



Overview

The MS-Word 2003 plugin allows to

- create XML documents that can be signed electronically
- sign the document
- deliver electronically

Today standardised electronic signatures (e.g. XMLDSIG) cannot be integrated into standard Word documents.

The application therefore transforms the document to XML and creates signed XML with stylesheets. By using an Austrian Citizen Card this allows to create legally binding signed documents to be created directly from MS-Word.

This solution is e.g. used in Austrian E-Government applications to create signed notifications and to deliver them electronically.



Signatures

The application offers an offline mode and an online mode.

The **offline mode** allows to use signature card for

- secure electronic signatures according to the Austrian Signature Act and the EU Signature Directive (art. 5.1 of 1999/93/EC)
- simple electronic signatures (cf. art. 5.2 of 1999/93/EC)
- official signatures as defined in the Austrian E-Government Act.


The **online mode** accesses server-based signature services, such as server-based official signatures as defined in the Austrian E-Government Act.

The application supports multiple signatures, such as countersigning of contracts or joint signatures.

Integration of logos or figures is supported.



Create a signed document

- Simply create the document using MS-Word.
- Use standard templates when editing the MS-Word document.
- Click the Button "eBescheid"  to start the signature creation process.
- The Button "Vorschau" gives a preview to see whether the conversion was successful and to check what will be signed.



- The signed document can be delivered by e-mail or an electronic delivery service.



To be observed

- The plugin can convert just those parts of the MS-Word document to XML which use predefined templates. In case other templates are used, the stylesheets that come with the plugin need to be adapted.
- To ensure that the document can be converted to XML and be signed correctly, attention should be paid to:
 - CUT and PASTE from other documents might introduce unknown styles that cannot be converted.
 - If formats, hyphens, etc. are changed they might not be converted correctly.
 - Tables, special characters, or formulas can lead to parts that can not be presented.
- Note that series of space characters and tabulators are combined to single characters in the XML document.
- Security of the working environment is important. As legally binding documents can be created, viruses or other malware should not tamper with the document.



Prerequisites

- Word 2003 professional and .NET is needed.
- A Citizen Card or access to a server-based signature service (e.g., for official signatures) is needed.
- A Citizen Card Environment must be installed and running (e.g., available free of charge via <http://www.buergerkarte.at/bku>).
- The Word plugin available at http://demo.a-sit.at/el_signatur/office_bescheid needs to be installed.
- It is necessary to follow the pre-defined styles of either the standard template or of specific templates delivered with the plugin.
- In case of delivering the result electronically, access to email or an official delivery service (e.g. <http://www.zustellung.gv.at>) is required.



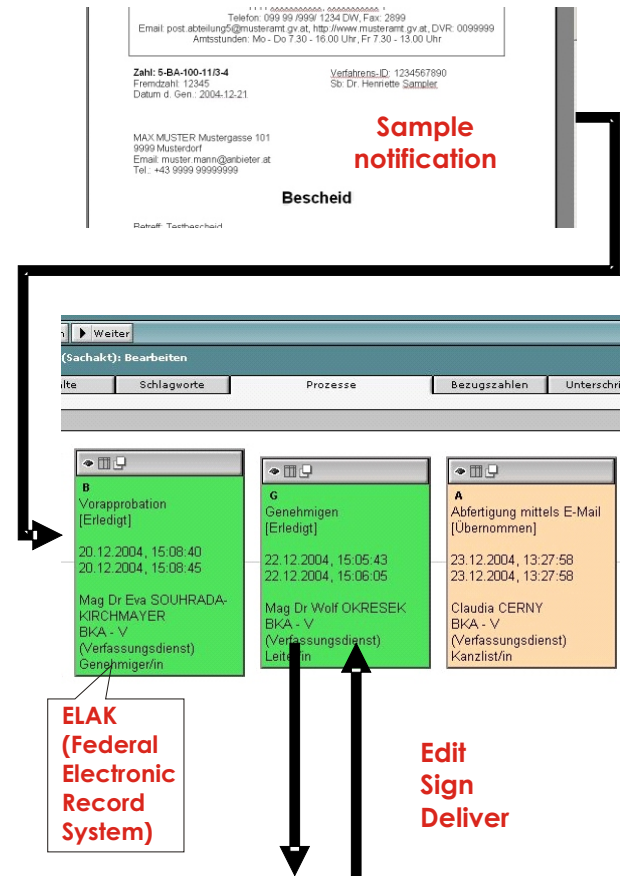
Sample scenario

Using a template for the notification the plugin allows:

- to create,
- to sign, and
- to deliver

the notification directly using Word 2003. The address needed by the delivery service can be extracted automatically, by using the appropriate templates.

How to create a signed official notification:



Electronic signatures using MS-Word

E-Government Flyer Nr.209 EN

How to create and deliver signed XML using MS-Word

DIGITAL AUSTRIA



Further questions

Send an e-mail to:

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