#### PDF XChange 4

### **Adding Security**

- ► Go to PDF Tools
- Select the option for Edit Page/Content Settings



**FYI** Not all viewers support all restrictions and some non-Adobe readers may simply allow full access to the document irrespective of the settings you select

- ► Click Start
- ► Use the Browse button to locate the required file in the Windows Explorer box that is displayed
- Click Next

Your document is displayed either showing pages or thumbnails

#### Click Next

			Setup PDF
Conoral	PDF Specification		
General	C Version 1.3		
Optimization	Version 1.4		
	Version 1.5		
Security	Version 1.6		
* <b>•</b>	When Document Opened		
Information	Page Layout:	Single Page	
Advanced	Page Mode:	Show None	•
	Full Screen Page Mode:	Show None	*
	Viewer Preferences		
	Hide Toolbar		Centre Document Window
	Hide Menu bar		🗌 🥅 Display Document Title in the Window Title ba
	Hide Document's Windo	w User Interface Elements	

This is the Setup section where you can click on any/all of the tabs on the lefthand side of the screen and modify the properties as required

Click on the Security tab



Decide on the route you are taking:

## Eg

Use the PDF Security Password required to open the file Encryption level (see below – what versions are compatible with the level selected) What changes are going to be allowed?

#### **Encryption Levels:**

40-bit RC4 (Acrobat 3.x, 4.x) 128-bit RC4 (Acrobat 5.x and above) 128-bit AES (Acrobat 7.0 and above)

## **Digitally Sign a PDF**

- Click in the Checkbox to Digitally Sign a PDF
- Click on the Sign Setup button



Placement Appearance Details	Specify Page and Rectangle: Apply to Page(-1 - to last page): -1 (210.0 × 297.0 mm) Units: Millimeters v Offset from Left: Offset from Bottom: 25.4 s Width: Height: 50.8 s 16.8 s	Joe Blogges
Placement	Show Graphic:  No Graphic  Name Trage:  Browse  Browse  Browse  Provide the provided of the provided	Joe Blogges
Placement Appearance	Reason for Signing: T am the author of this document  Location:  Bristol Office UK  Contact Information:  0117 9339 789	Joe Bloggs

# ► Use the Placement, Appearance and Details tabs to set up the signature as required

Once the Setup is complete

- ► Click Next
- ► Select the required storage area and filename for the document
- Click Process

Your digital signature will be displayed where you set it (ie at the top of the first page or the bottom of the last page)



- Click Next to continue
- Click Cancel if you want to end the task