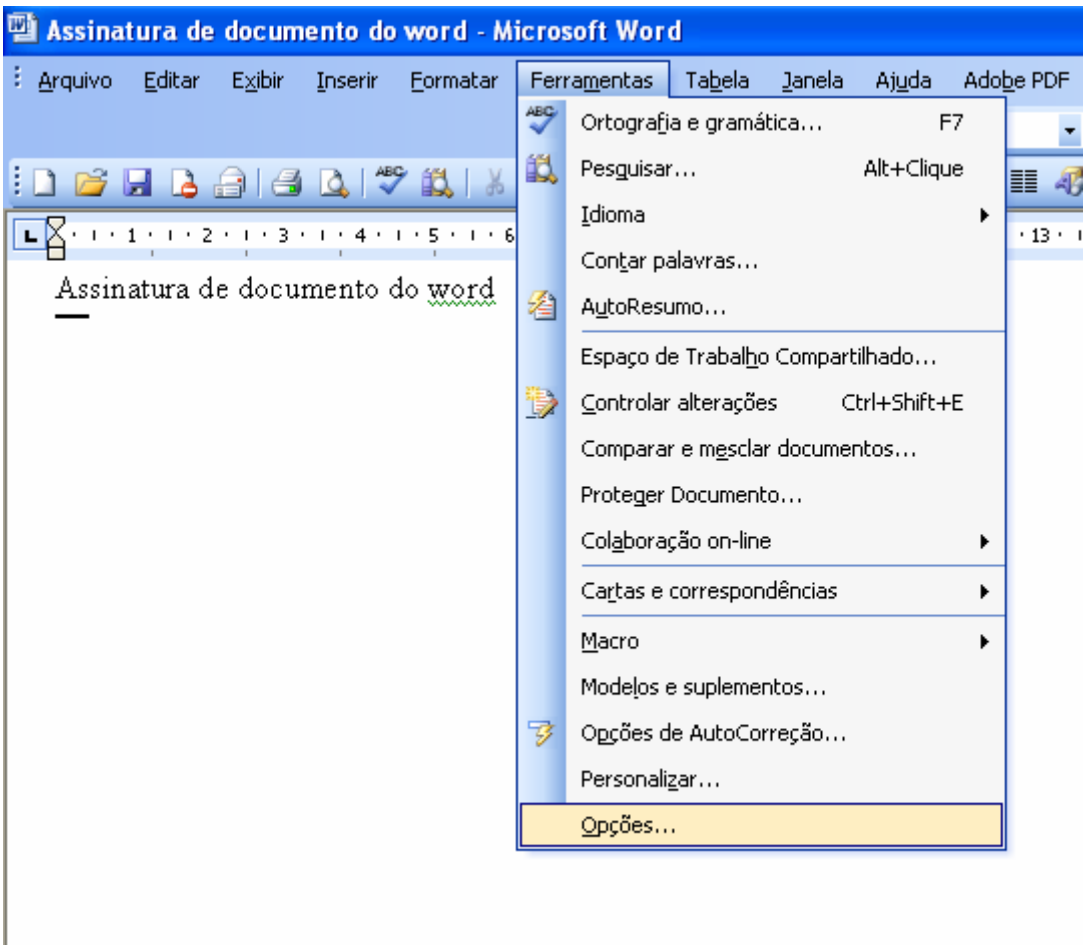
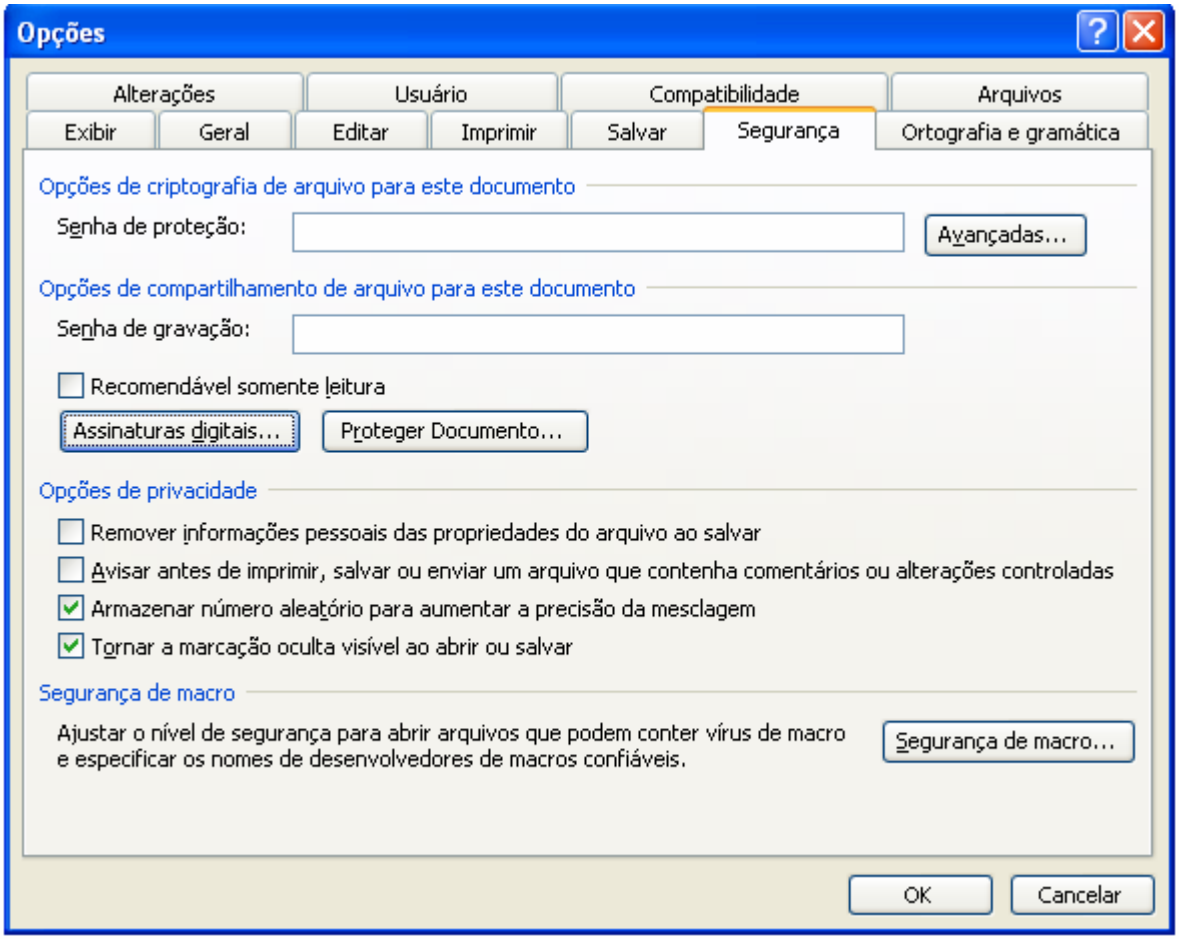
COMO ASSINAR DIGITALMENTE DOCUMENTOS NO WORD

1) Salve o documento a ser assinado.

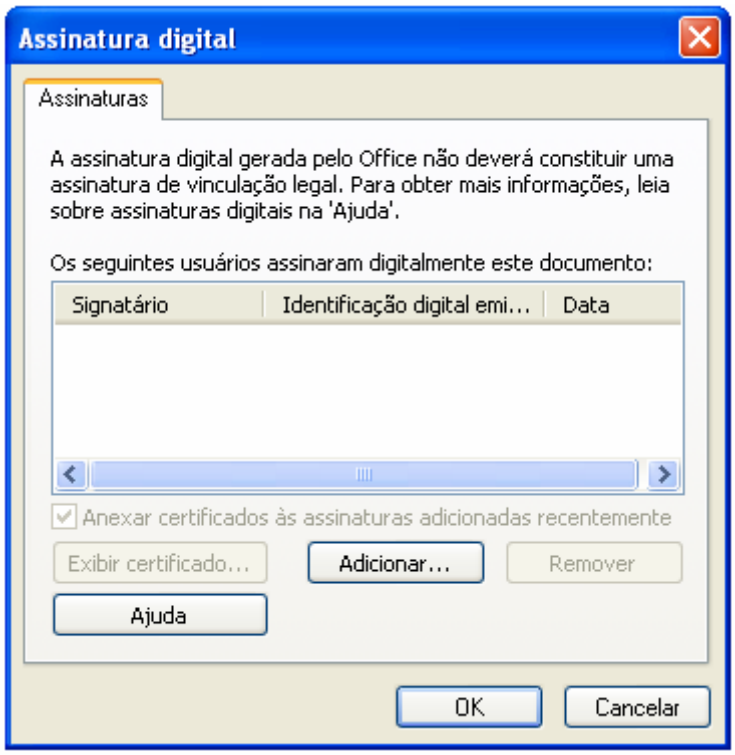
2) Clique em **Ferramentas > Opções.**



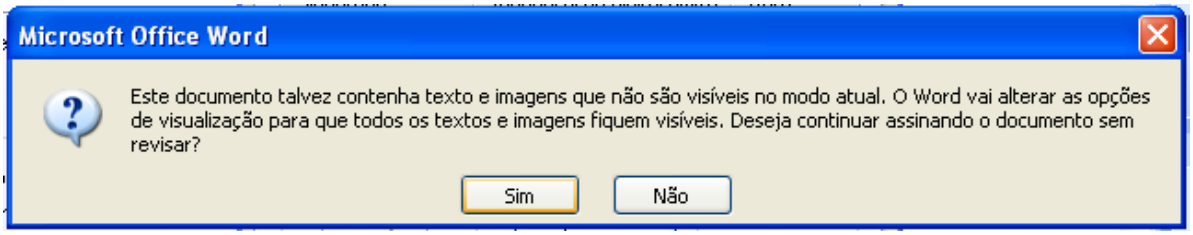
3) Clique na aba **Segurança.** Depois clique em **Assinaturas digitais.**



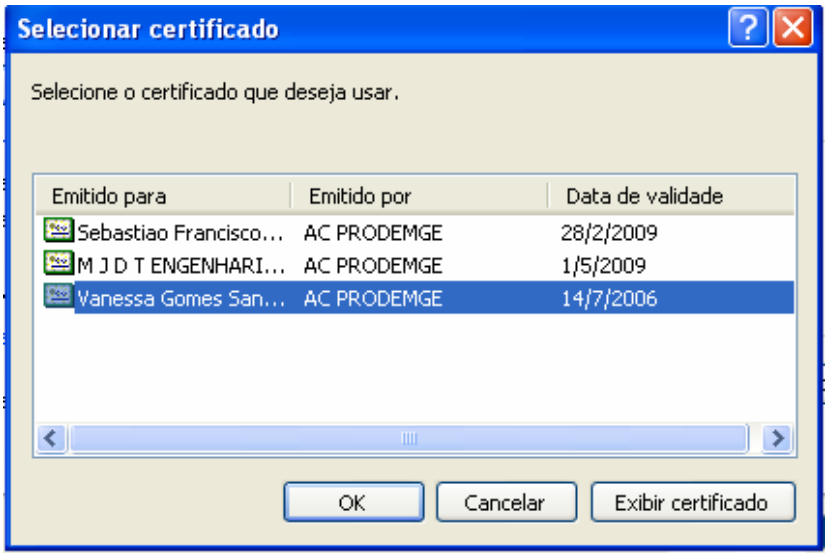
4) Clique em **Adicionar**



5) Clique em **Sim.**

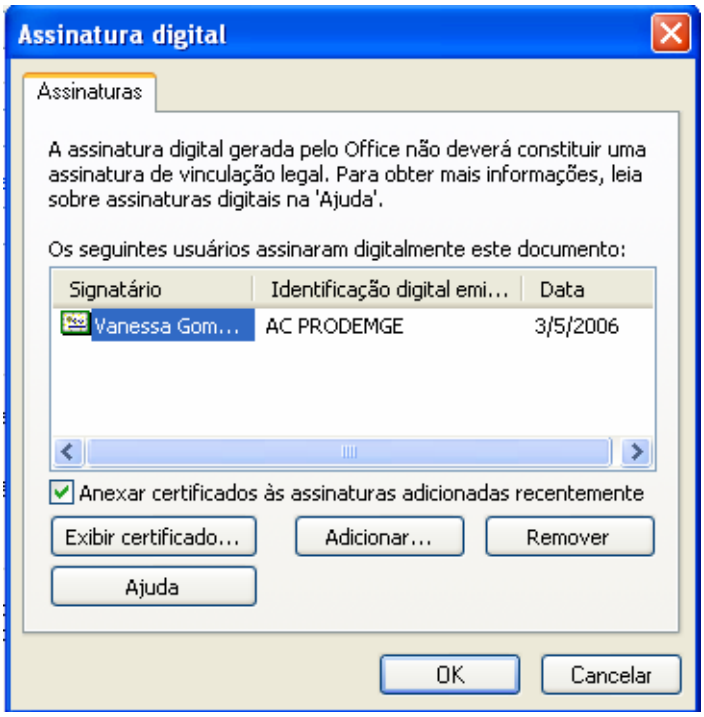


6) Selecione o certificado que deseja usar e clique em **Ok.**

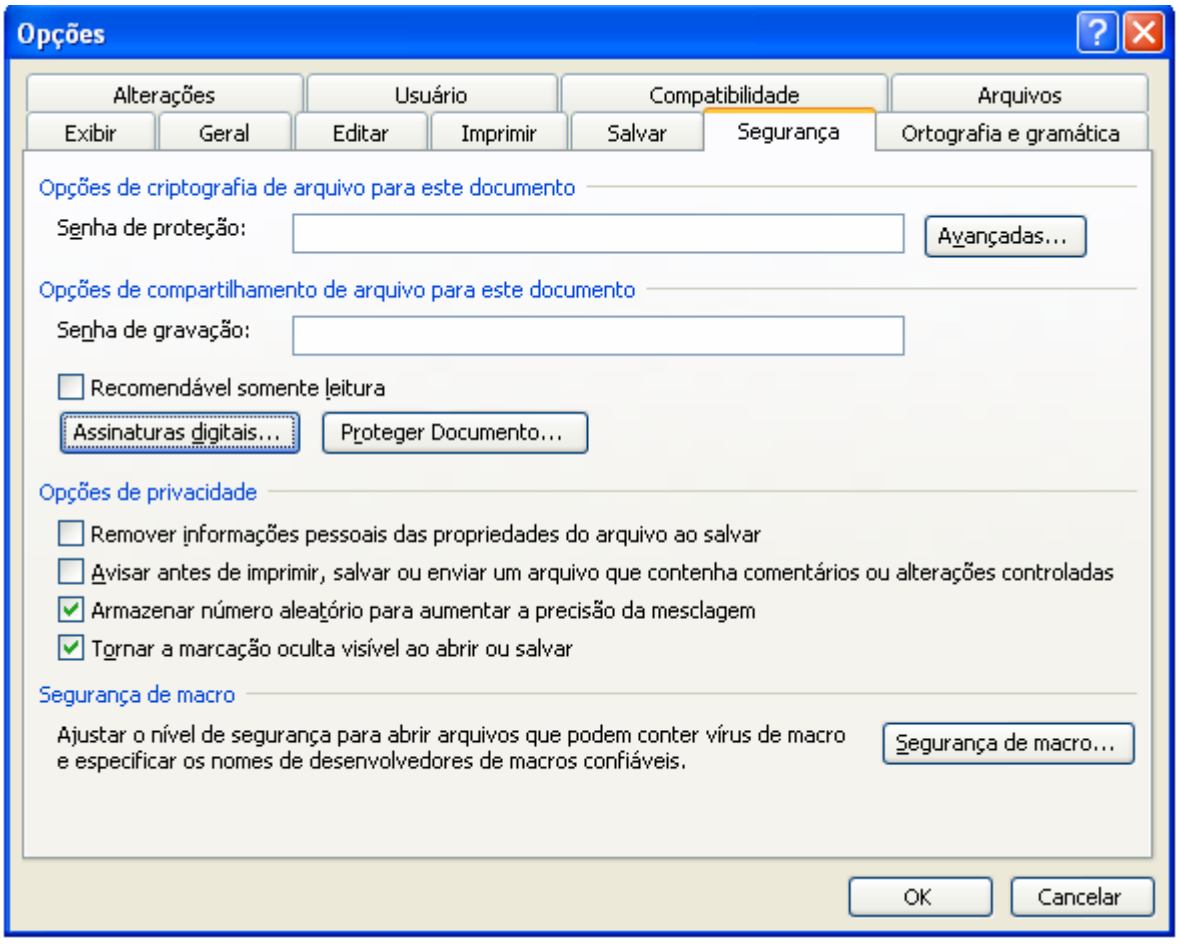


7) Digite a senha do certificado. E clique em **Ok.** (Observe que neste momento o Token ou Smart Card precisa estar inserido na entrada USB do computador).

8) Clique em **OK.**



9) Clique em **OK.**



10) Pronto! O documento está assinado. Verifique o lacinho vermelho que aparece no canto da tela, ele indica que o documento está assinado.