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In addition to registering the author, you can also add a digital signature to Excel sheets so that no one can be credited with the authorship of the sheet. Keep in mind that there are mechanisms for changing the Excel author, so it is advisable to use an electronic signature and thus do not risk someone else being attributed to our content. In short, the digital signature offers authenticity, integrity and the first and the reward confirms that the origin of the document is secure. Steps to digitally sign the Excel sheet To add a digital signature to Excel we will use the signature lines offered by the program, this bookmark that we include in the table ourselves. Exists Options for signing an Office document: write a signature, include a handwritten caption, or write a black caption using a touchscreen. In all three cases, the signature visual is displayed in the sheet. The first step in signing an Excel file is to select the cell we want to include certification in. Once the cell is selected, we go to the tape on the Insert tab and in the text group we will search the signature line. As soon as we hire the signature line, we will follow these steps: We will add the signature name. We're pointing to work. You can also enter the Select email address if we allow the date to appear. Following these steps, we will finish the signature line to the sheet, but it has not yet been signed. To do this, you have to right click on the signature line and in the dialog box that appears, we will point the sign. We can sign the document in three ways that we explained above, include text where X appears, choose an image from select the caption of the image, or add a handwritten caption with a tablet. In both cases, we press the sign and the symbol appears at the bottom of the Excel sheet, as it is a document certified by a digital signature. When you're trying to sign a document, you can see a request to sign a Microsoft Office document, you need a digital ID, do you want to get it from a Microsoft partner? This message may appear for two reasons: the first one that we don't use Excel with a Microsoft user account, and secondly, that even if we are inside the program with our account, we don't have a Digital ID enabled. Click here to learn more about Digital Signature ID in Office. Did that help you? Yes No. 1 opens the document in Microsoft Word. Double-click the Word document you want to add a digital signature to. 2 Install the DocuSign plugin. DocuSign is a free add-on that lets you add a signature to any Word document. To install it, follow these steps: Click on the Insert tab. Click on the Extras section of the same toolbar. If you use a Mac, you should choose the add-on.... Click Get the add-ons from the drop out menu. If you use a Mac, you should choose a store.... 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Enter your account password and then do it again. Click ACTIVATE. 8 Log in to Microsoft Word's DocuSign. This will open the docuSign document window: Click Sign Document once again if the sidebar on the right side has been closed. Click LOG IN. Enter your email address and click CONTINUE. Enter the password and click SIGN IN. 9 Click REALLY. Represents its yellow button at the top of the DocuSign document window. You may have to click the Document Sign again to open this window. 10 Click Signature. It is on the left side of the page. If you already have a signature stored in DocuSign, it will appear in a miniature next to the mouse cursor. If you don't have one, a yellow image with the image of the Sign will appear next to the cursor. 11 Click where you want to insert a signature. If you already have a saved signature in DocuSign, it will be placed where you click. If you don't have one, you'll see a window from which to create a new signature. 12 Click the yellow button that says ADOPT AND SIGN. It's at the bottom of the window. Your signature will now appear at your chosen location. You can change the signature style by clicking on the style change above and to the right of the signature box. Then choose the style you want to use. You can also click on the Draw tab to draw a signature with your mouse or touchscreen. 13 Click FINISH. This is the yellow button at the top of the page. A pop-up appears. 14 Enter the recipient's name and email address. Use the first two bars at the top of the window to enter the name and email address of the person to whom send you a signed document. You can also add recipients by clicking Add the Recipient under the bar. Then enter the name and email address of the new recipient. 15 The subject of the document (optional), in a line that says: Subject, in the subject of the topic of e-mail. You can enter, for example, the name of the document. 16 Write a short message. In the new short message in a large text box below. The message should be less than 250 characters long. 17 Click Send and Close. This is the yellow button that is at the bottom of the window. When you do this, the document will be sent by an email signed. Create a signature line at the bottom of the document by placing the cursor at the point where you want to start the signature line. Click on the Insert tab and select the Signature Line in the Text group. Click the Microsoft Office Signature Line. Step 2 Introduce relevant information to the Signature Settings field. This includes the signature name, email address, and name. Provides instructions for the signature by entering the instructions in the appropriate box. Click GOOD. Step 3 Double-click the signature line where you need to sign your name. A dialog window appears. You can enter your name, insert an image of your signature that you uploaded to your computer, or sign with a tablet. Click the Sign. Insert a digital invisible signature for added security by clicking on a large round button with the Office button in the upper left corner of the Word window. Choose the Prepare and Add Digital Signature option. Enter the reason for the digital signature in the appropriate box and click the sign. Step 5 Save the document with the Ctrl s key. Choose where you want to save the document and call it the way you want it. Click GOOD. You can now send the document by email or print it out. Document. the beautiful boy greer pdf. germaine greer the beautiful boy. the beautiful boy germaine greer pdf. the beautiful boy book germaine greer. the beautiful boy book greer

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