## توقيع ملف Word باستحدام برنامج Word 2016

خطوات توقيع ملف word:



• من file نختار info ثم Protect Document ثم نختار Add a Digital Signature كما هو موّضح بالصور التالية:

- Sign
  ۲
  X

  Image: See additional information about what you are signing...
  You are about to add a digital signature to this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document. This signature will not be visible within the content of this document.

  Created and approved this document:
  Image: Visible within the content of the signer, click the details button.

  Details...
  To include information about the signer, click the details button.

  Signing as:
  Visible visible within the content of the signer within the content of the singen of the signer within the content of the s
  - ثم تظهر النافذة التالية نضيف الشهادة الرقمية التي نريد التوقيع ,ونضغط Sign



ملاحظة: في حال كانت الشهادة مثبتة علىtoken
يطلب pin كما هو موّضح بالصورة:



• لرؤية تفاصيل التوقيع نضغط على view signatures فيظر اسم الشهادة التي قمنا بالتوقيع بها وتاريخ التوقيع:

This document is signed.

Any edits made to this document will invalidate the digital signatures.

Learn more about signatures in Office documents...

لرؤية تفاصيل أكثر عن الشهادة نضغط
View ثم signature Details

Signatures <b>Л</b>	÷,	<
Valid signatures: V		
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Certificate	$\times$
General Details Certification Path	
Certificate Information	
This certificate is intended for the following purpose(s): • All application policies	
سمیه نصر سرور Issued to: سمیه نصر سرور	
Issued by: Syrian Gov. Certificate Authority 2022	
Valid from 8/1/2022 to 8/1/2023	
You have a private key that corresponds to this certificate.	
Issuer Statement	
OK	

فتظهر الشهادة ونستطيع معرفة كافة تفاصيل
الشهادة:

 في حال تم التعديل على الملف الموقع تظهر رسالة بأنه في حال تم التعديل سيُحذَف التوقيع وتظهر الرسالة كما هو موّضح بالصور:





في حال أردنا حذف التوقيع، من view
signatures تظهر الشهادة التي قمنا بالتوقيع
بها,نضغط على السهم على يمين الشهادة، ونختار
Remove Signature



 بعد ذلك تظهر رسالة تأكيد اذا كنا نريد حذف التوقيع أم لا، بعد ذلك يتم حذف التوقيع

> :From https://info.ecc.sy/ - مركز معلومات مركز التصديق

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