PDF XChange 4

Adding Security

►Go to PDF Tools
►Select the option for Edit Page/Content Settings
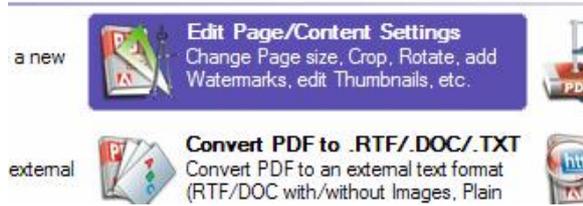
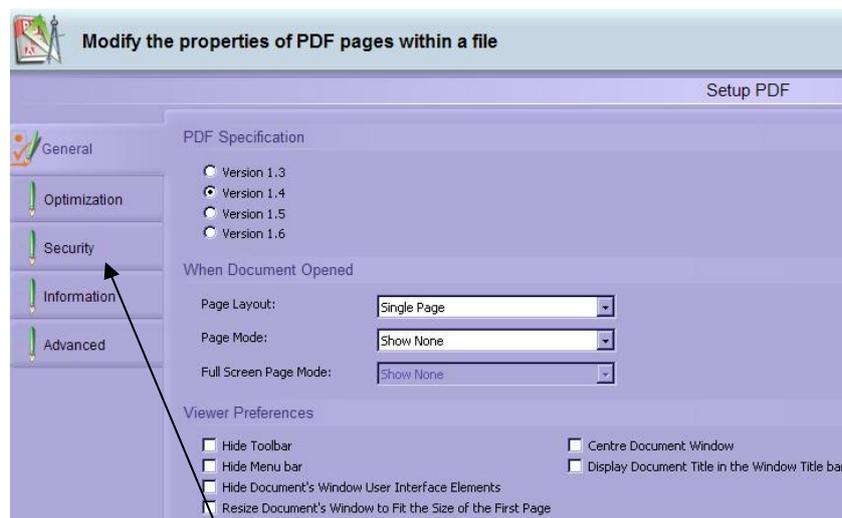►Click Start
►Use the Browse button to locate the required file in the Windows Explorer box that is displayed
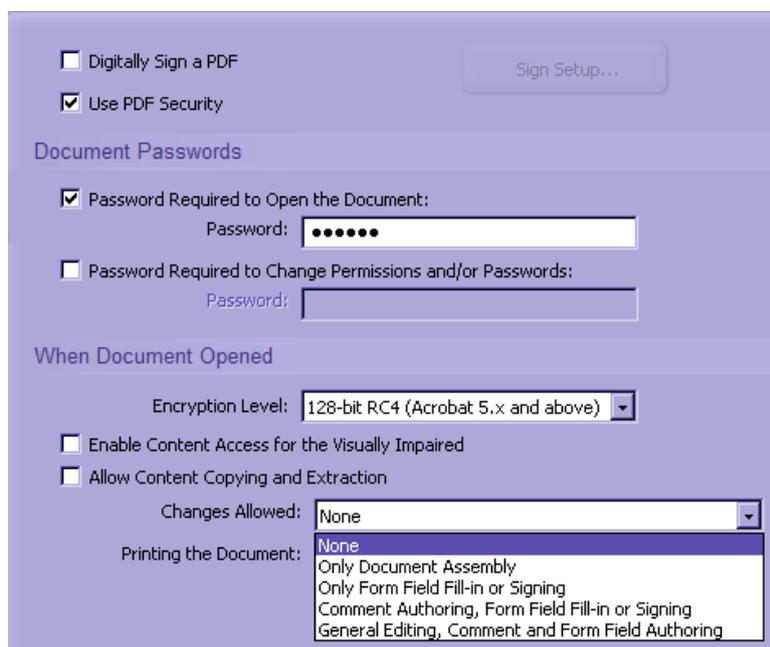►Click Next

Your document is displayed either showing pages or thumbnails

►Click Next

This is the Setup section where you can click on any/all of the tabs on the left-hand side of the screen and modify the properties as required
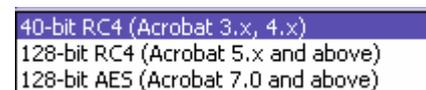
►Click on the Security tab


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
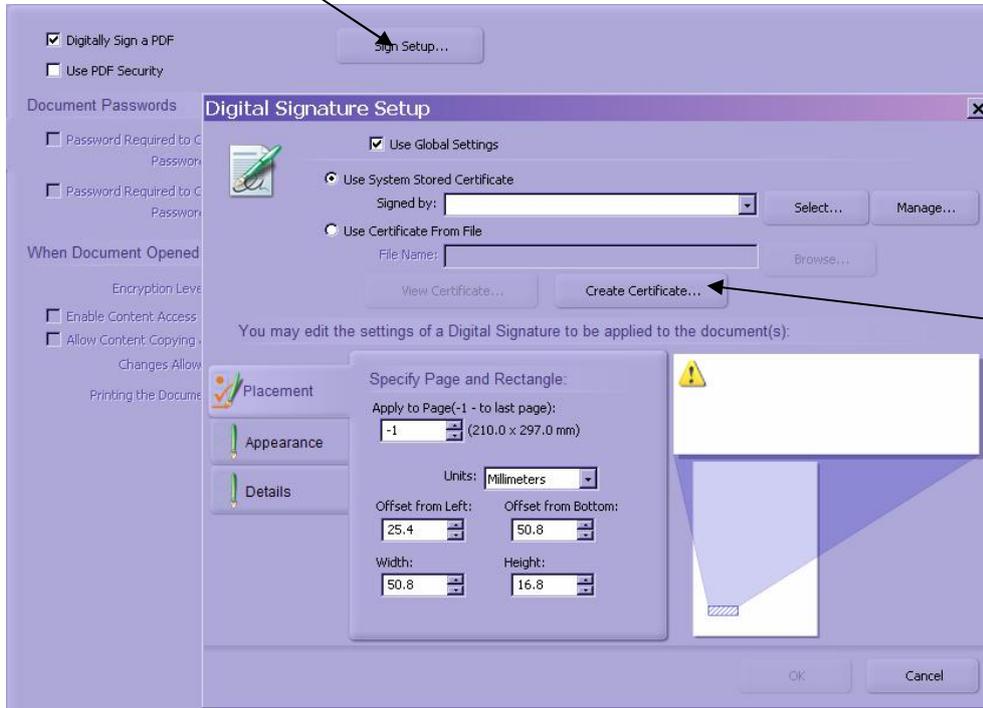
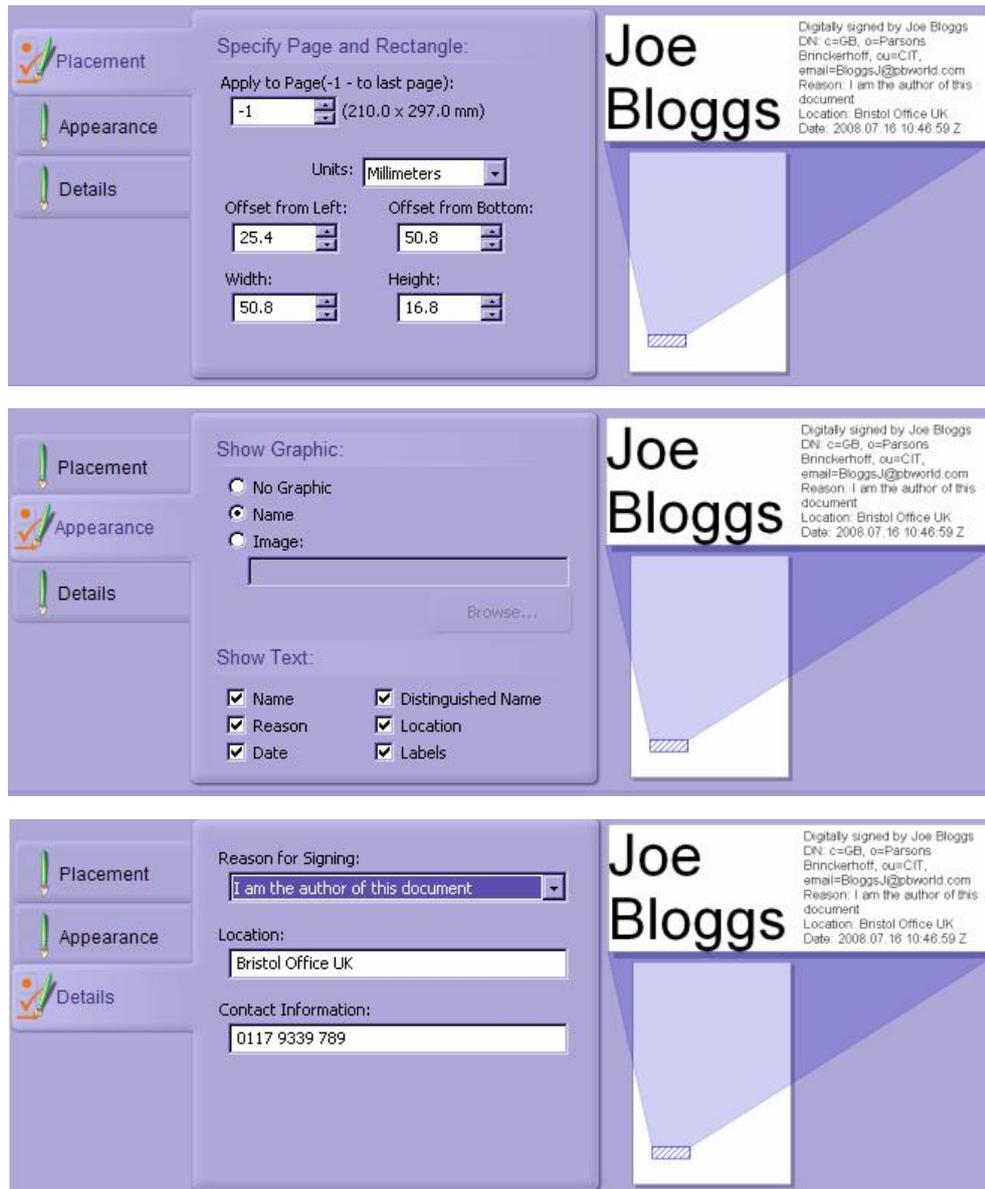The Digital Signature Setup dialogue box will be displayed

►Click on the Create Certificate button (if you don't already have a digital signature)
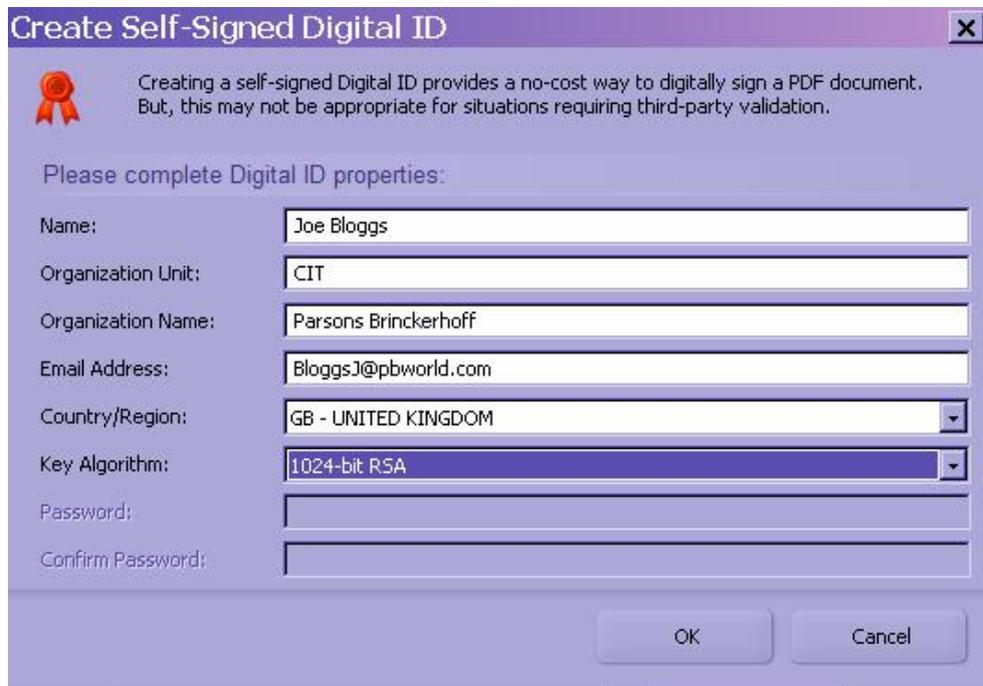
►Fill in the signature details

►OK

►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