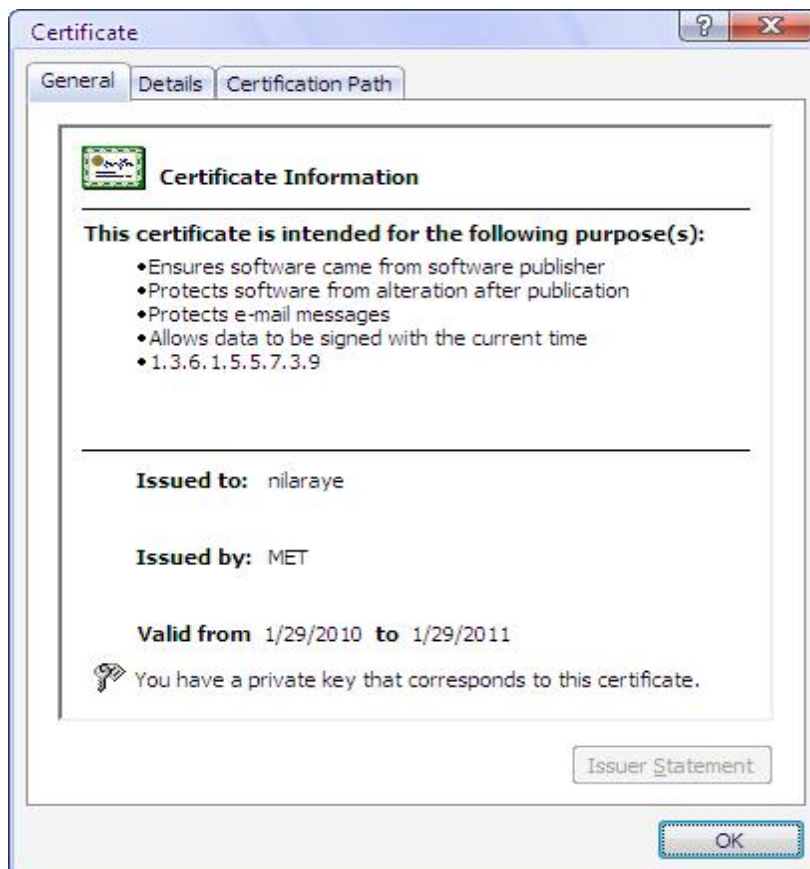
1. From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.

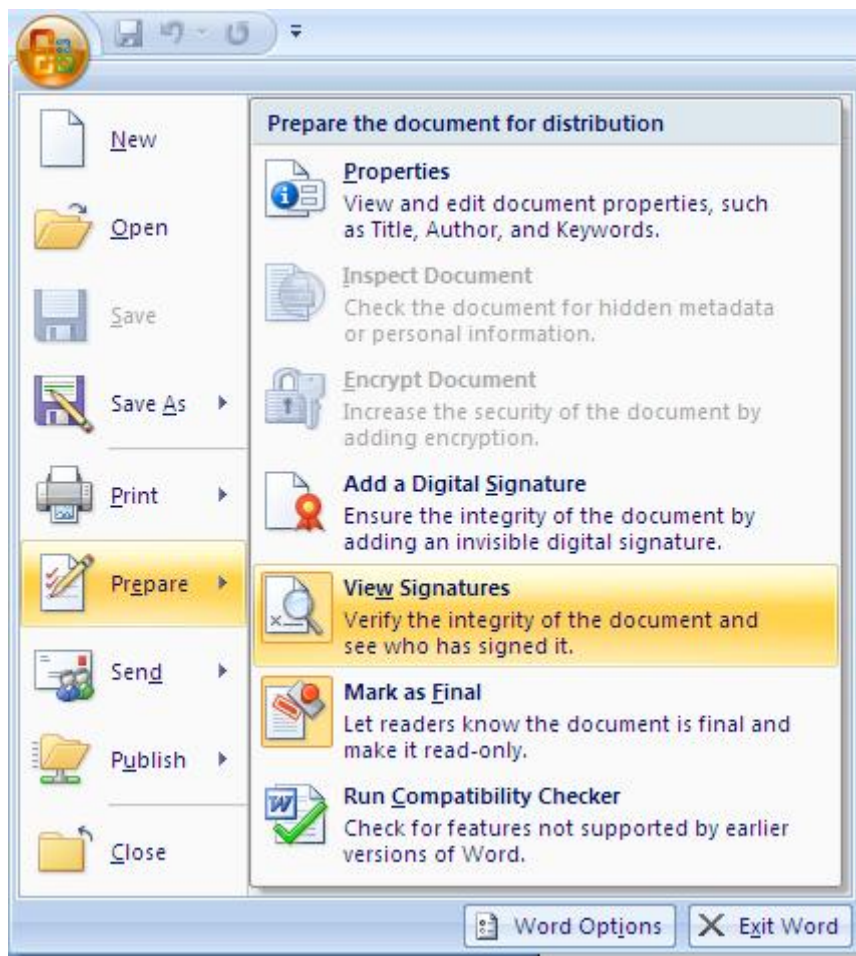


3. The Signature Details will appear click View then you can view the signature information.

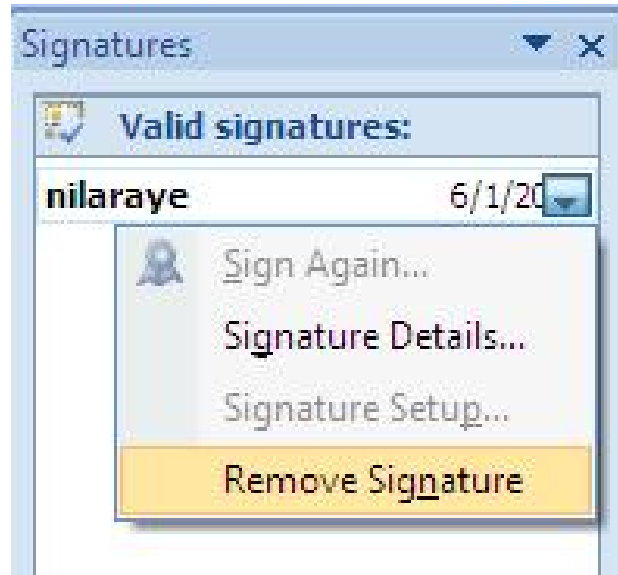


Remove Digital Signature from Office Document

1. You want to remove signature, Open document.
2. Click Microsoft Office button, point to Prepare and then click View Signatures.



3. In the Signatures task pane, click the arrow and then click Remove Signature.



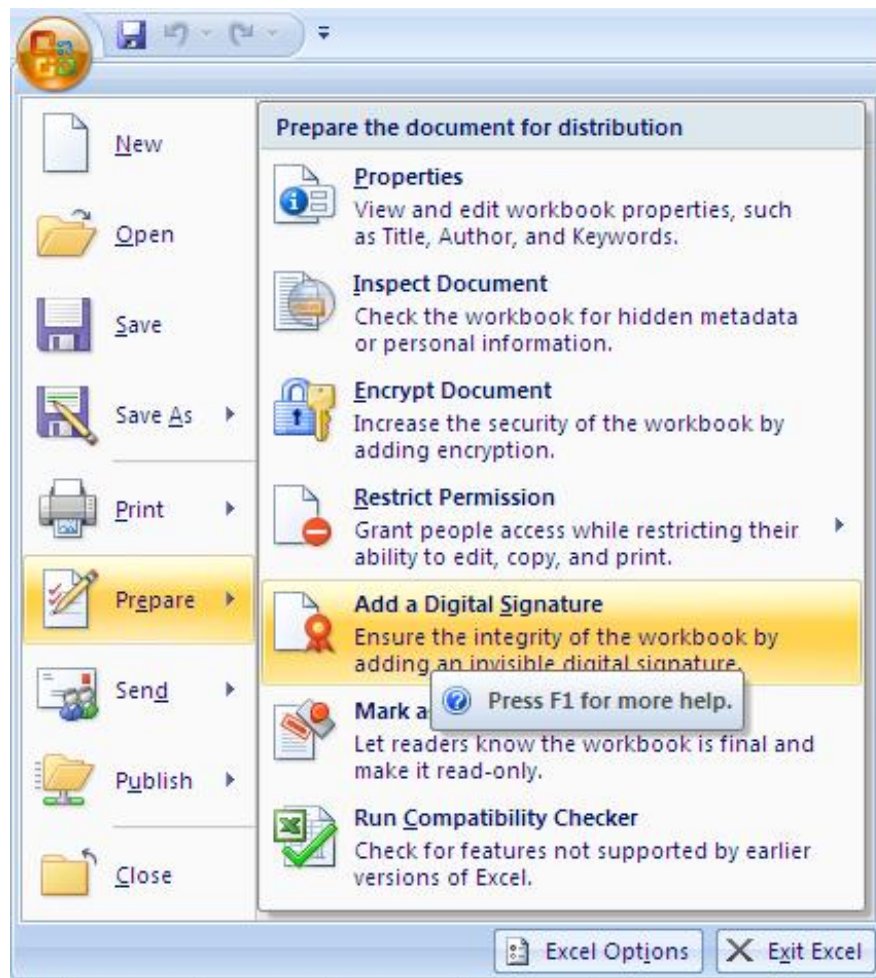
4. If you want to permanently remove the signature, click yes and then click OK.



Digital Certificate for Microsoft Office Excel

Create a Signing Document

1. Click the Microsoft Office Button, point to Prepare and then click Add a Digital Signature.

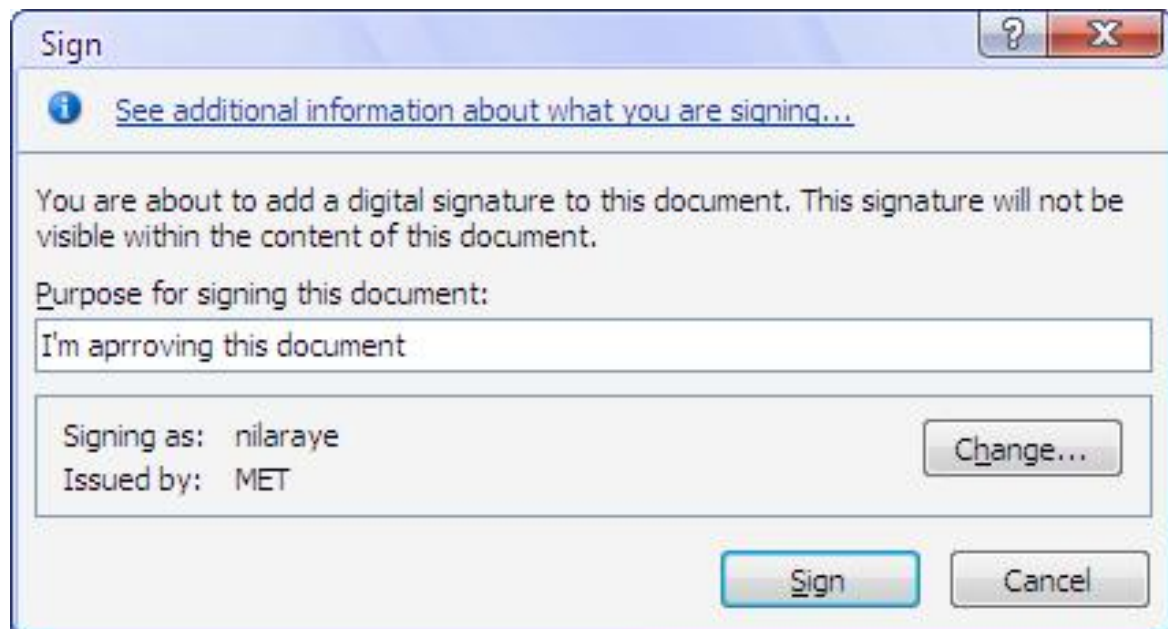


2. Click OK.



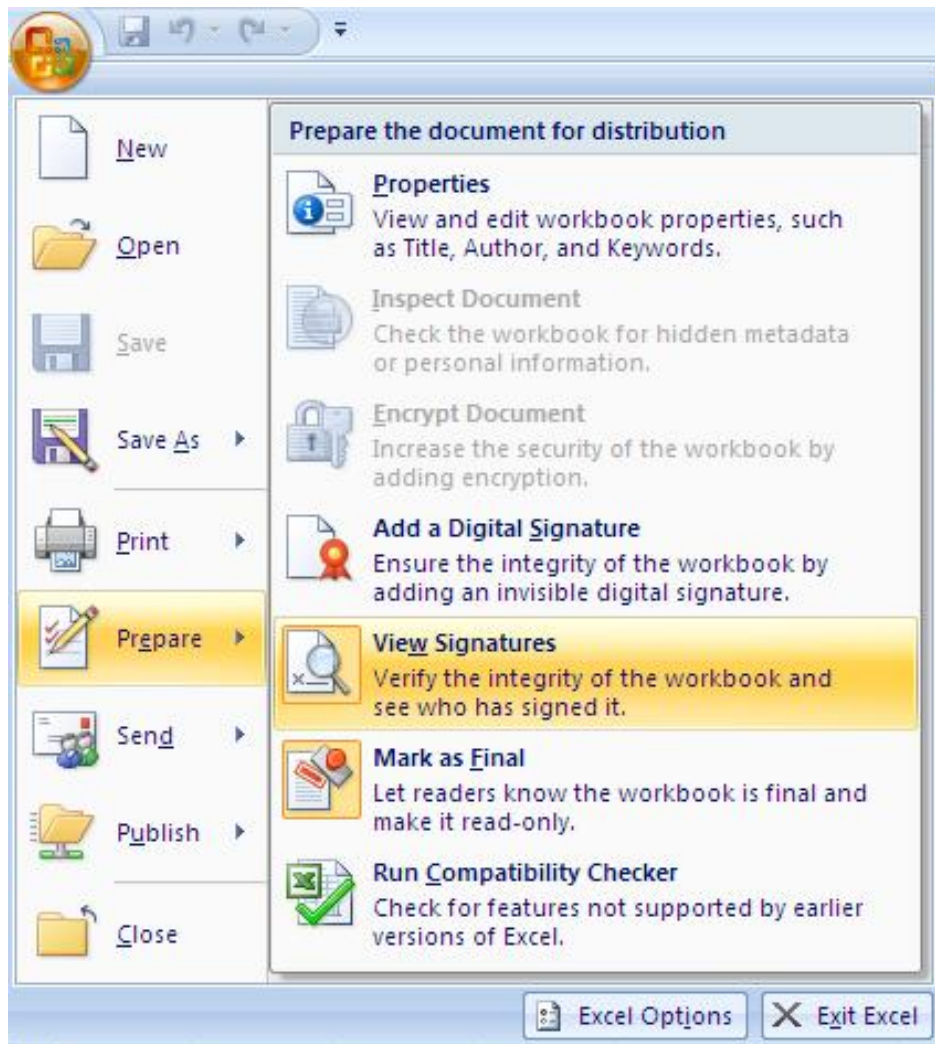
3. Type the Purpose for Signing document in the Sign dialog box.

4. Click Sign.

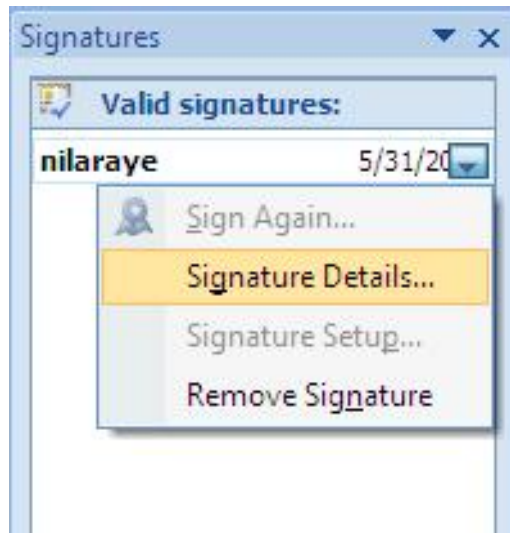


To View Certificate Information

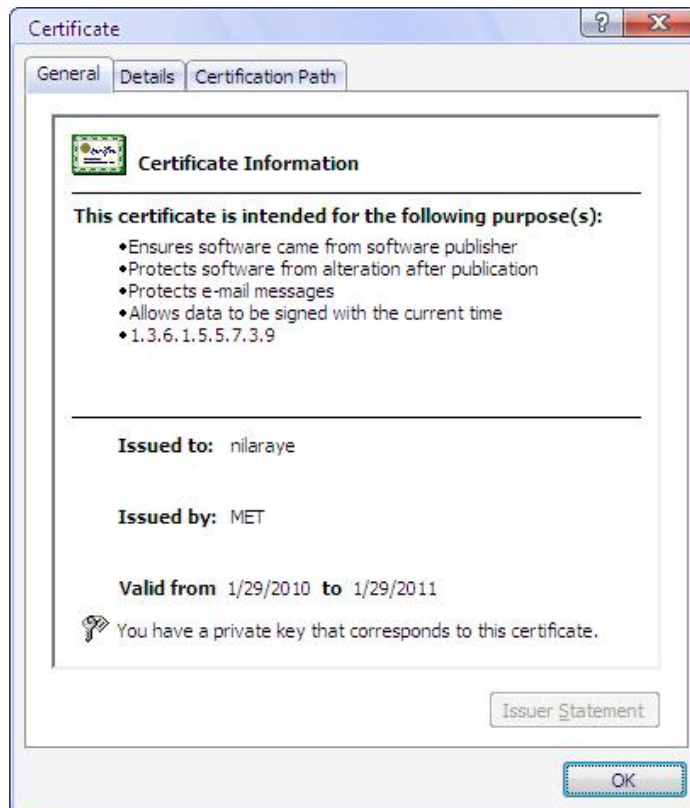
1. From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.

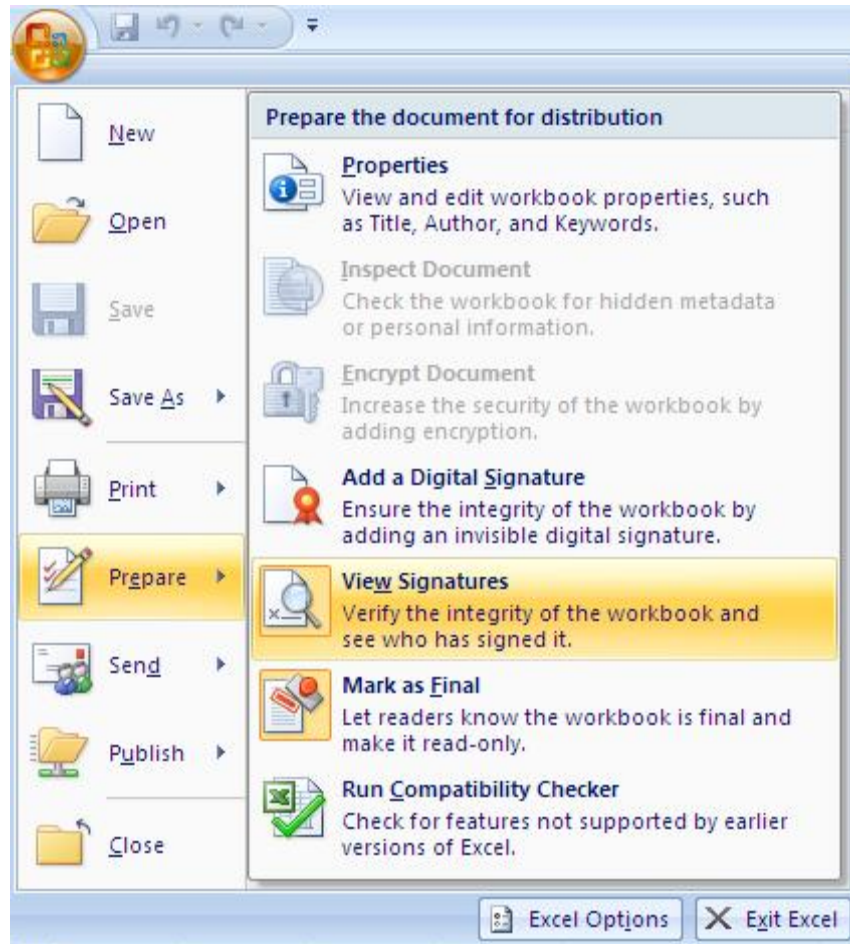


3. The Signature Details will appear click View then you can view the signature information.

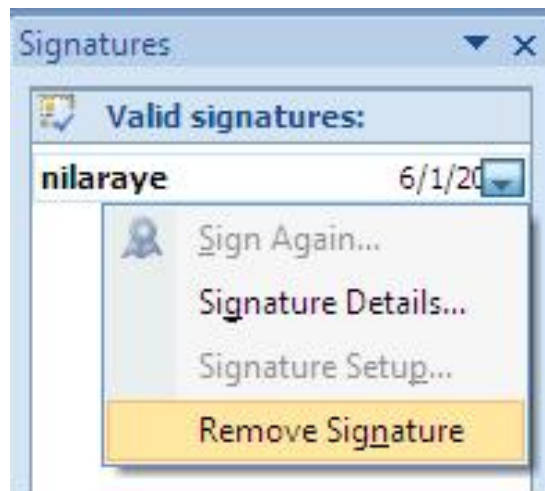


Remove Digital Signature from Office Document

1. You want to remove signature, Open document.
3. Click Microsoft Office button, point to Prepare and then click View Signatures.



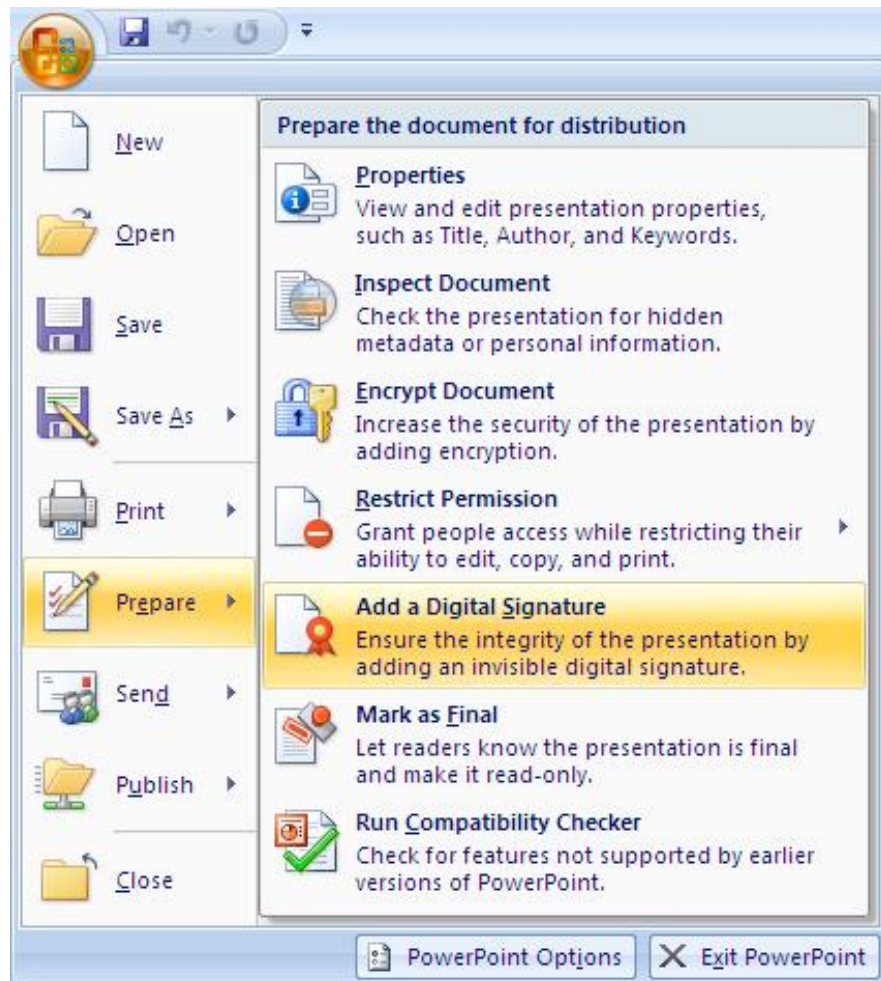
4. If you want to permanently remove the signature, click yes and then click OK.



Digital Certificate for Microsoft Office Power point

Create a Signing Document

1. Click Office button, Point to Prepare > Add a Digital Signature and then Click OK.

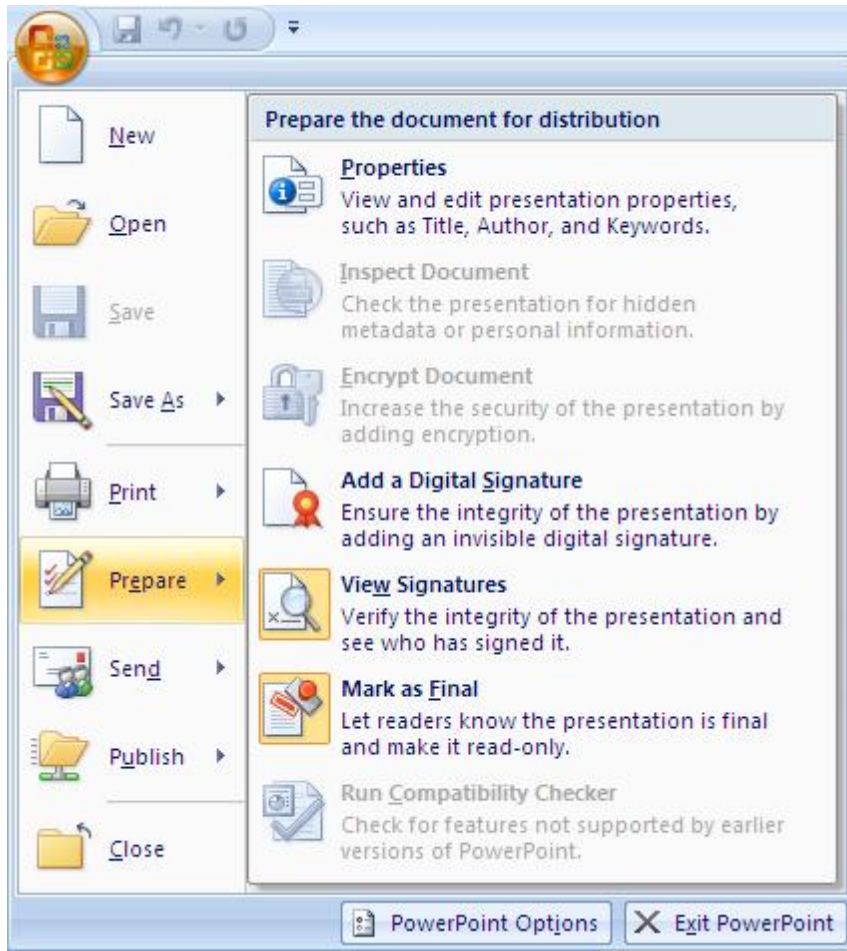




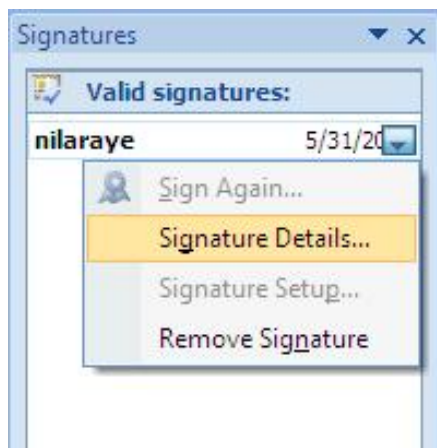
2. Type the Purpose for signing this document in the Sign dialog box. If you want to change signature ID click Change button and then select you want to use the Signature ID then click OK. and Click Sign button.

To View Certificate Information

1. From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.

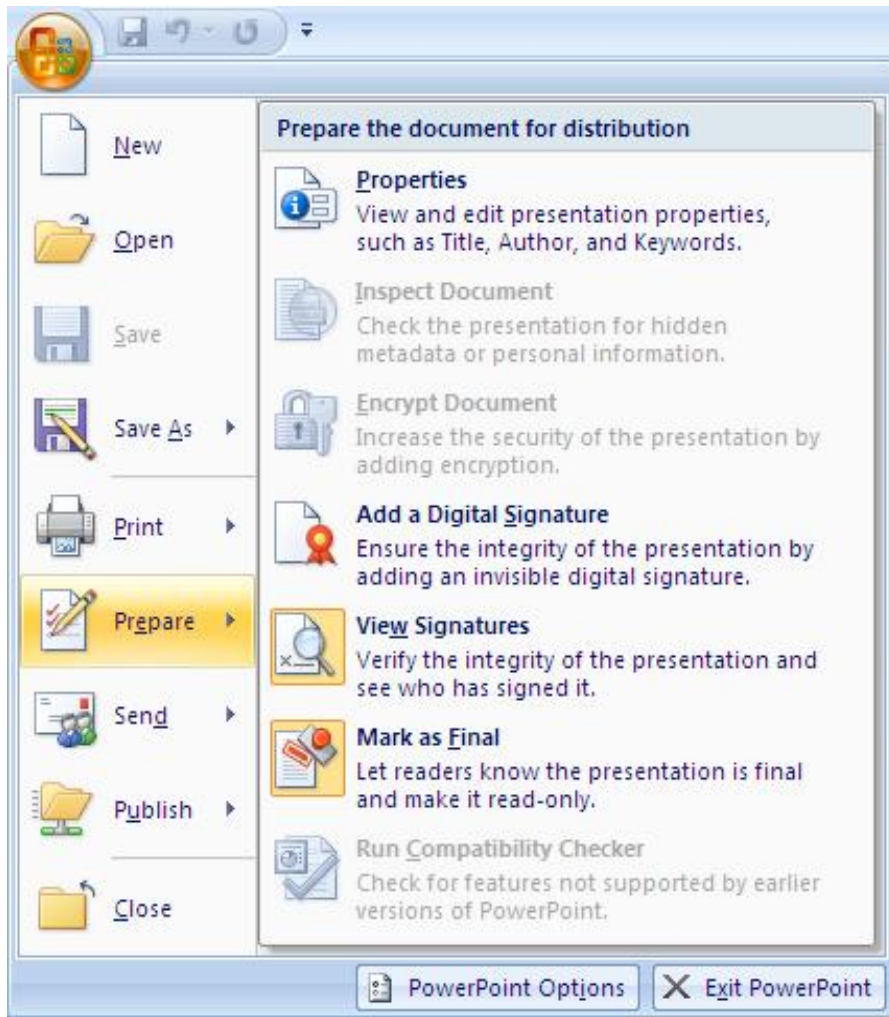


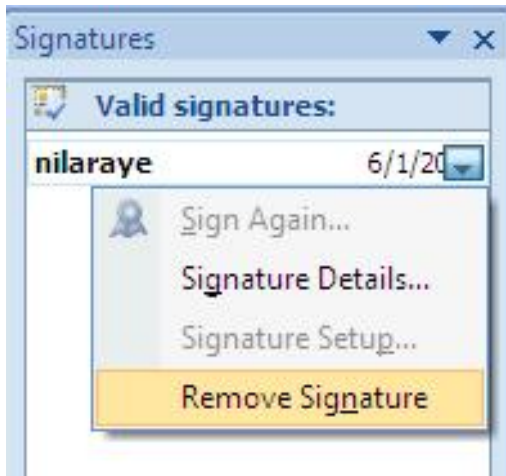
3. The Signature Details will appear click View then you can view the signature information.



Remove Digital Signature from Office Document

1. You want to remove signature, Open document.
2. Click Microsoft Office button, point to Prepare and then click View Signatures.





4. If you want to permanently remove the signature, Click Yes and then click OK.