

1. Adding Security to PDF Documents

1.1 To encrypt a file and create a recipient list

1.2 To Remove Security Setting from a Document

2. Digitally Signing PDF Documents

2.1 Signing Document

2.2 To check Information on a Certificate

2.3 To Create a New Signature Appearance

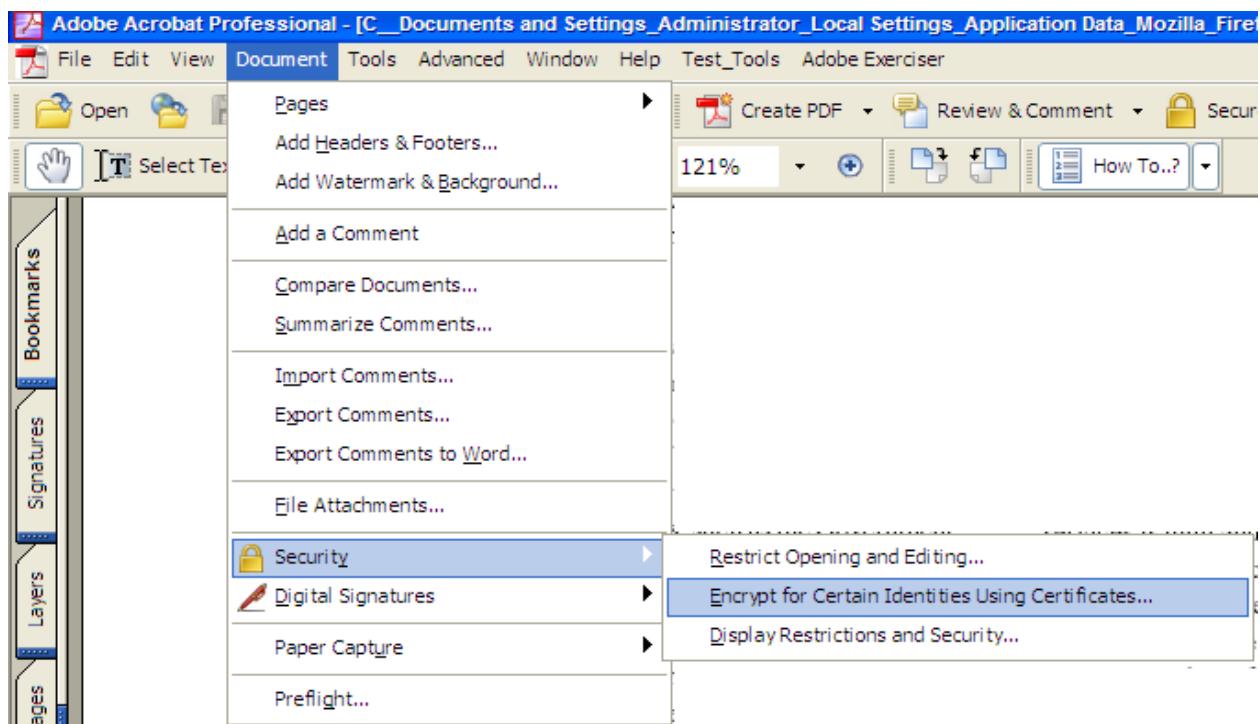
2.4 Clear or Remove Signature

2.5 To share your Digital Certificate

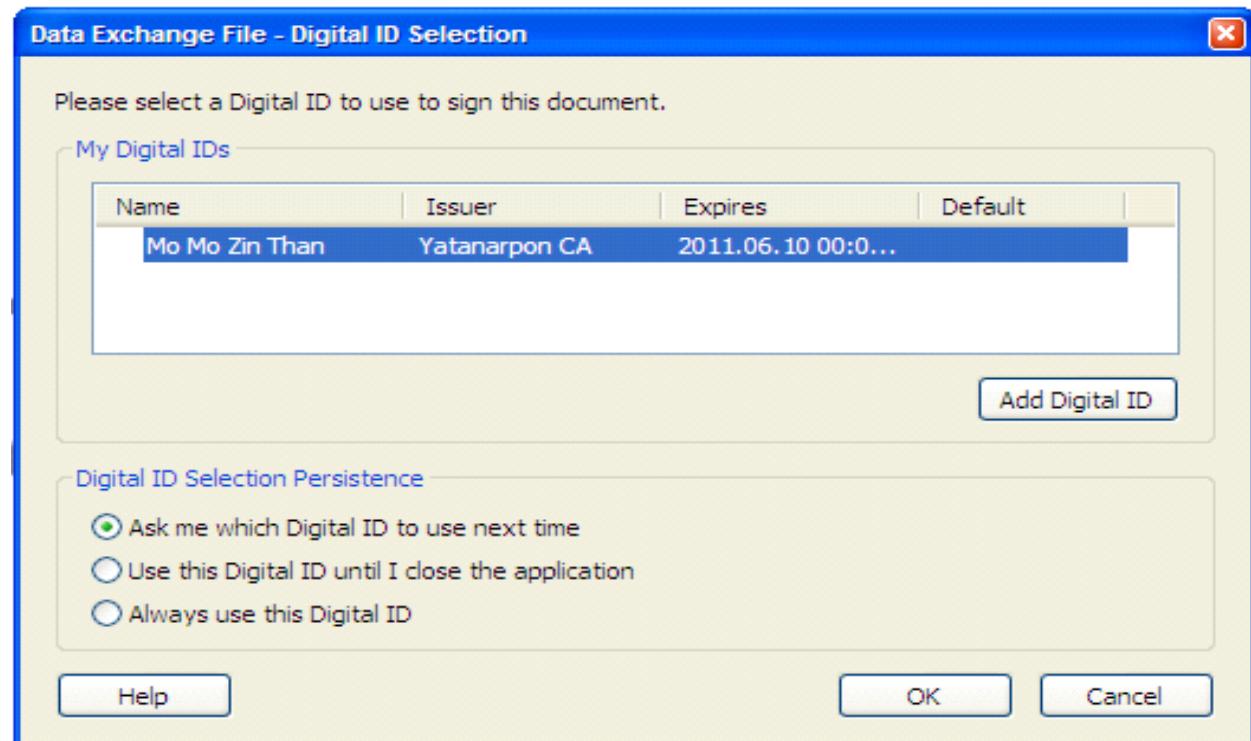
2.6 To Request a Certificate from another user

1.1 To encrypt a file and create a recipient list

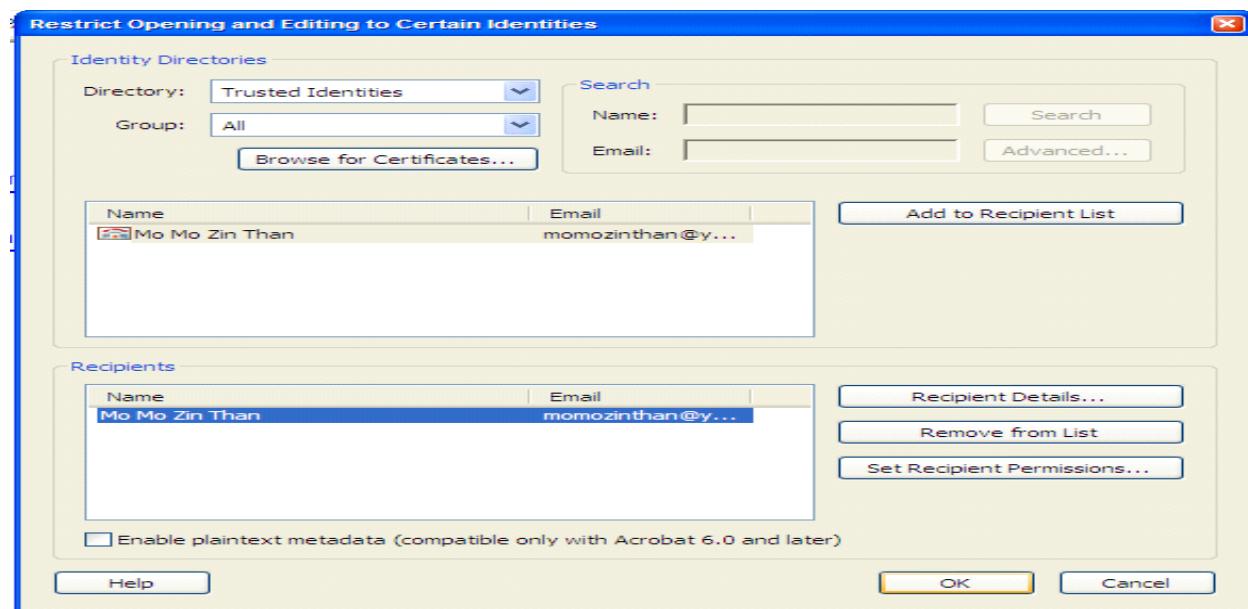
1. From the Document menu, select Security and then Encrypt for Certain Identities Using Certificates.



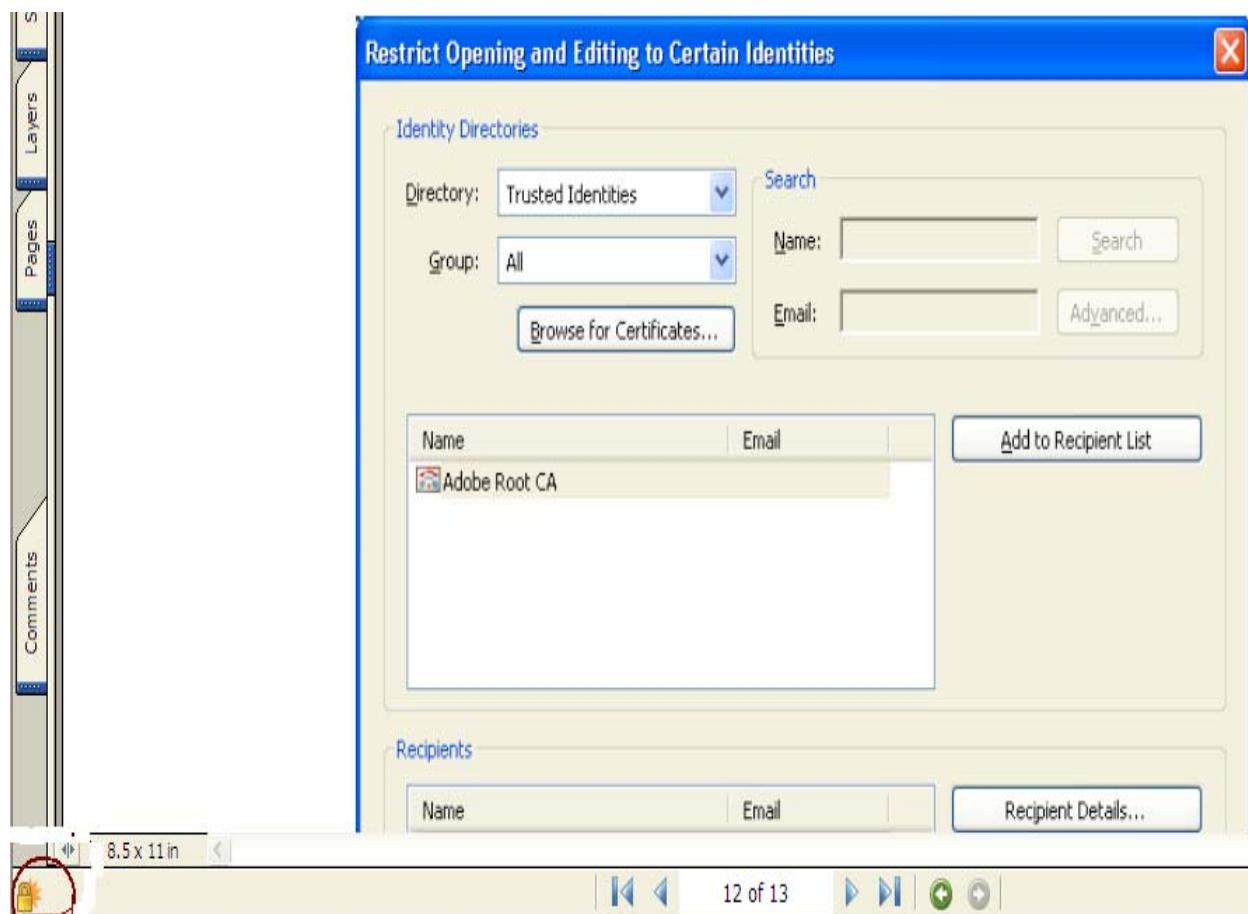
2. Select Digital ID to use to access the encrypted document. Then click OK.



3. In the Identity Directories , click Browse for Certificates and select the certificate that you want to add recipient list. Then Click Ok.

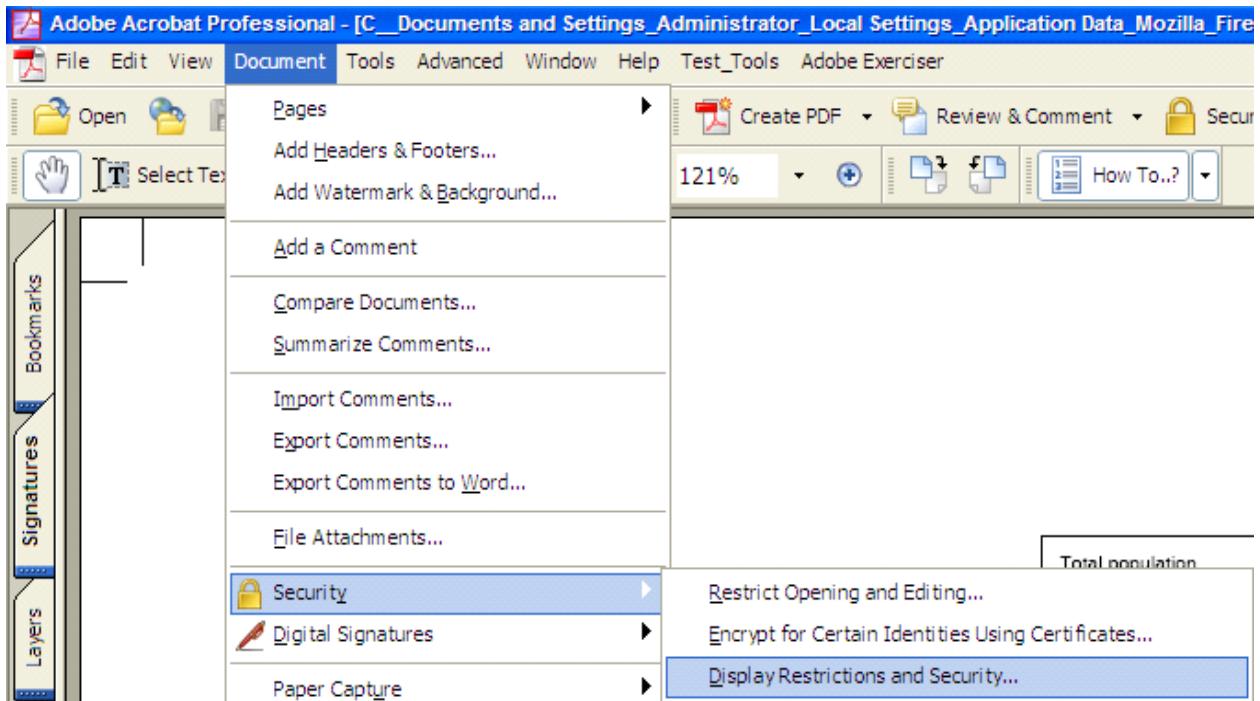


4. When the document is saved, a gold pad lock will appear in the lower left-hand corner of the PDF to show that it is encrypted.

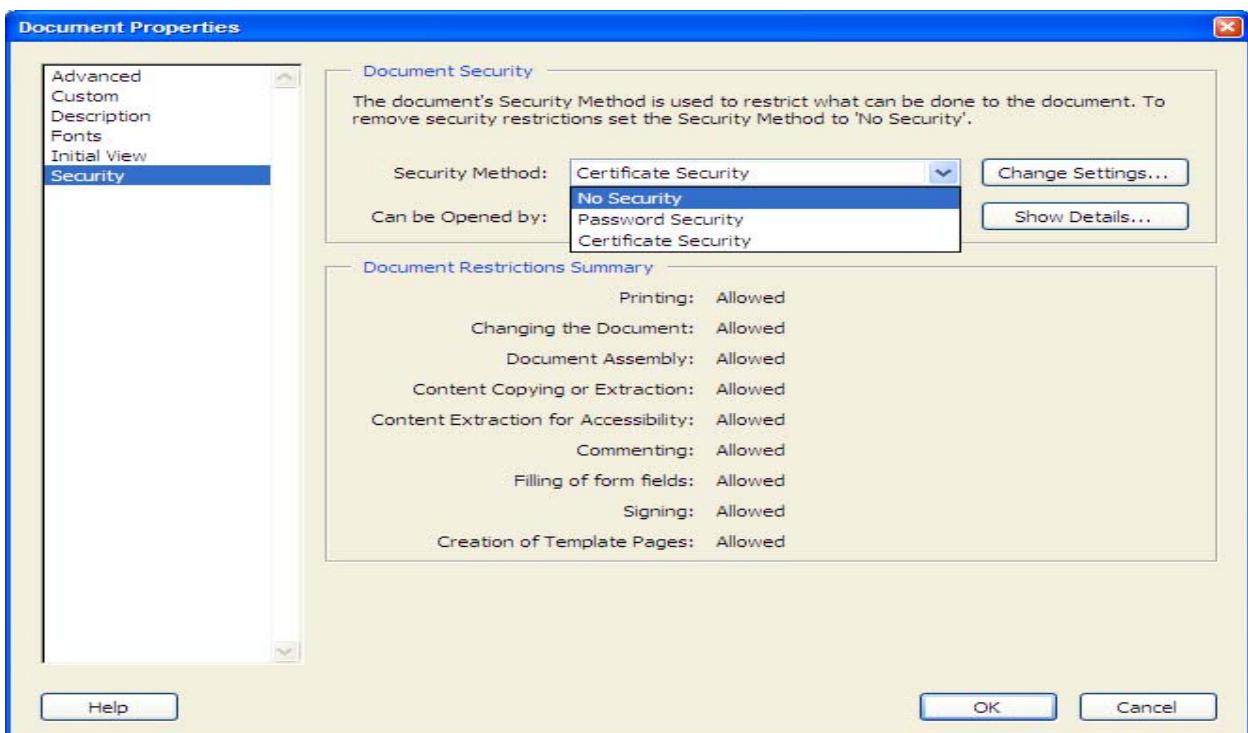


1.2 To Remove Security Setting from a Document

1. Choose Document > Security > Display Restrictions and Security.



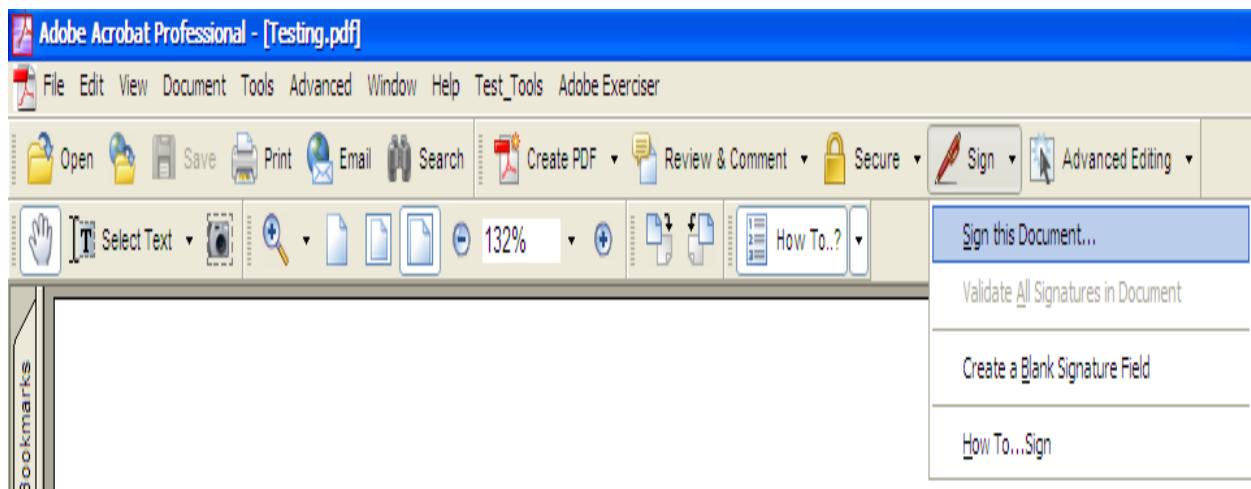
2. From the Security Method menu choose No Security then click



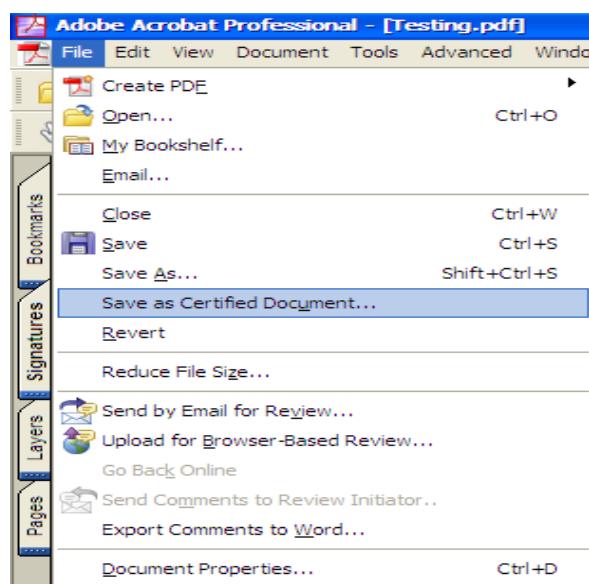
2.1 Singing Document

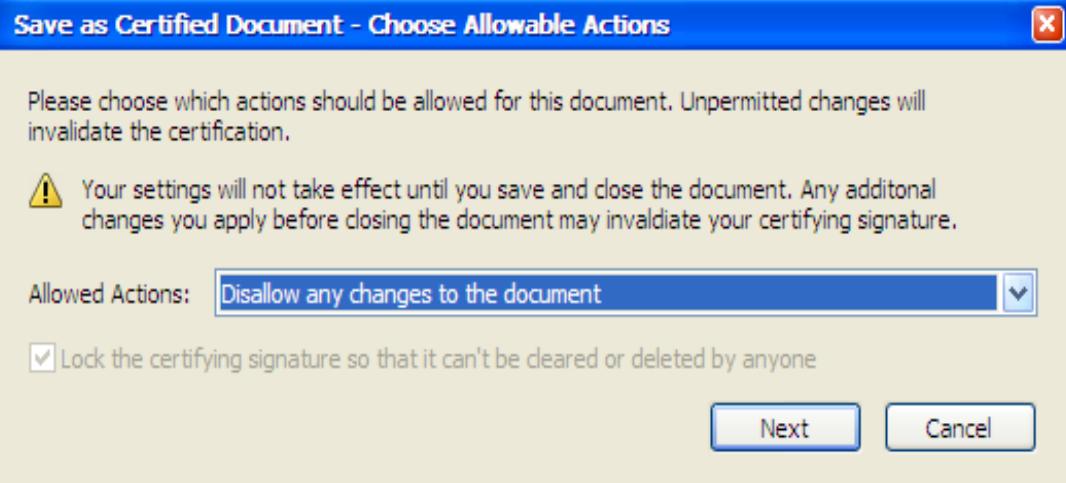
(1) Do one of the following .

- (a) Click Sign button from a Tasktool bar .Choose sign this document.Click Continue Signing .



- (b) Choose File > Save as Document .Choose which action should be allowed for this document and then click Next.

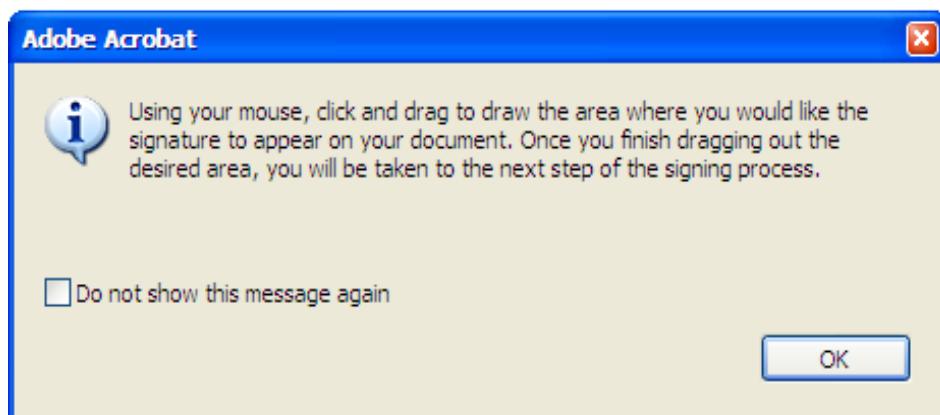




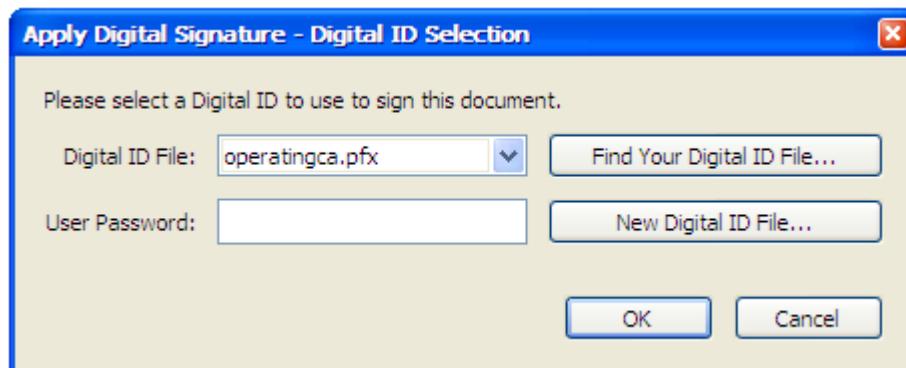
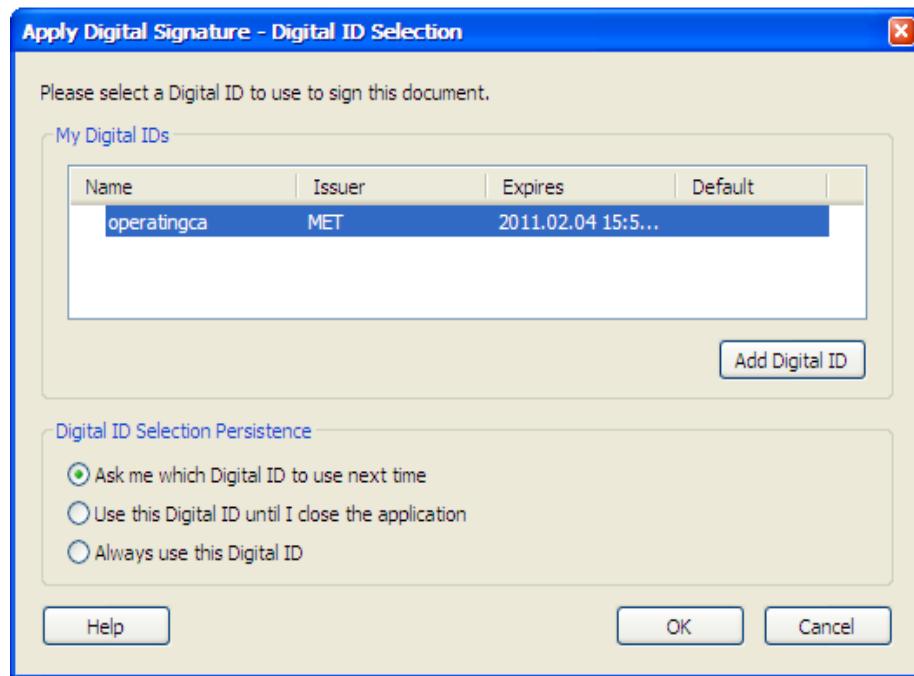
2. Select create a new signature field to sign. Click Next.



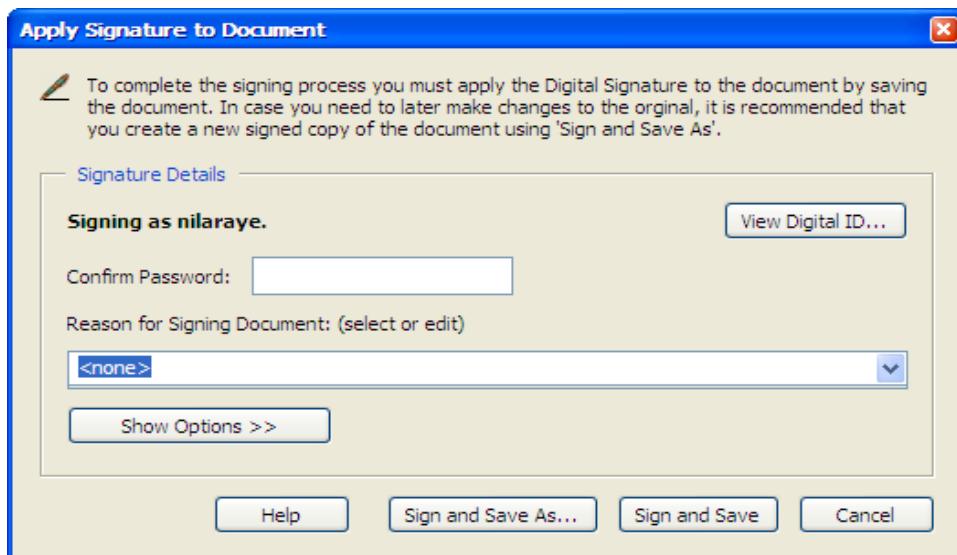
3. Click OK. And then click and drag to draw the area where you would like the Certification to appear on your document.



4. Select Digital ID or find your digital ID file to use to sign and then type password. Click OK.

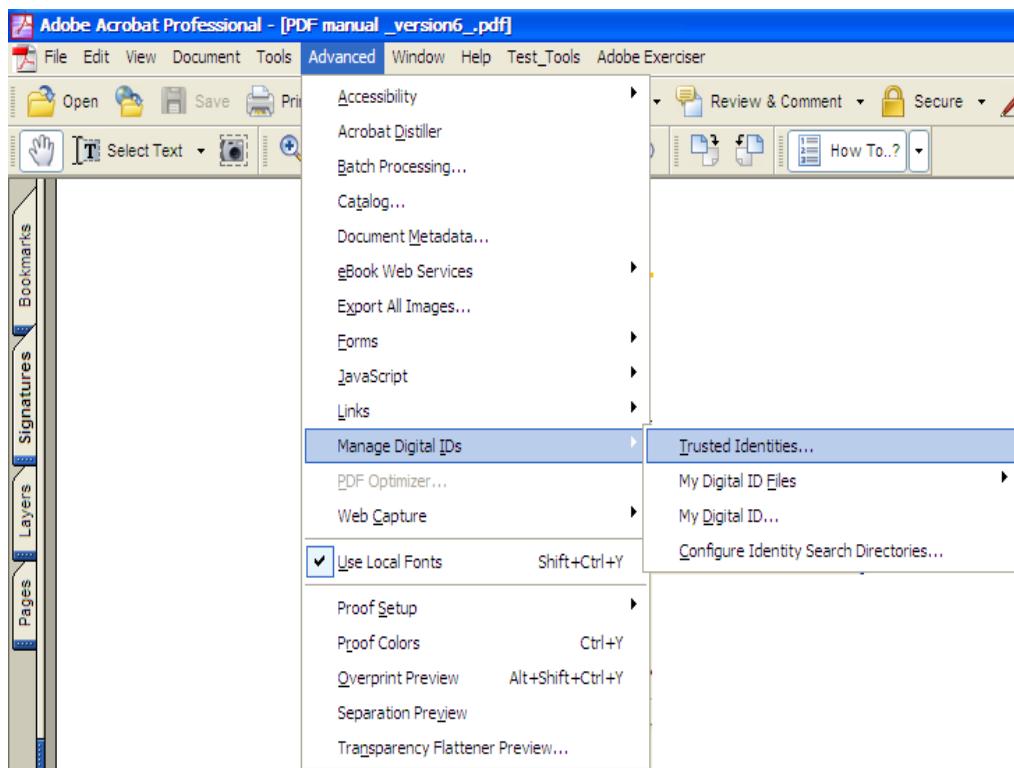


5. Type confirm password then select reason for sign this document. And click Sign and Save then click Ok.

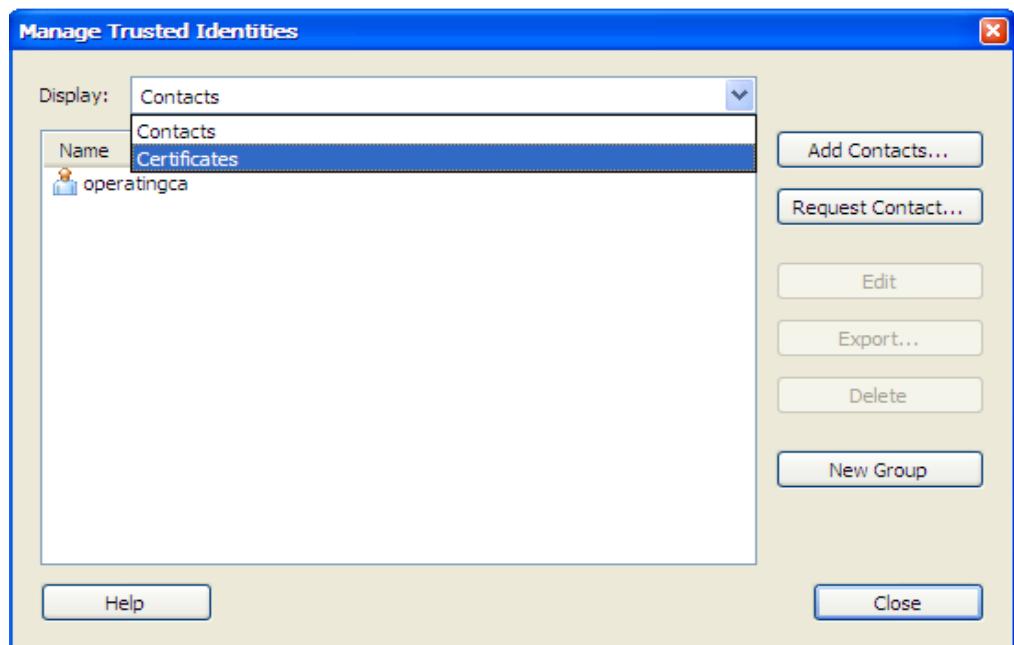


2.2 To Check Information on a Certificate

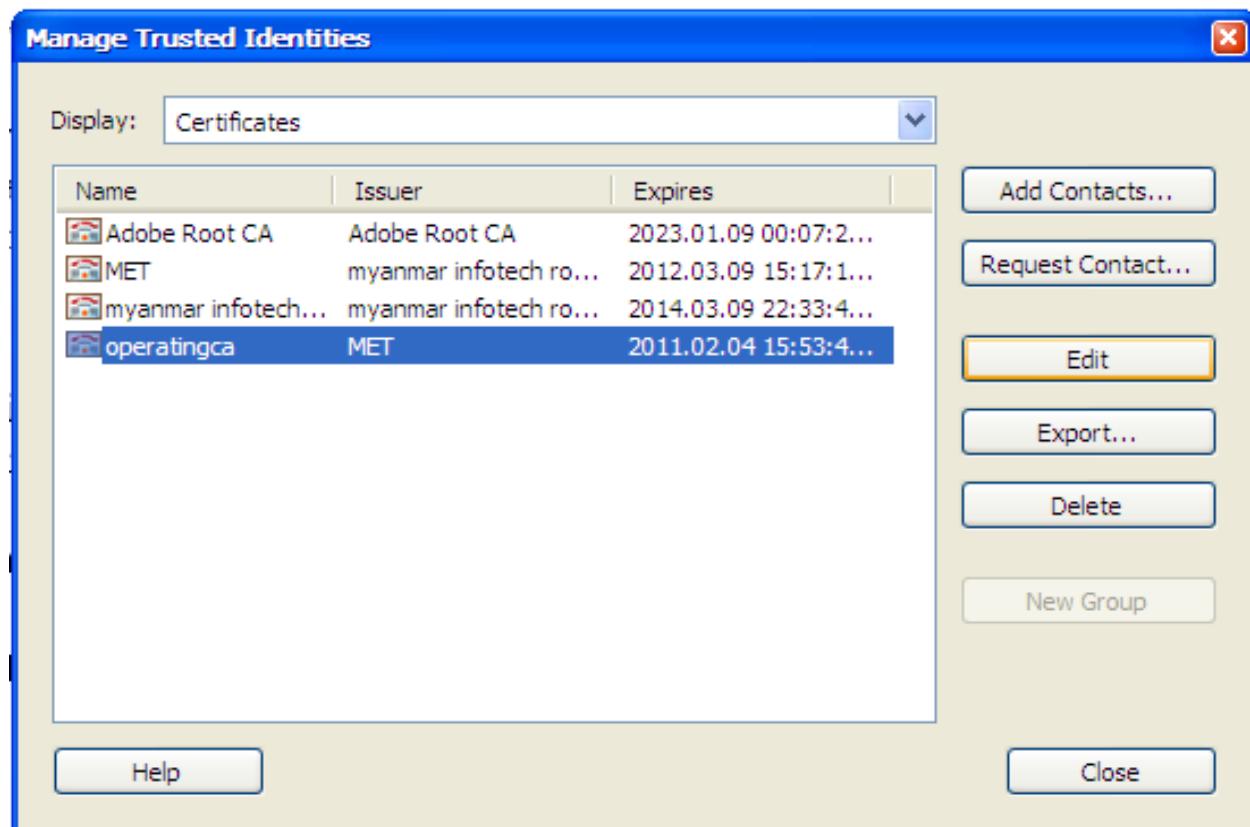
1. Choose Advanced > Manage My Digital ID > Trust Identities.



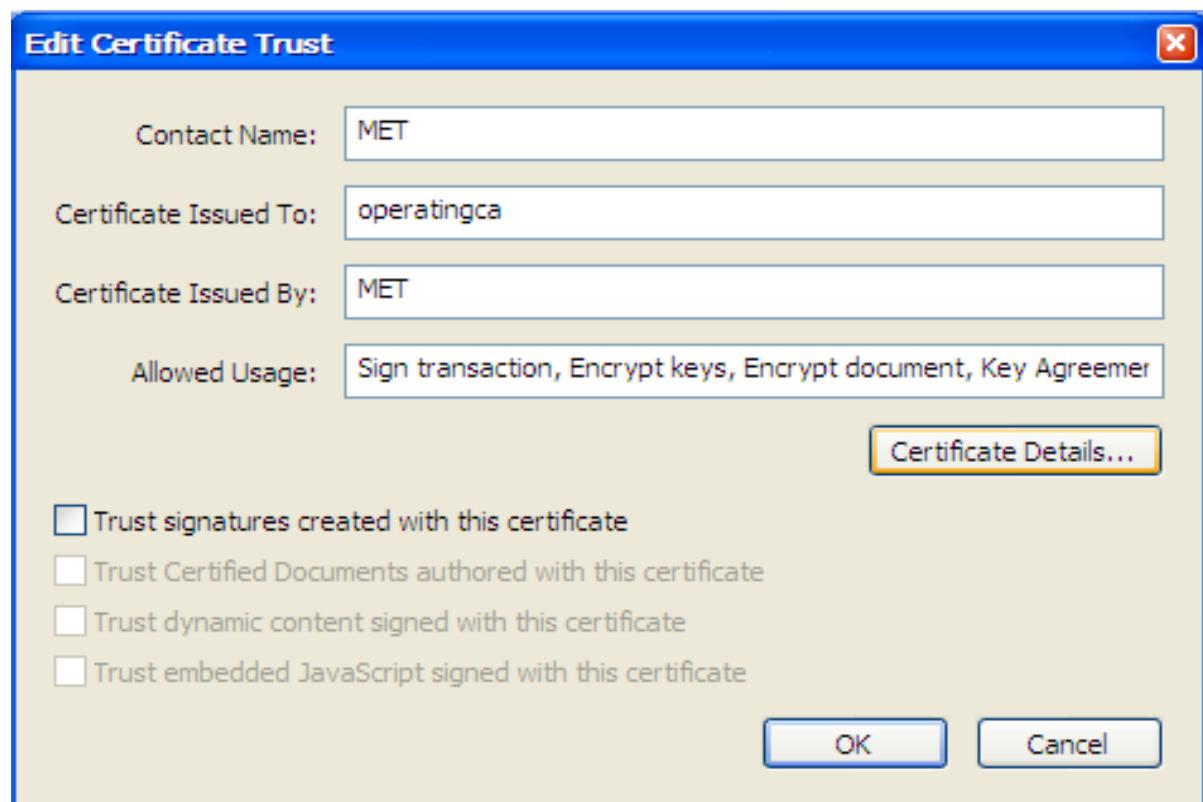
2. From the Display menu ,choose Certificate .



3. Select Certificate and then choose Edit .



4. Click Certificate Details and then you can check certificate information.



Certificate Attributes



Certificate Policy Statement



Issued To: operatingca, Myanmar

Issuer: MET, Myanmar Infotech

Valid: 2010/02/04 to 2011/02/04

[View Issuer Policy Statement...](#)

Version 1 Attributes

Subject Distinguished Name (DN): CN = operatingca, C = MM, L = Yangon, S = ... ▲
▼

Email Address: operatingca@myanmar.com.mm

Issuer Distinguished Name (DN): CN = MET, C = MM, L = Ygn, S = Ygn, O = My...

Serial Number: 31333535303933343433

Not Valid Before: 2010.02.04 00:00:00 Z ▼

Extensions

Key Usage: Sign transaction, Encrypt keys, Encrypt document, Key Agreement ▲
▼

Extended Key Usage:

2.5.29.35: 301680143674D1364EAC6CF9EBB668501D2D8E36950E2103

2.5.29.14: 0414E2EB9919CD4C8657A89330F7A81EA167E9E05456 ▼

Properties

MD5 Fingerprint: EB1D A247 9ADB ED46 E579 65CD 5955 5409 ▲
▼

SHA-1 Fingerprint: 932B C761 B4F2 9F55 A691 CA76 9BD1 F7FA 7A26 6C8C ▼

[Export...](#)

[Advanced Windows Details...](#)

[View Issuer Certificate Information...](#)

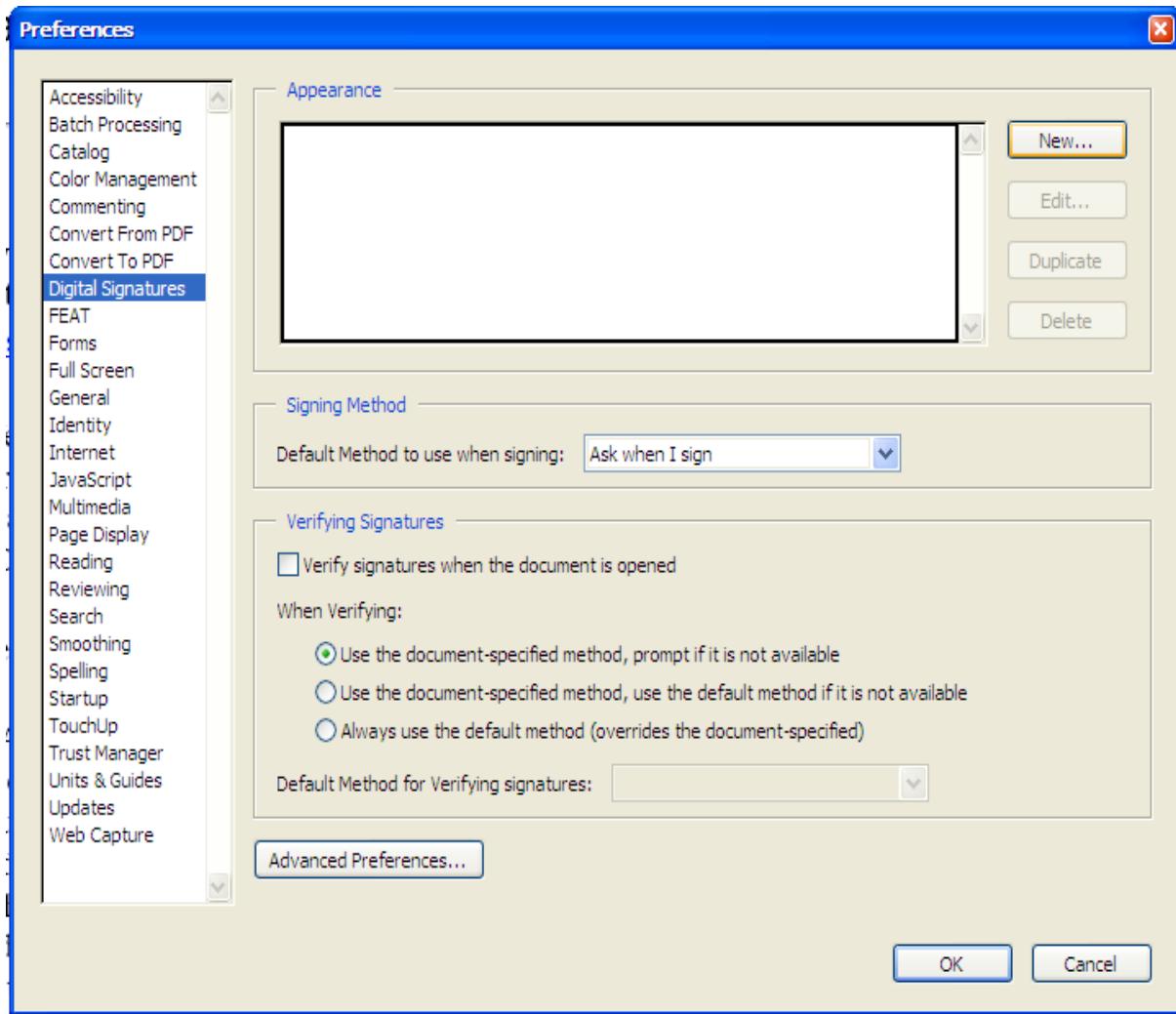
[Help](#)

[Close](#)

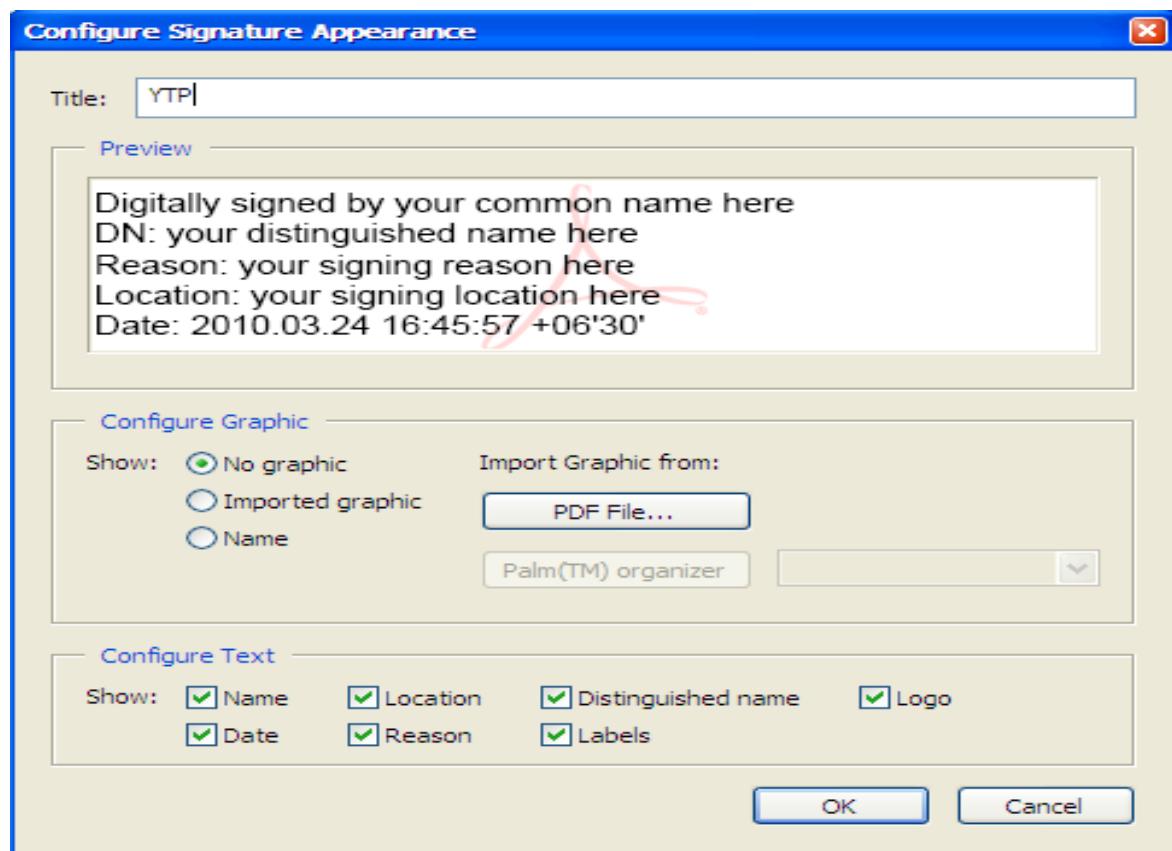
2.3 To Create a new Signature Appearance

If you want to include an image (eg. scanned image or company logo) in your signature

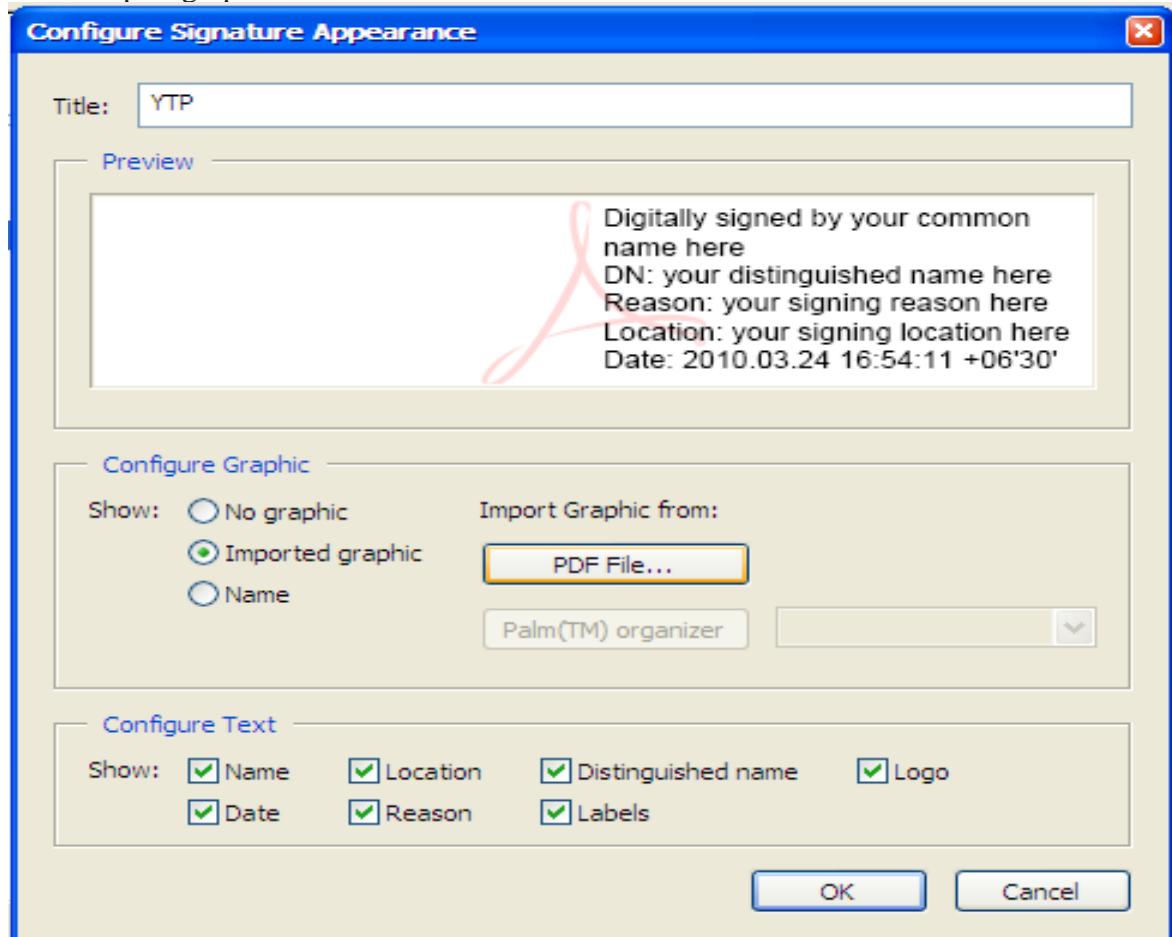
1. Choose Edit > Preferences > Select Digital Signature.Click New.



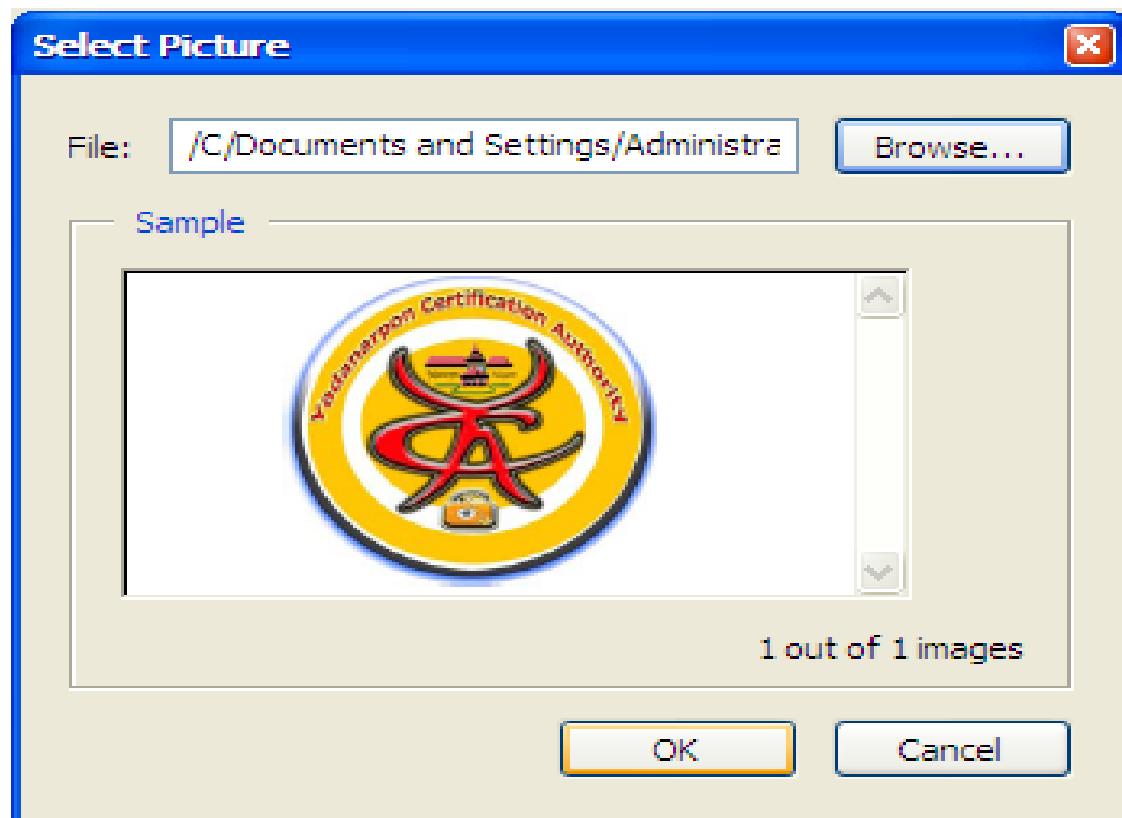
2. In the Configure Signature Appearance dialog box, type a title for signature appearances. When you sign a document ,you select the signature by its title so use short title.



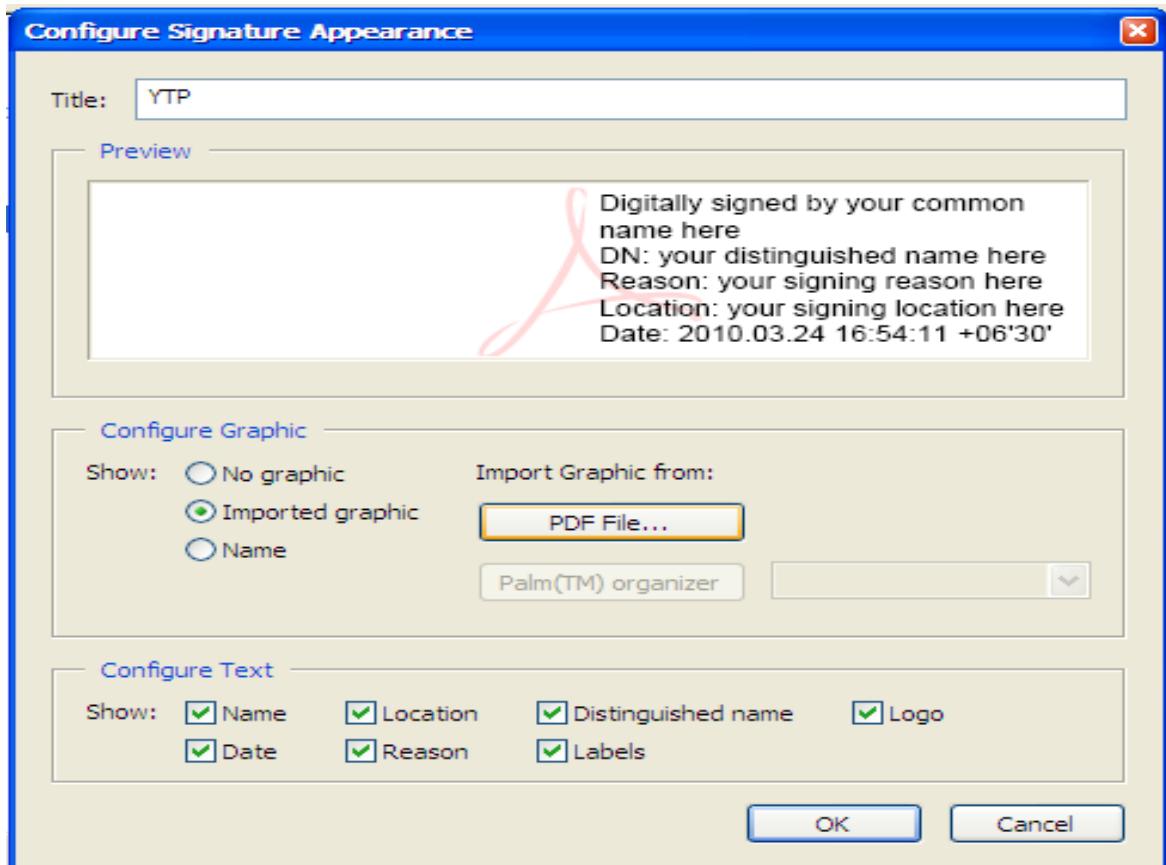
3. Select Import graphic and then click PDF File.



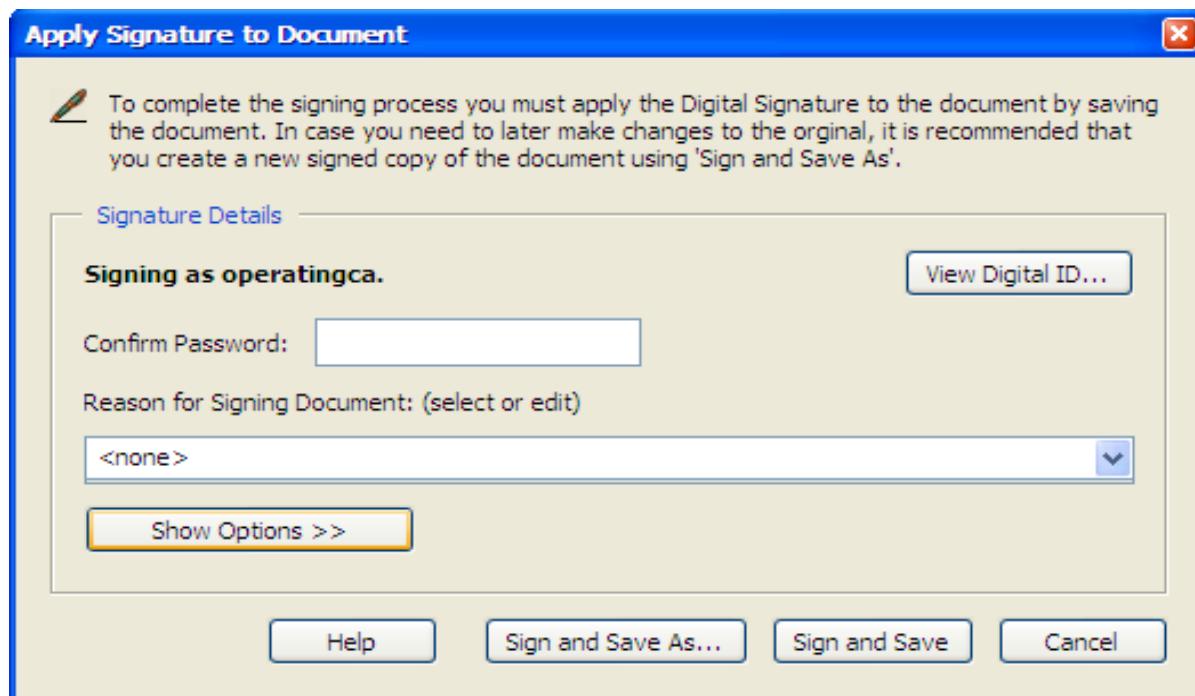
4. Select picture dialog box , Click browse location a file(the file must be PDF file) and then Click Ok.



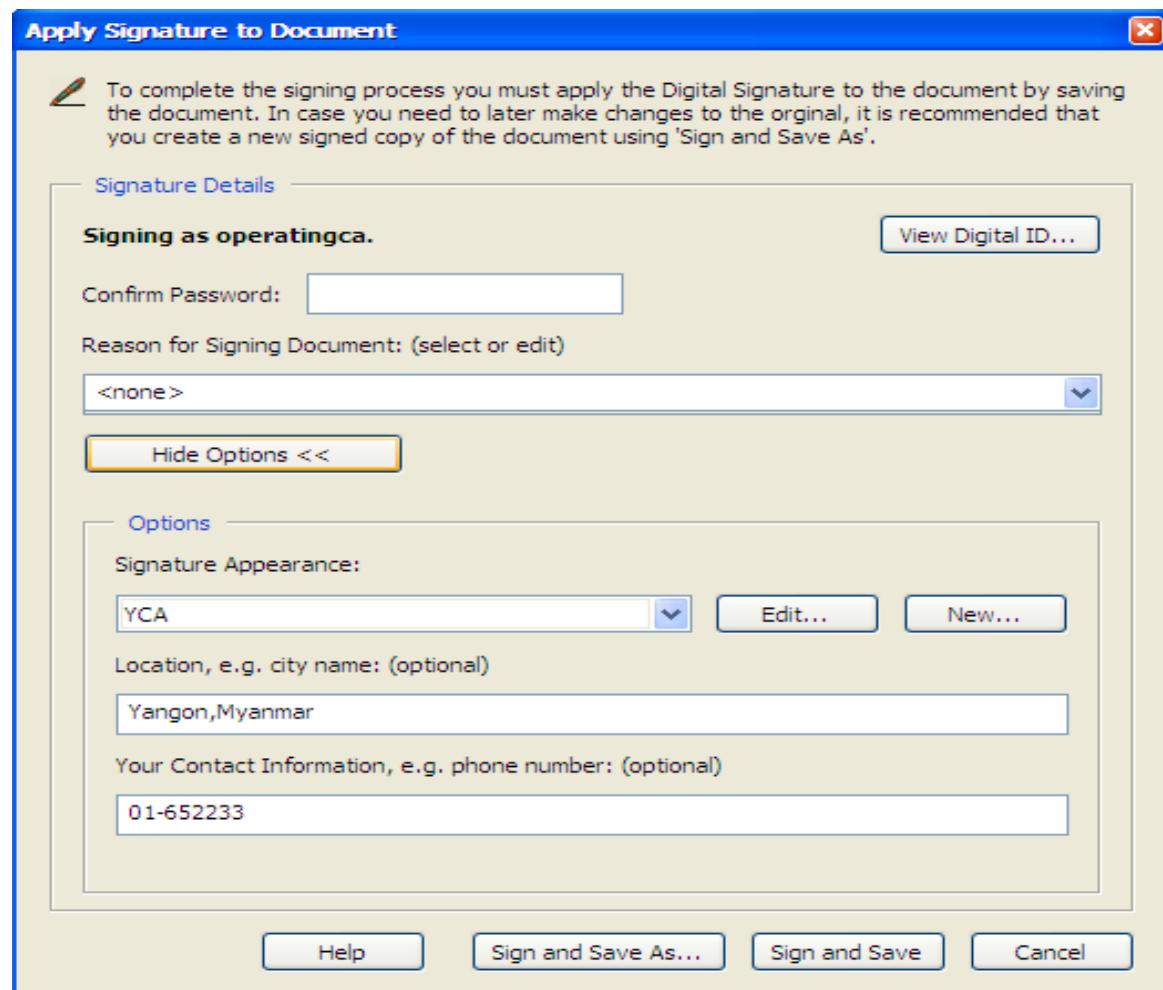
5.Select any text item you want to appear with signature on document page. And then click OK.



6. If you sign a document (See From Section 1.1,Step 1 to Step 4).In Step 5, you must choose Show Option.



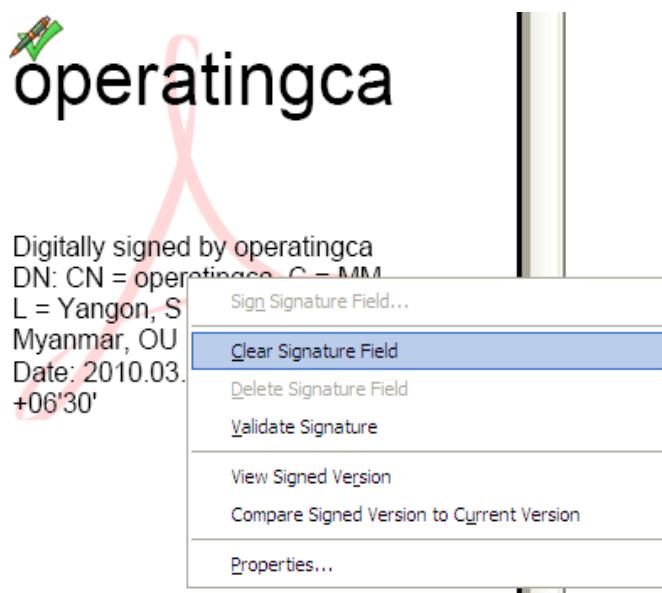
7. From the Option menu choose Signature Appearance ,Location and your Contact Information.Then Click Sign and Save.



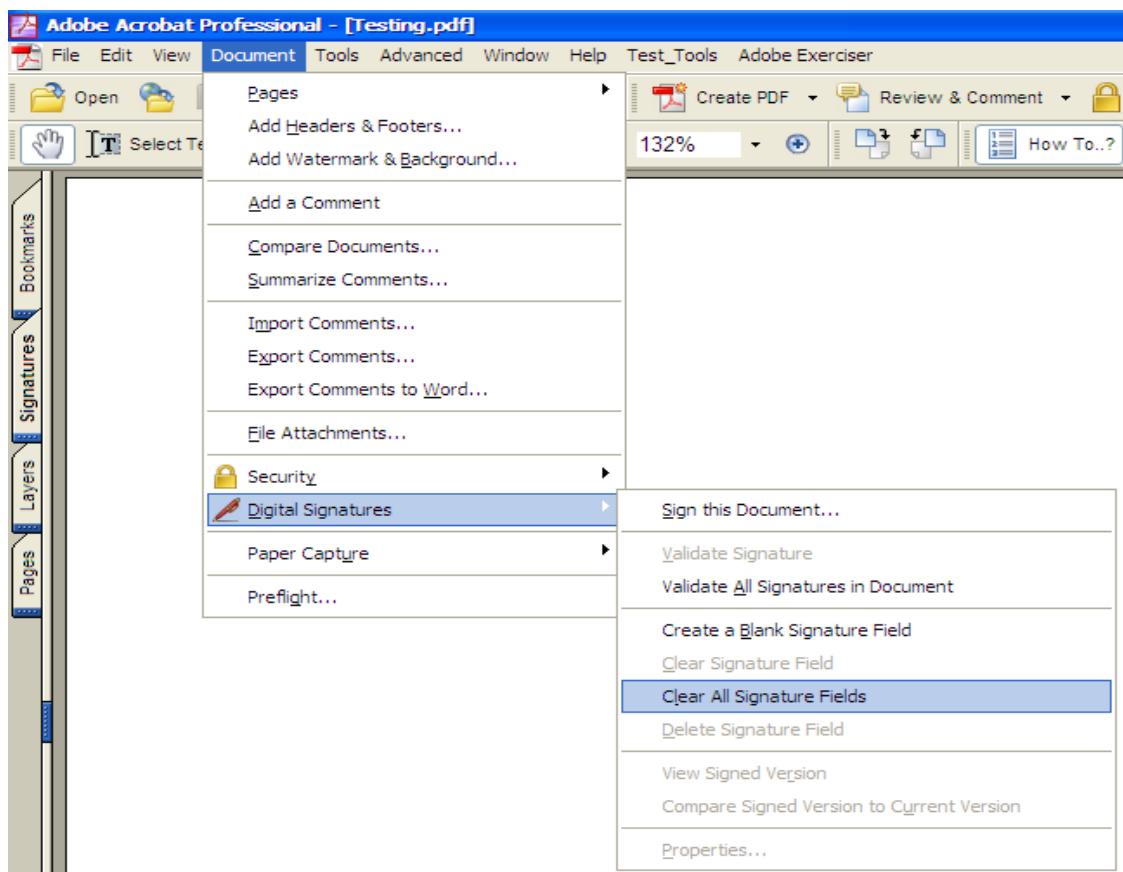
2.4 Clear or Remove a Digital Signature

Do one of the following

- (1) To remove a signature , right-click the signature field and choose Clear Signature Field.



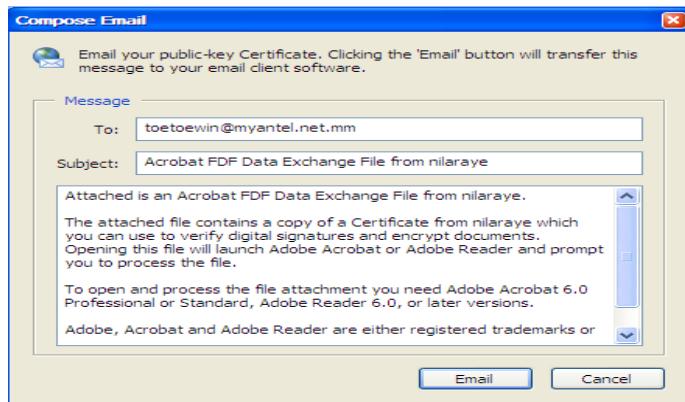
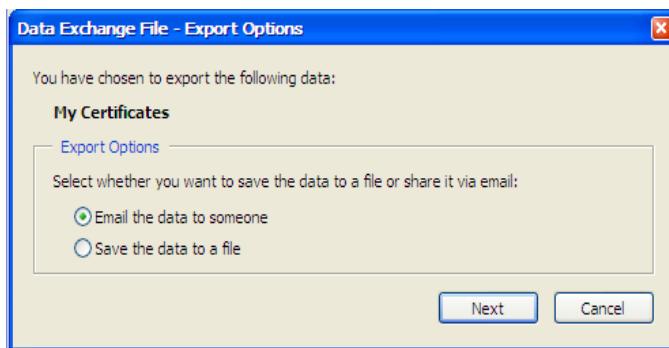
- (2) Choose Document > Digital Signature > Clear All Signature Fields. And then click OK.



2.5 To share your digital ID certificate:

1. For password-protected digital ID files, choose Advanced > Manage Digital IDs > MyDigital ID Files > My Digital ID File Settings. If prompted, select your digital ID, type the password, and click OK.
2. To verify your certificate information is correct, select the digital ID you want to share, click Settings, and then click Show Certificate Details. Click Close and OK to return to the dialog box.
3. Selected the digital ID , click Export.
4. Do one of the following:

1. Select Email the Data to Someone, and click Next to send your digital ID certificate to another user. Specify the email address, click OK, and then send the message in your email application, if necessary.



- 2.Click Save the Data to a File, and click Next to save the digital ID certificate in an FDF file. Browse to specify a location for the certificate file, and click Save.

2.6 To request a Certificate from another user:

- 1.** Choose Advanced > Manage Digital IDs > Trusted Identities.
- 2.** Click Request Contact.
- 3.** Type your name and email address. To allow other users to add your certificate to their list of trusted identities, select Include my Certificates.
- 4.** Select you want to email the request or save it as a file . You can send it later, and then click Next.
- 5.** Select the digital ID file, type the password, and click OK. Select the digital ID file to use, and then click Select.
- 6.** Do one of the following:
 1. To send an email message, specify the email addresses, edit the message as needed, and click Email. You may need to switch to your email application to finish sending the message.
 2. To save the file, specify a location, and then click Save. You can later attach this file to an email message.
- 7.** After you receive the email message, open the attachment, and choose Set Contact Trust.