

# Secure2sign, Version 4: Product Tour

A quick visual guide to the features of secure2sign

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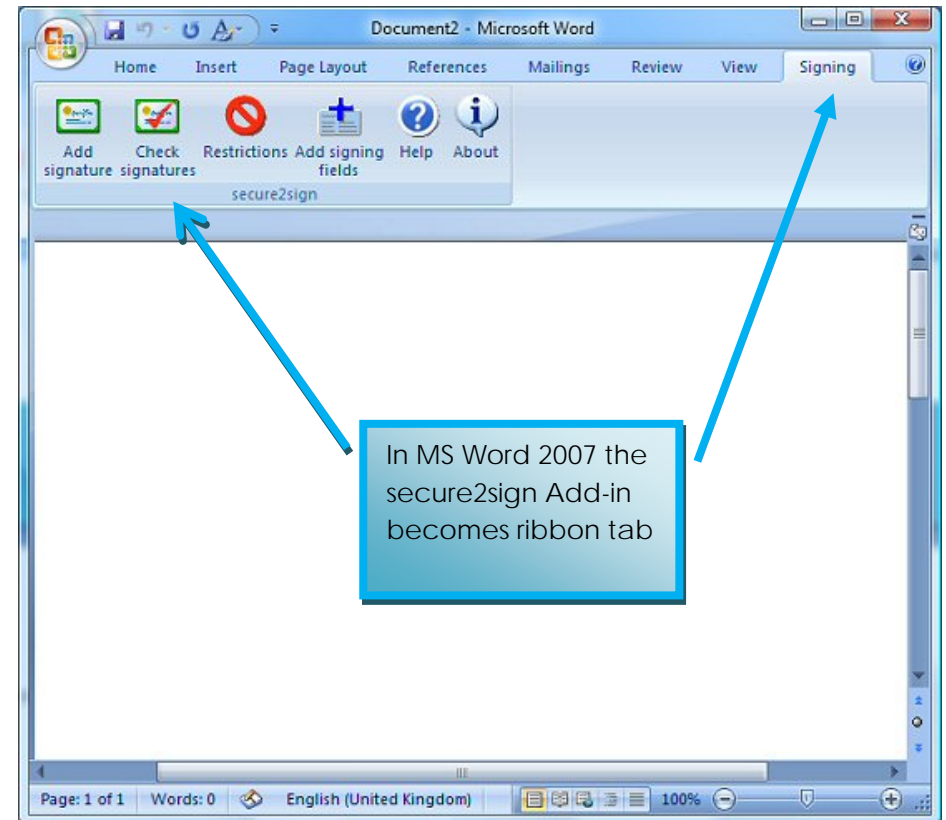
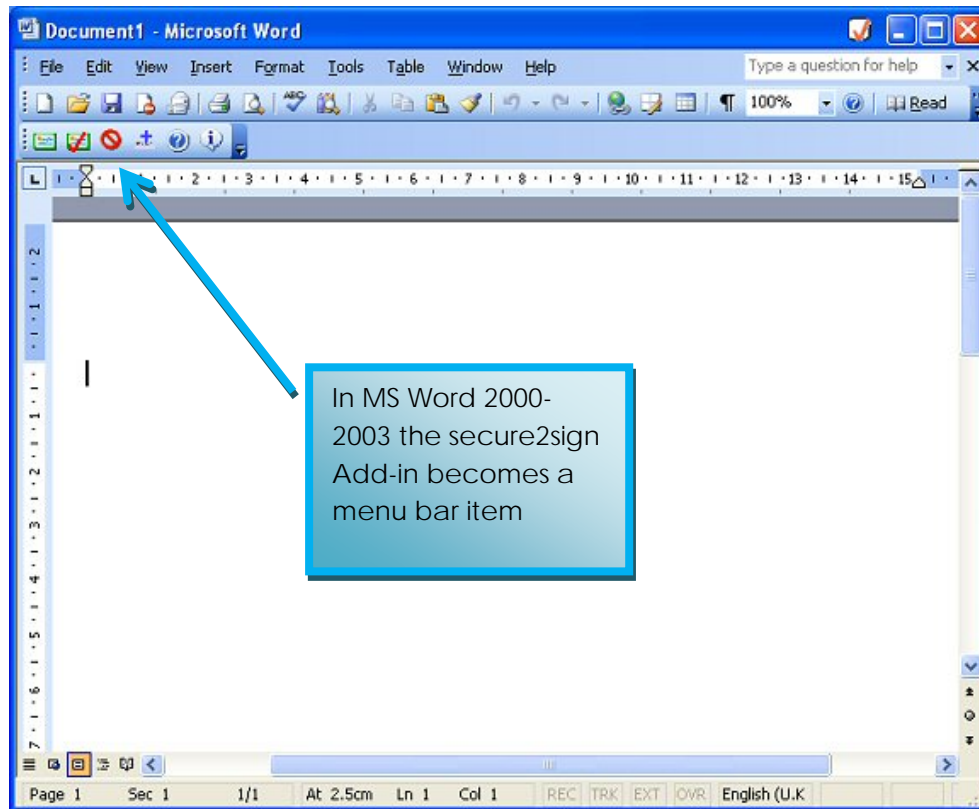
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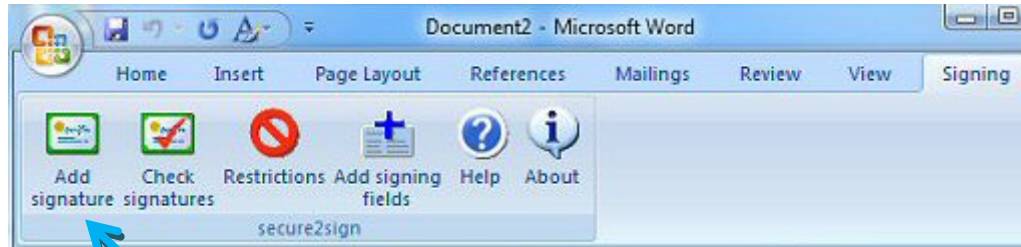
# Direct Integration into Microsoft Word

Secure2sign installs in seconds and becomes a add-in into Microsoft Word 2000-2007



# Simple, Just Click to Sign

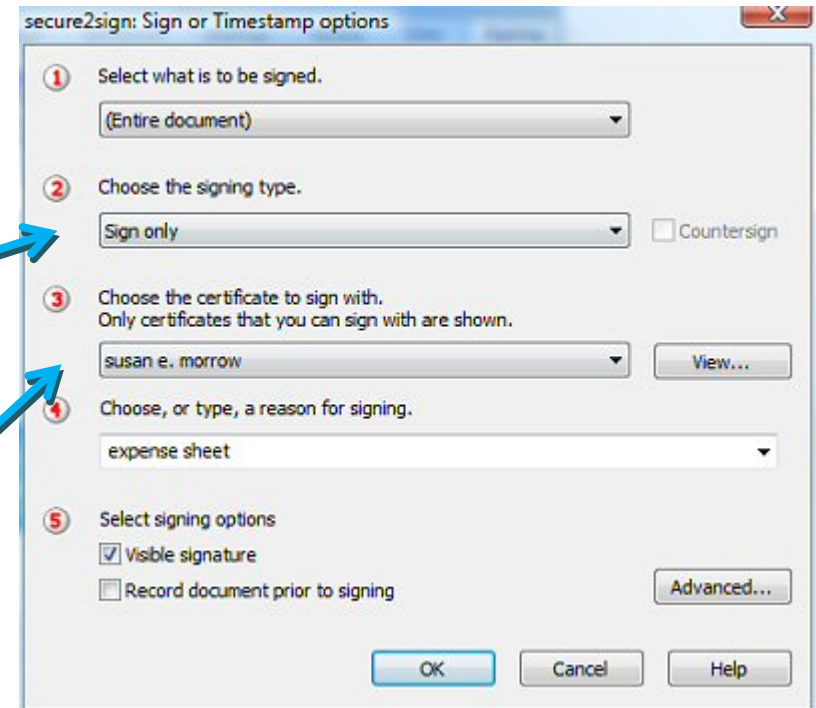
Add your digital signature to Word documents and forms using a digital certificate



Click to add your signature

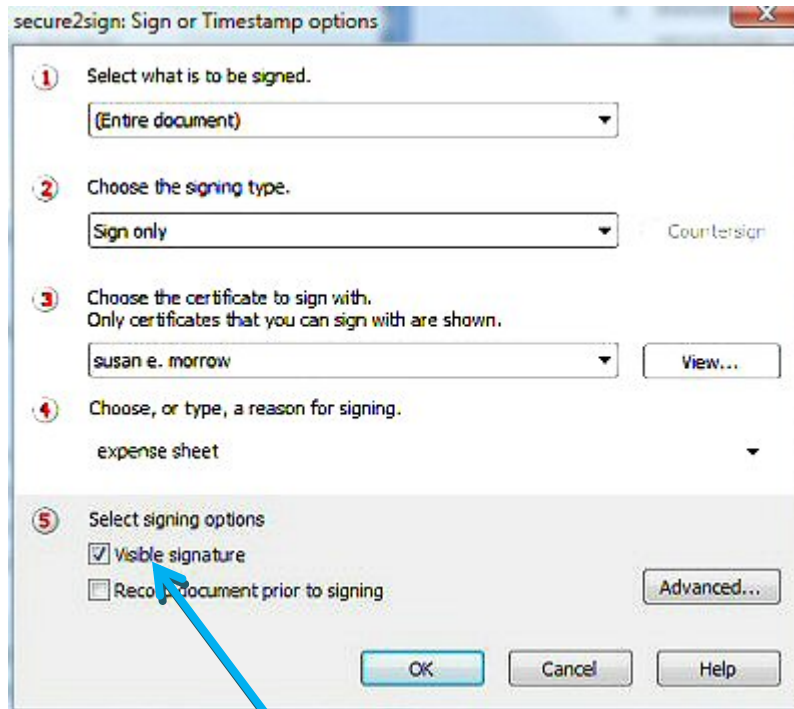
The secure2sign dialog offers you options when adding your signature

High assurance digital certificates can be used to add your signature increasing non-repudiation



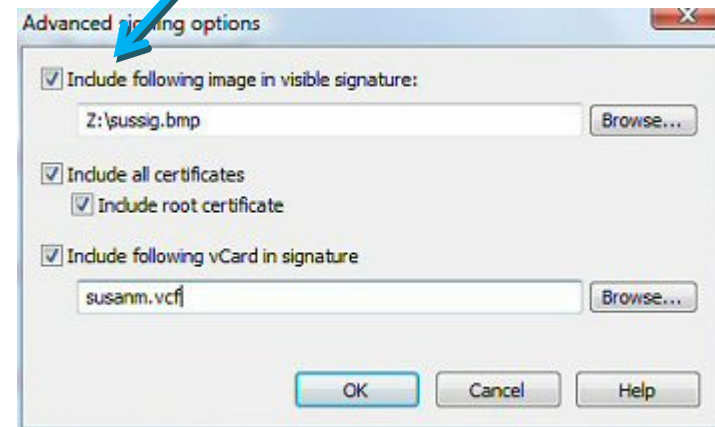
# Visible or Non-Visible Signatures Can Be Added

See a visible marker on the document



Check this option to add a visible signature that will be seen on the document, or leave unchecked for no visible signature on the document (signature will only be shown in the signature details dialog)

Include an image of your photo, wet signature, company logo, etc. that will be part of the visible signature



A visible signature

# Easy to Check Signature Details and Status

Signatures are recorded in an audit trail or visible signatures can be viewed individually



Click to check the signatures on the document

Signature display dialog shows the details of the signature including the status of the content

The dialog box shows a table with the following data:

Status	Signed by	Iss...	Date and time	TimeStamp	Reason
Content Unchanged	susan e. mo...	sto...	02/10/2007 15:41:17 GMT	Certum CA	expense sheet

The status in this example, shows that there has been a content change associated with section 3

The dialog box shows a table with the following data:

Status	Signed by	Iss...	Date and time	TimeStamp	Reason
Content changed	AvocoSecur...	AR...	13/09/2007 09:23:53 GMT	Not set	Audited

# Double Click on a Visible Signature to See Signature Details

Double click on a visible signature to see the details and status of that signature



Signing details dialog opens on double clicking the visible signature

secure2sign: Signing details

Signature

Status	Content has not changed since signing.
Scope	Applies to entire document
Type	First signer
Signed by	AvocoSecure 2 TrustNetwork Testing -utility
Date and time	Timestamped
Certificate issuer	ARP Central Bank
Certificate revocation	OCSP
OCSP url	https://central.arptest.identrus.com
Reason	Authorised

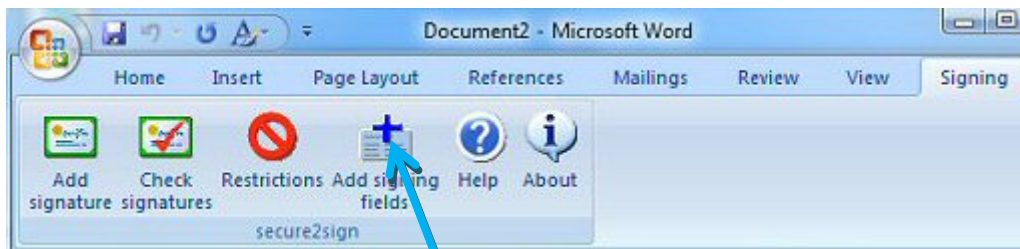
Timestamp

Status	Timestamp valid. Signature has not changed since timestamp.
Date and time	03/10/2007 07:52:12 GMT
Provider	Certum CA

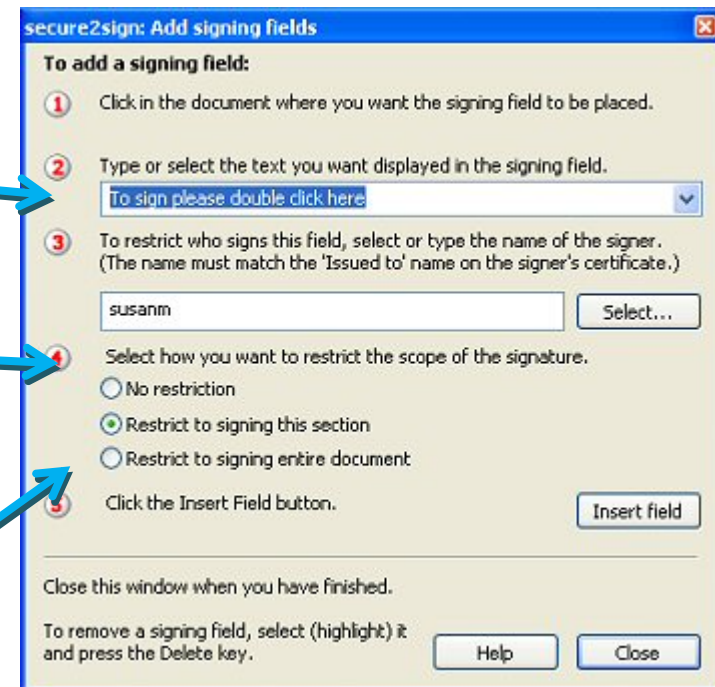
Signing details shows the content status; the certificate used, revocation status of the certificate and OCSP logs of that certificate status and also time stamping details. etc.

# Add Signature Fields

And tie a signature field to a user and / or a section of the document



Choose your signature field settings:



Click to add a signature field

Add text to guide the signer

Assign which user can sign the field (or leave blank so that anyone can sign the field)

Assign the field to a particular section or to the entire document

To sign please double click here  
Signs this section only.  
To be signed by the holder of the certificate issued to:  
**susanm|1**

# Set Restrictions on How the Document Can be Signed and Used

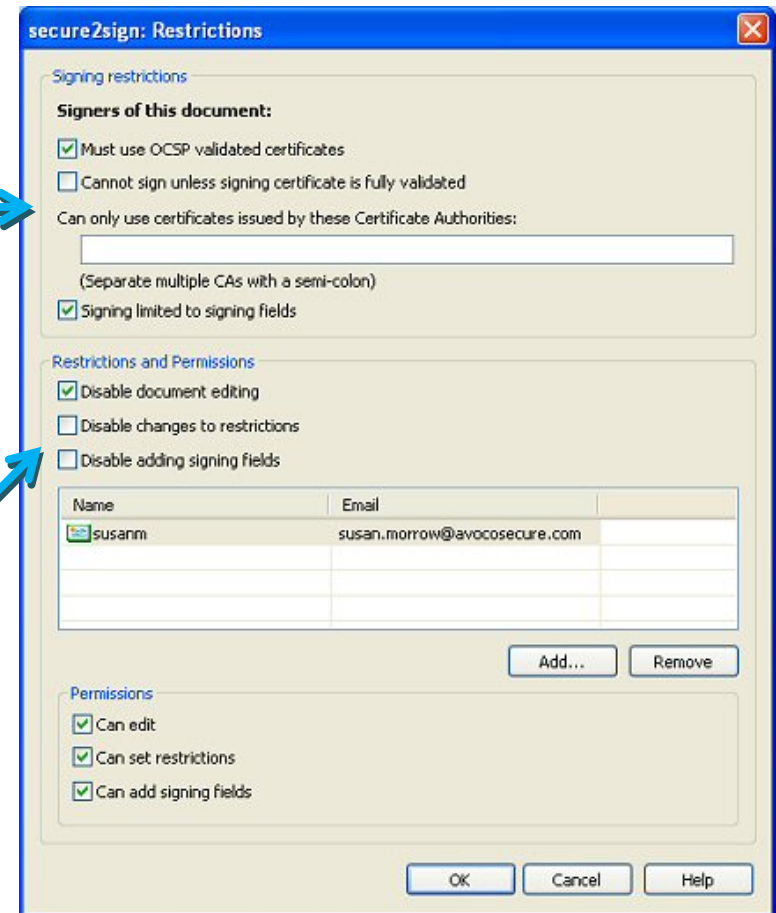


Restrictions can be set on how a document is signed and used

Restrict the type and validation status of certificate used to sign the document.

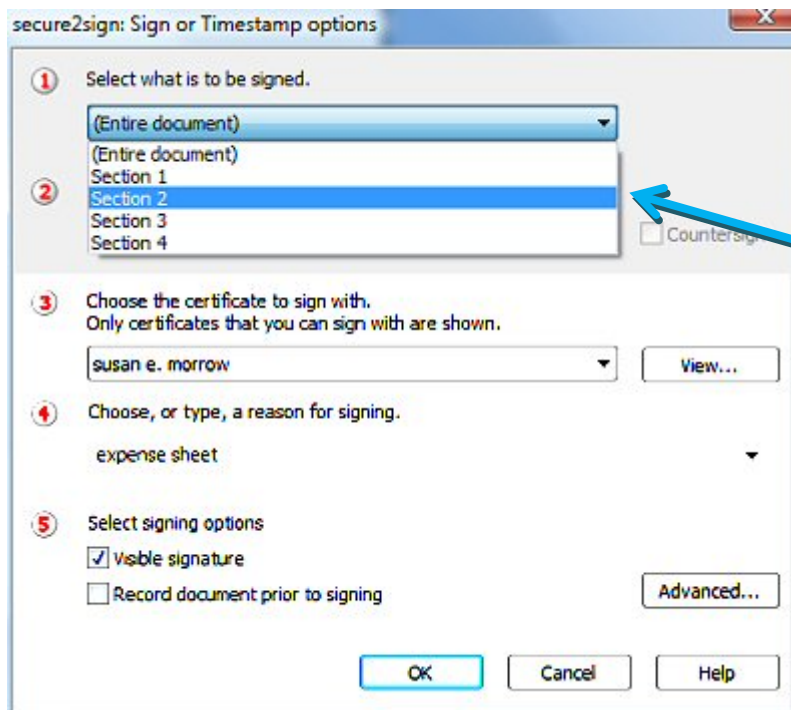
Restrict to only signing in a signature field

Restrict editing of document and use of some of the features of secure2sign in that document



# Sign Entire Content or Content Sections

Select which part of the document you are signing or associate different sections with different signers

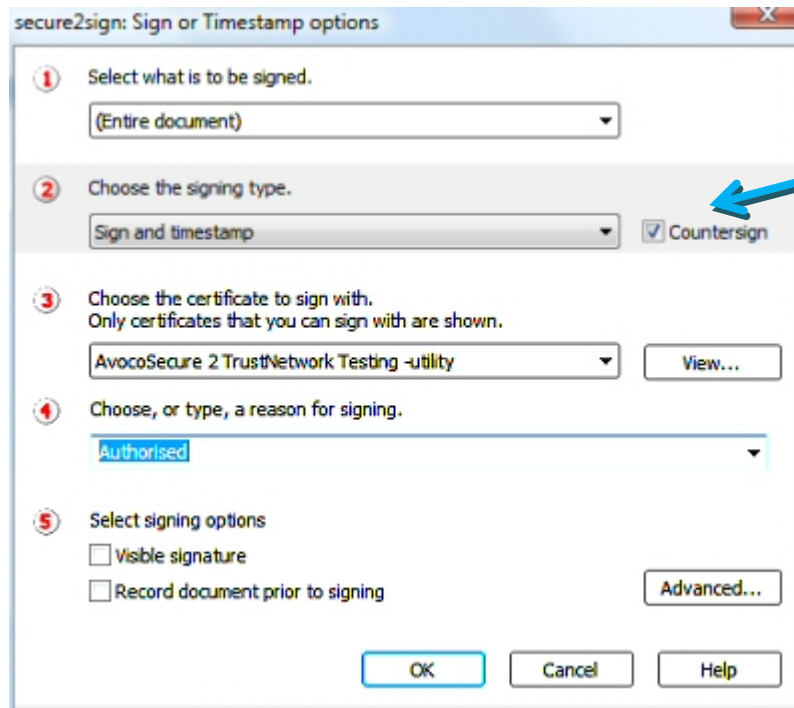


If your document has separate sections, you can choose which section to sign or you can choose to sign the entire document

Each section is distinct from the next, and changes made in a section only affect the signature associated with that section

# Countersigning

Notarise the document in a final signature that checks the other signatures on the document



Check countersign to check the status of any other signature on the document. Countersigning is like notarising

The countersigning dialog shows you the status of the other signatures before you choose to sign off the document

