



Ascertia Trust Solutions



Welcome to a Secure Digital World ...

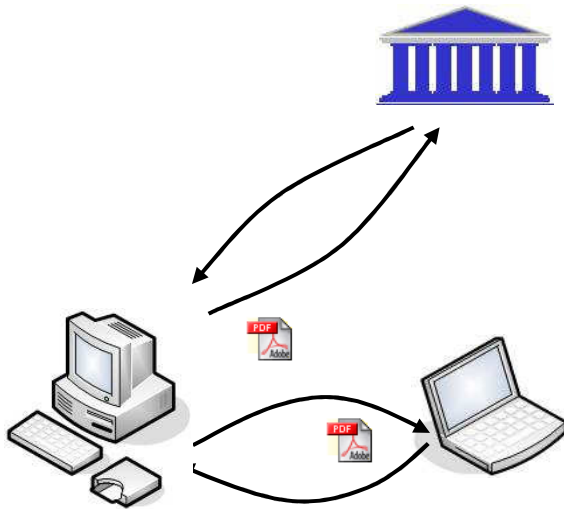
**PDF Sign&Seal – Product Overview**

***Saving Time & Money, Avoiding Risk & Fraud***

## PDF Sign&Seal

### Desktop PDF creation, signing certifying & encryption

- Makes it easy to sign PDF documents
- Needs no Acrobat licences (Much lower cost)
- Fully compatible with Reader
- PDF/A 1a and 1b compliant
- Simple right-click operation on PDF file
- Signs and/or seal multiple files in one go
- Can create “certified” signatures to lock PDFs
- Remembers regular business signing locations
- Administrator can preset config prior to roll-out
- PDF creation and form fill functionality
- Support for local language tables



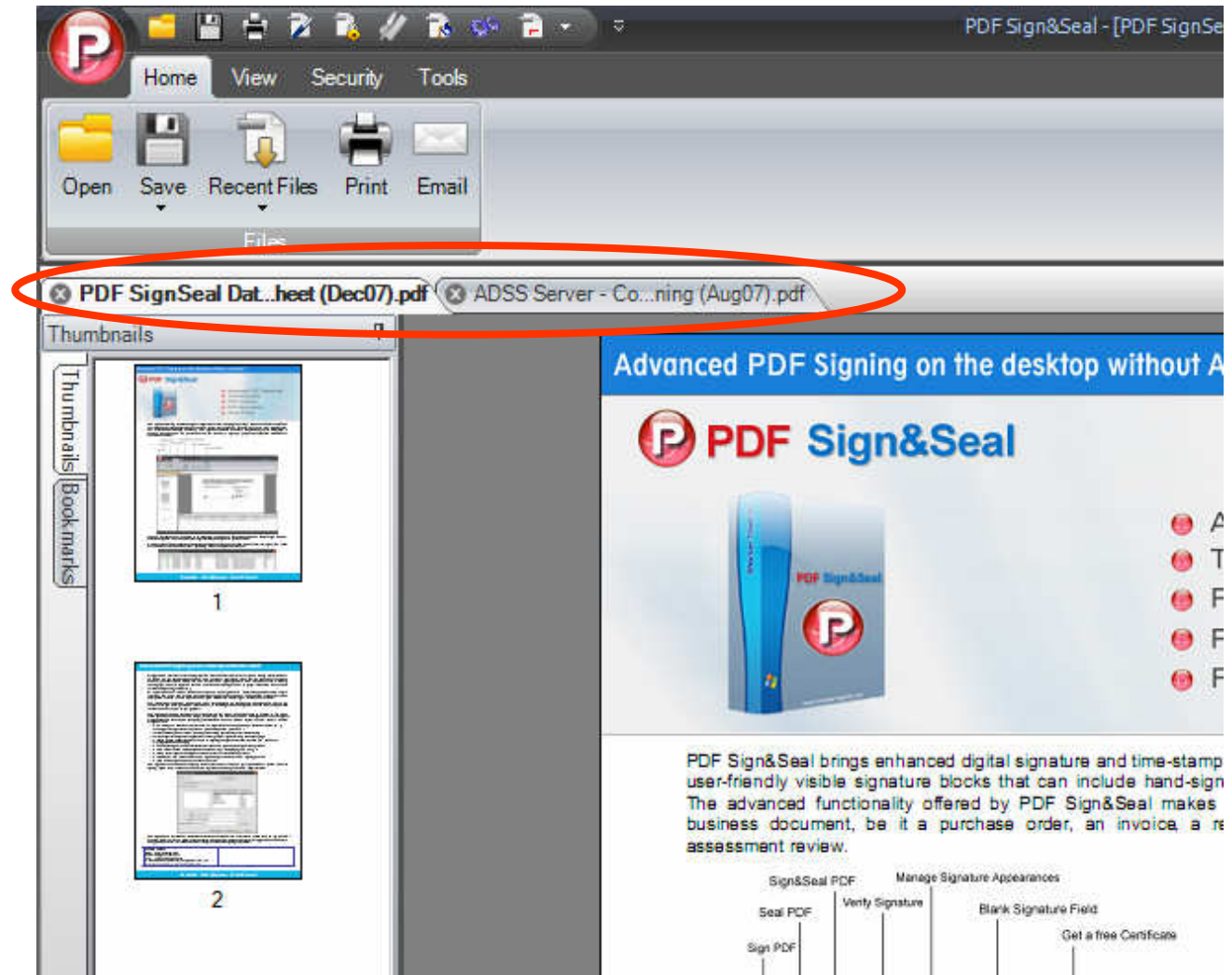
## PDF Sign&Seal – Launch Screen



Various options exist when evaluating:

- a) To continue
- b) To purchase (from a local site)
- c) To activate a licence

# PDF Sign&Seal – Main Screen



Multiple PDFs can be opened in separate tabbed windows

Thumbnails can be shown to easy navigation

## PDF Sign&Seal – Toolbars

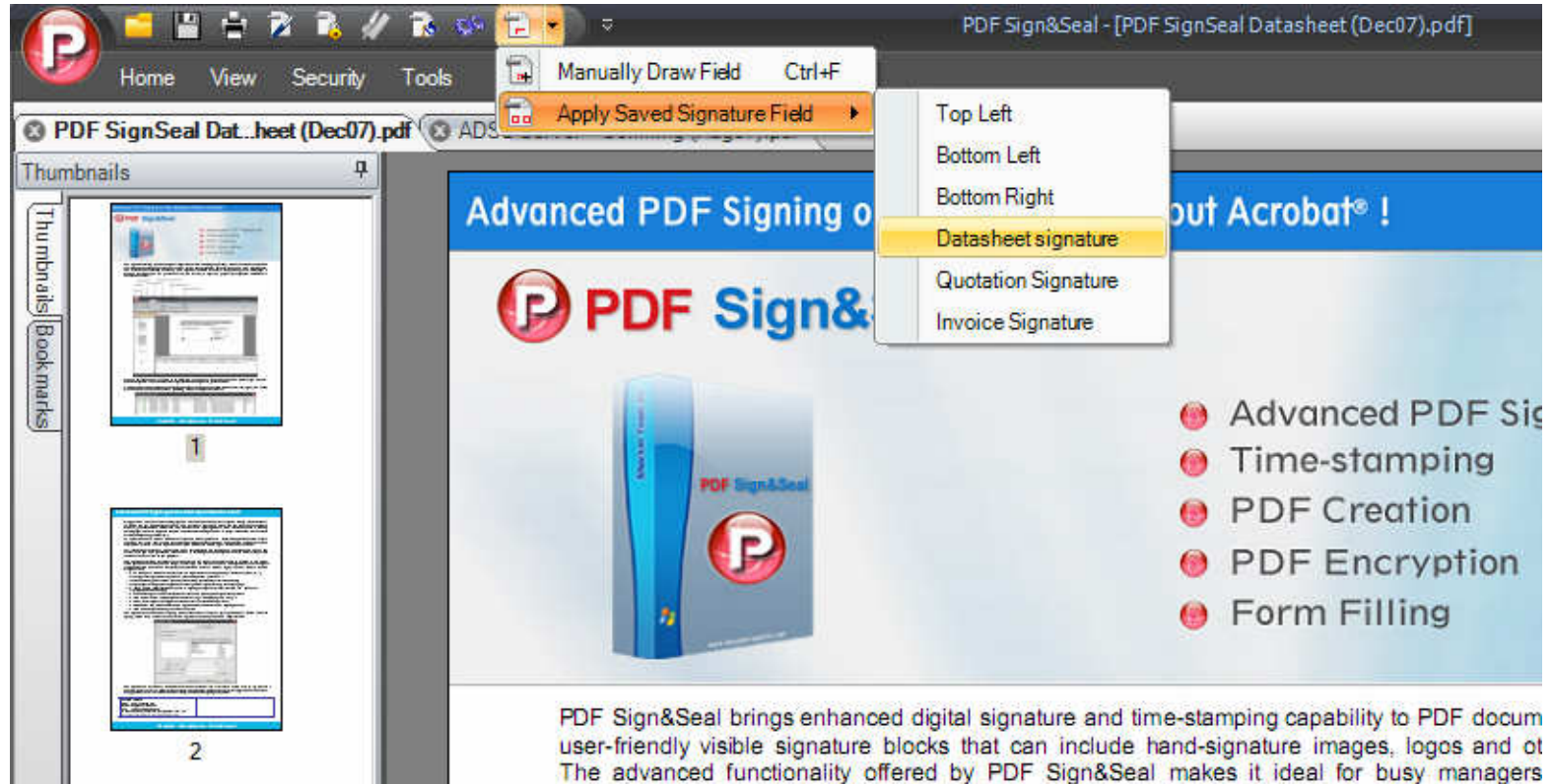


The product has easy to use using Windows / Office style toolbars.

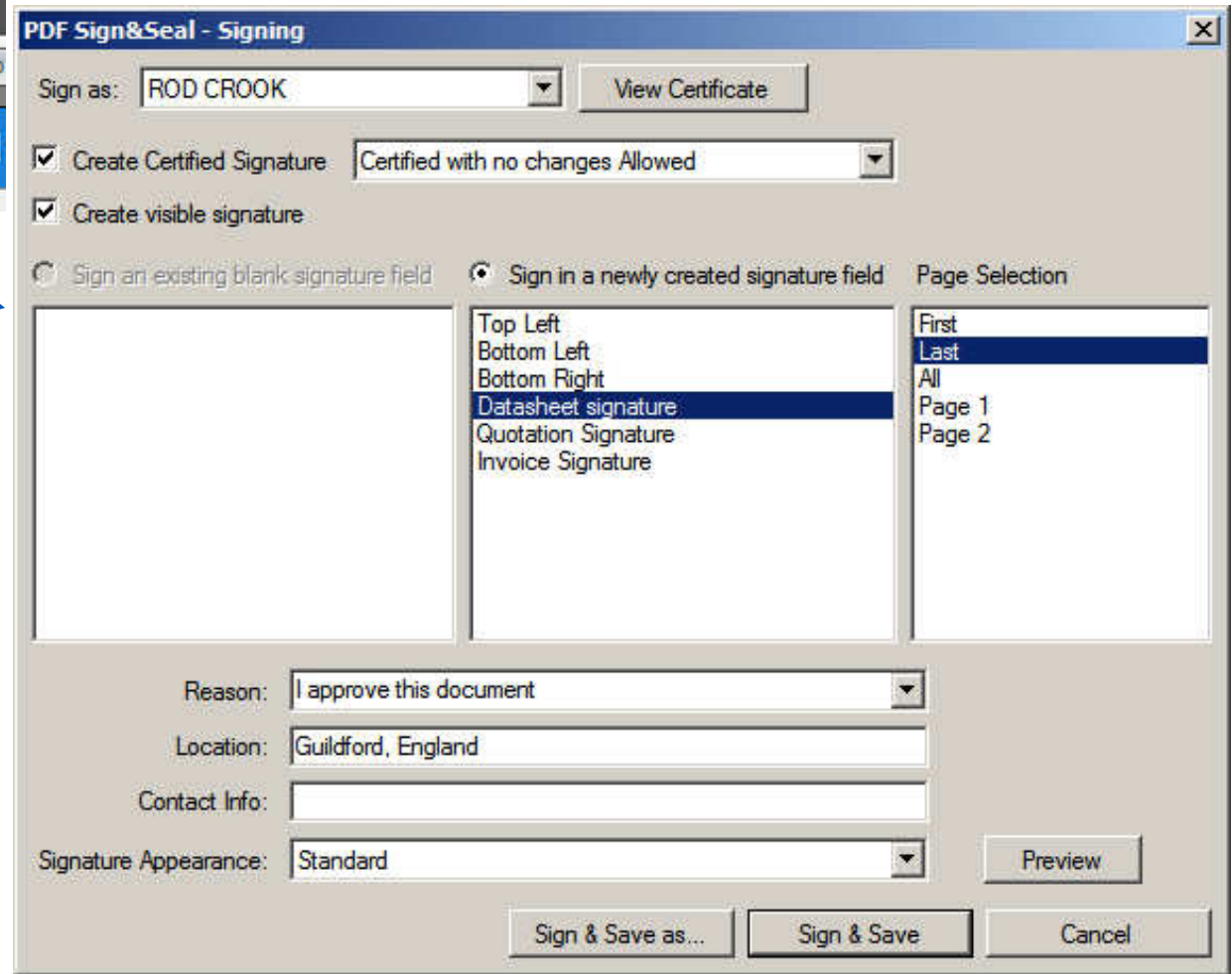
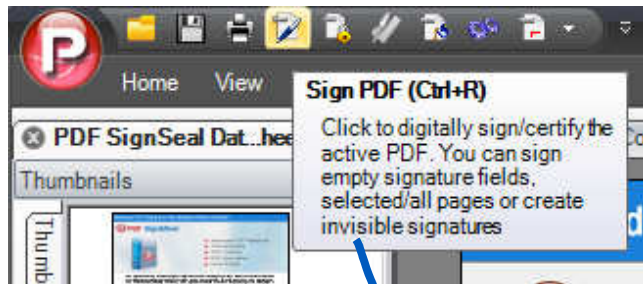
It also features configurable quick access buttons with tool tip pop-ups

# PDF Sign&Seal – Signature Fields

Signature fields can be manually drawn or just created from defined standard locations that you ask the product to remember



## Signing – using preferred signing locations



PDF Sign&Seal quick access sign button shows you the default signing parameters and allows you to select one of your usual signing locations

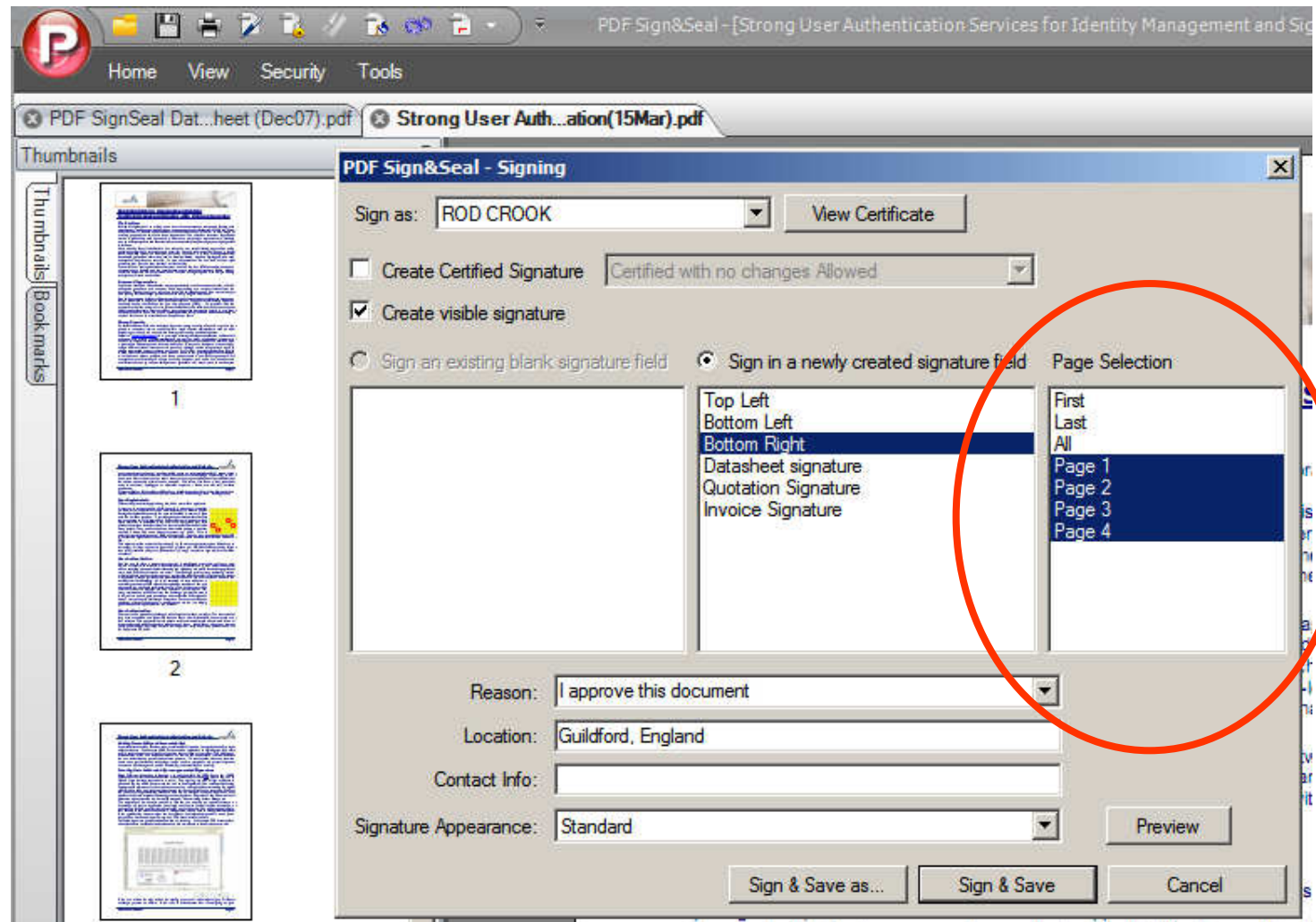
These can be defined centrally before roll-out

## Signing – on multiple pages or the last page

PDF Sign&Seal can sign on multiple pages

The remembered signatures can be selected and then additional pages added.

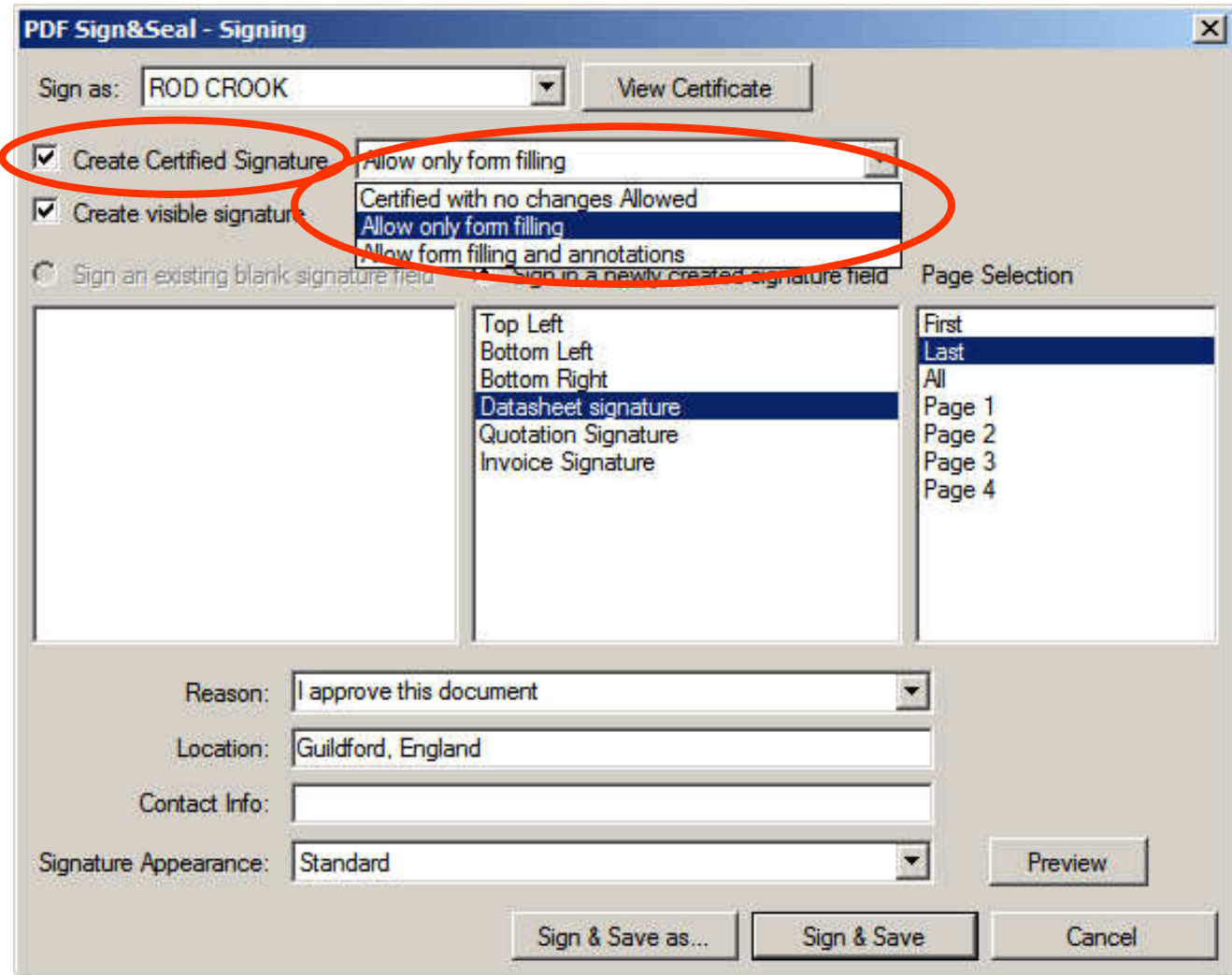
Note the “Last page” is very useful for variable document lengths!



## Signing – using certified signatures

PDF Sign&Seal can create Certified signatures on documents and lock and control future document changes.

Note: Form filling includes allowing existing signature fields to be signed



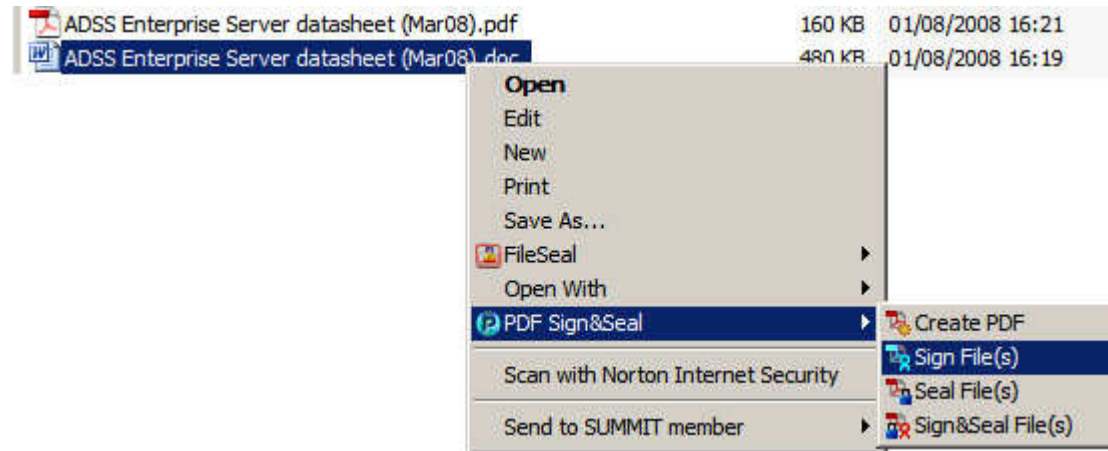
The screenshot shows the 'PDF Sign&Seal - Signing' dialog box. The 'Sign as:' field is set to 'ROD CROOK'. The 'Create Certified Signature' checkbox is checked and circled in red. The 'Create visible signature' checkbox is also checked. A dropdown menu is open, showing options: 'Allow only form filling', 'Certified with no changes Allowed', 'Allow only form filling' (highlighted), and 'Allow form filling and annotations'. Below this, there are radio buttons for 'Sign an existing blank signature field' and 'Sign in a newly created signature field'. A list of signature locations is shown, with 'Datasheet signature' selected. To the right, a 'Page Selection' list shows 'Last' selected. At the bottom, there are fields for 'Reason' (I approve this document), 'Location' (Guildford, England), 'Contact Info', and 'Signature Appearance' (Standard). Buttons for 'Sign & Save as...', 'Sign & Save', and 'Cancel' are at the bottom right.

## Windows Explorer – right click integration

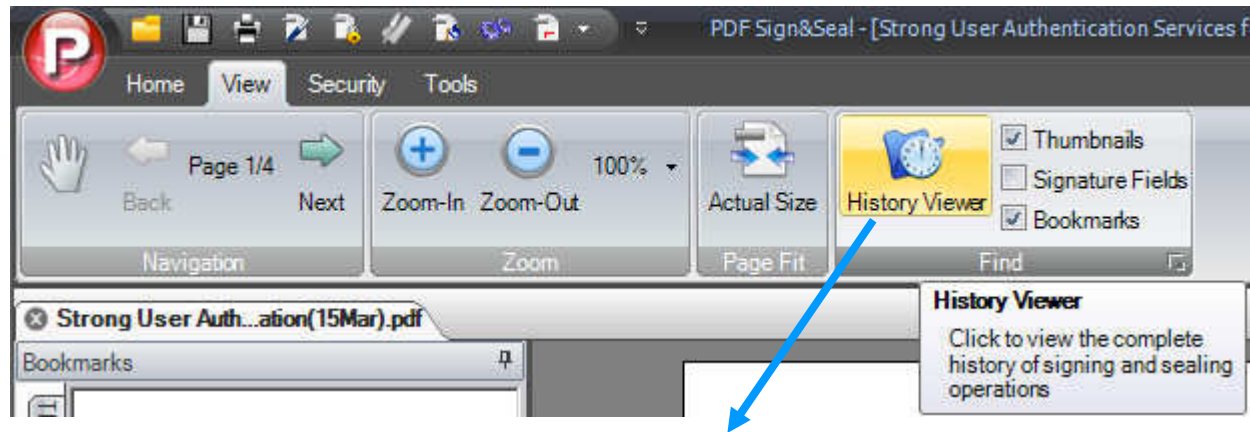
Right click and sign most documents.

If they are not already PDFs then the PDF print driver will be activated to convert to PDF. Then PDF Sign&Seal will be run and ask how to sign the file.

Alternatively non PDF documents can be just printed to PDF format using the 'create PDF' option.



# Signature History Viewer



**PDF Sign&Seal: History Viewer**

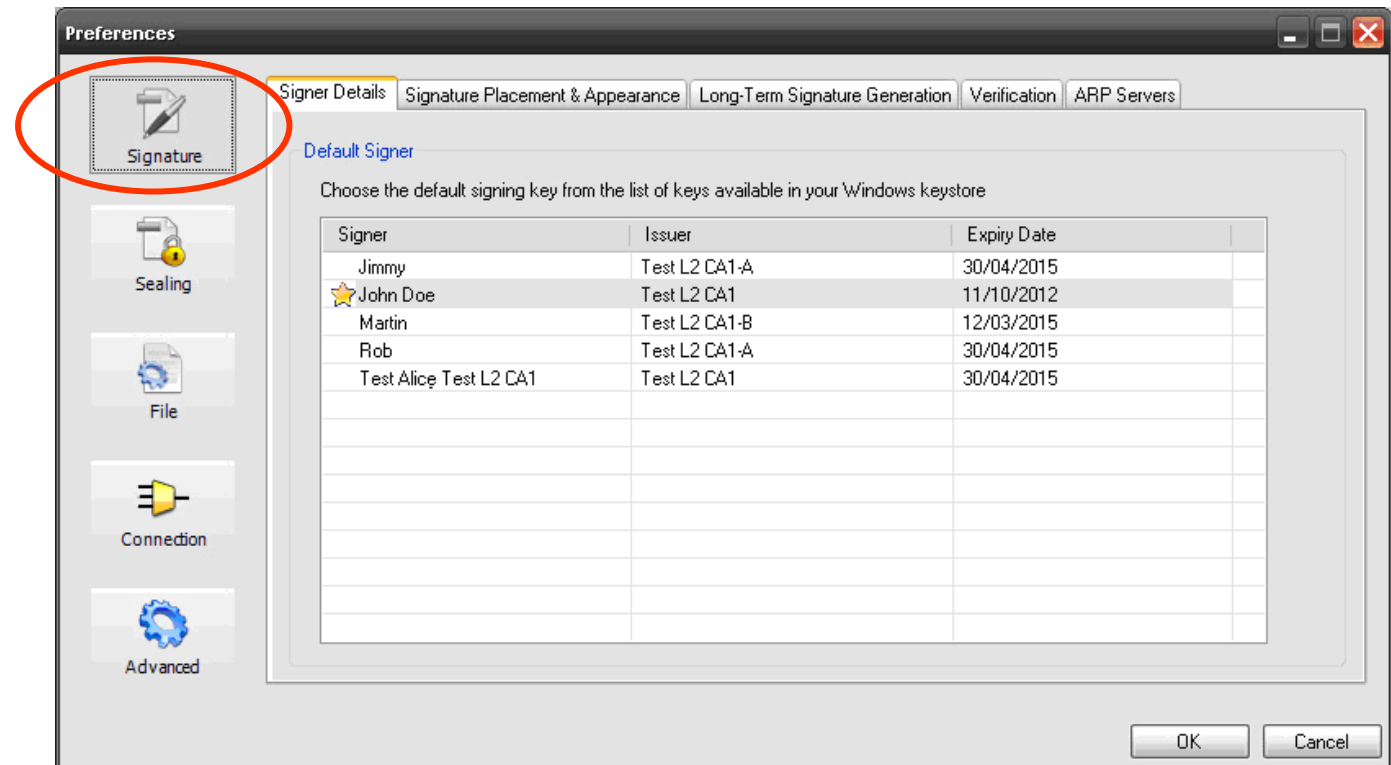
Seri...	Stat...	Date	Time	Signer	File Name	Output File Path	Action
17	✓	03/08/2008	13:28:05	ROD CROOK	Ascertia ADSS v3 - ...	C:\Documents and Settings\Rod\My Docum...	Sign
16	✓	03/08/2008	12:19:00	ROD CROOK	Ascertia ADSS v3 - ...	C:\Documents and Settings\Rod\My Docum...	Sign
15	✓	02/08/2008	17:51:07	ROD CROOK	CRL Monitor Dash...	C:\Documents and Settings\Rod\My Docum...	Sign
14	✓	02/08/2008	17:44:11	ROD CROOK	TrustFinderTSA serv...	C:\Documents and Settings\Rod\My Docum...	Sign
13	✓	02/08/2008	17:42:24	ROD CROOK	TrustFinderOCSP Se...	C:\Documents and Settings\Rod\My Docum...	Sign
12	✓	02/08/2008	17:41:02	ROD CROOK	ADSS GrIdsure Serv...	C:\Documents and Settings\Rod\My Docum...	Sign
11	✓	01/08/2008	16:22:48	ROD CROOK	ADSS GrIdsure Serv...	C:\Documents and Settings\Rod\My Docum...	Sign
10	✓	01/08/2008	16:21:26	ROD CROOK	ADSS Enterprise Ser...	C:\Documents and Settings\Rod\My Docum...	Sign

Review what you have signed with the signature history viewer !

## Preferences – Setting Signer details

Preferences allow standard parameters and options to be defined and remembered.





Many of these can be pre-set by an administrator – the user must set their own certificate and handsignature logo.



## Preferences – signature appearances

PDF Sign&Seal contains these default signature appearances.

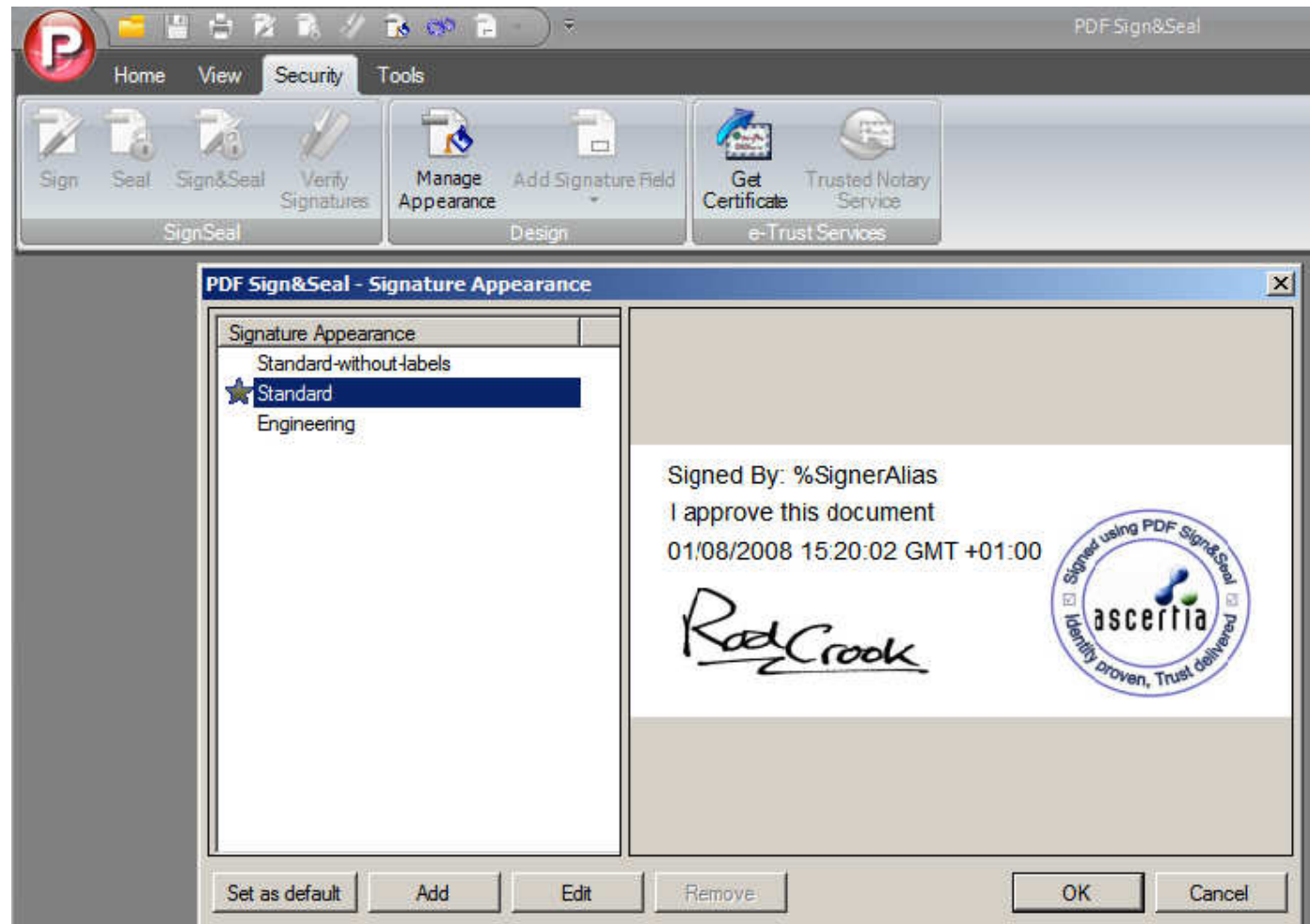
These can be edited and changed to create quite different appearances as you required

<p><b>Default-standard:</b></p> <p>Signed By: %SignerAlias          Location: Guildford, England          Reason: I approve this document          Signing Date: Monday, December 12, 2007, 17:58:21 GMT +05:00</p> <p><i>Signature</i> </p>	<p><b>Default-borders:</b></p> <p><i>%SignerAlias</i>          Guildford, England          I approve this document          Monday, December 12, 2007, 17:24:48 GMT +05:00</p> <p><i>Signature</i> </p>
<p><b>Default-standard-without-labels:</b></p> <p>%SignerAlias          Guildford, England          I approve this document          Monday, December 12, 2007, 17:22:30 GMT +05:00</p> <p><i>Signature</i> </p>	<p><b>Default-engineering:</b></p> 

## Preferences – Managing signature appearances

Click on the manage appearance button to enter the relevant screen

Now ADD a new appearance OR select and EDIT the appearance you wish to change



## Preferences – Defining signature appearances

Select each item and EDIT or REMOVE them as required.

Additional elements can be added – click ADD to do this

New company logos can be defined quite easily.

Hand signature images can also be defined. If no scanner exists then use PowerPoint to create a script font, take a screen copy and use paint to create the file,

e.g.:

*Rod Crook*





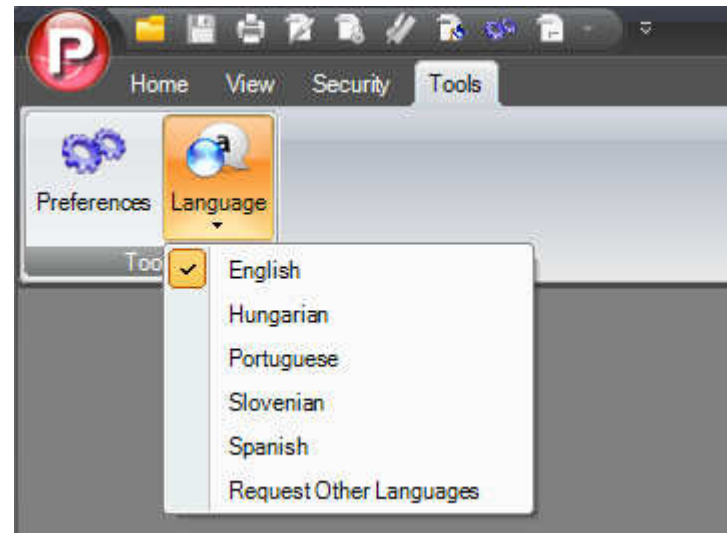
## PDF Sign&Seal – Engineering Signatures



This type of Engineering seal can be defined very easily as a single image or a combined seal and separate signature – it just depends which approach suits best .

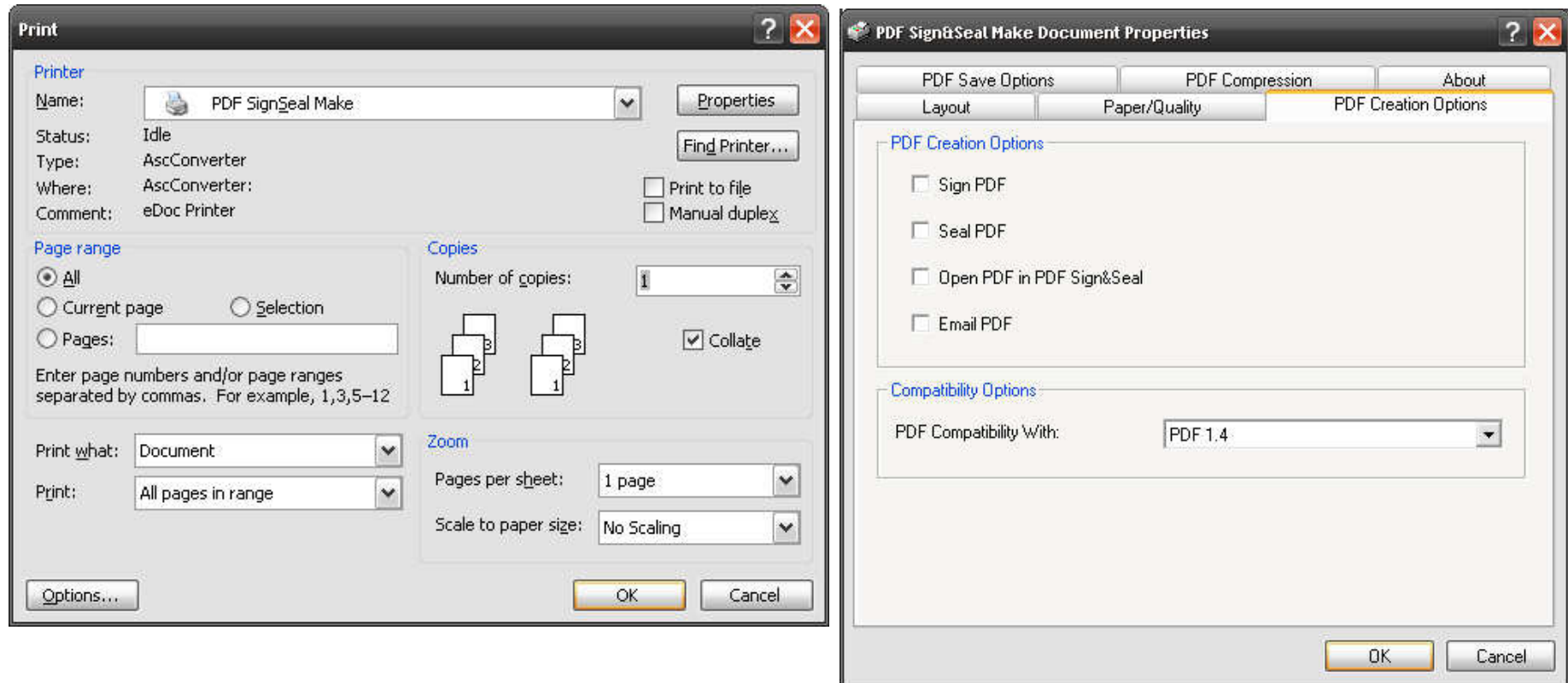
The date position is adjustable and can be shown in US or UK type short formats!

## PDF Sign&Seal – Multi-language support



Multiple languages are supported using Arial Unicode.  
New languages can be easily added.

## PDF Sign&Seal – PDF Creation



PDF Sign&Seal Make is a PDF creation print driver. It can be invoked from right click or from File/Print. Clicking on properties allows a range of print settings to be made, from quality to creation options, version numbers etc.

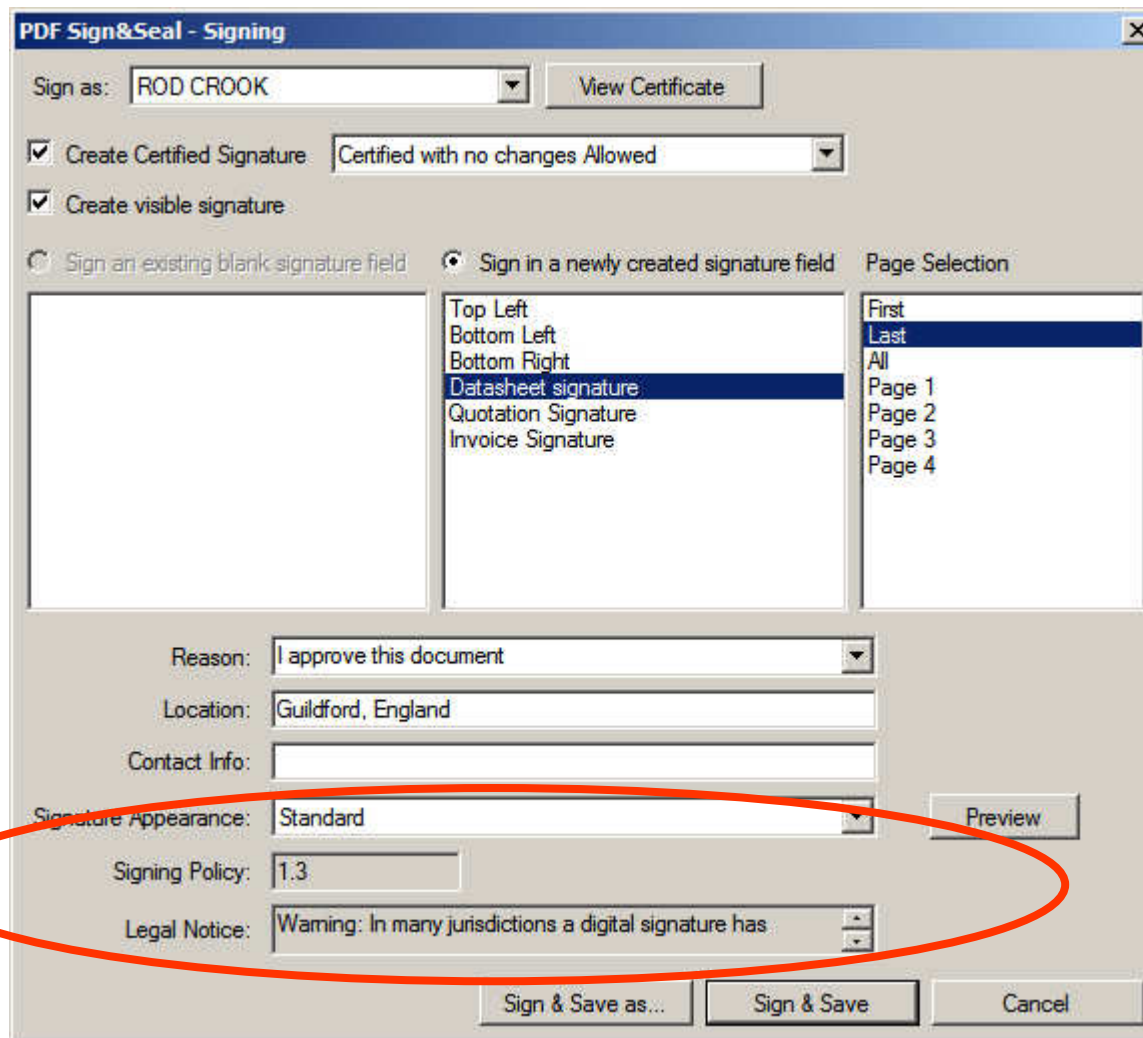
## Advanced Configurations features

- **Central Administration:**
  - See the admin guide for pre-defining configuration data and rolling this out
- **Managed Services Verification:**
  - See solution sheet on verifying signatures using a service provider
- **Advanced Features:**
  - See the slides that follow

## Signing Screen – with legal notice option

A PDF Sign&Seal administrator can turn on and pre-define a local legal notice statement

And also a signing policy label

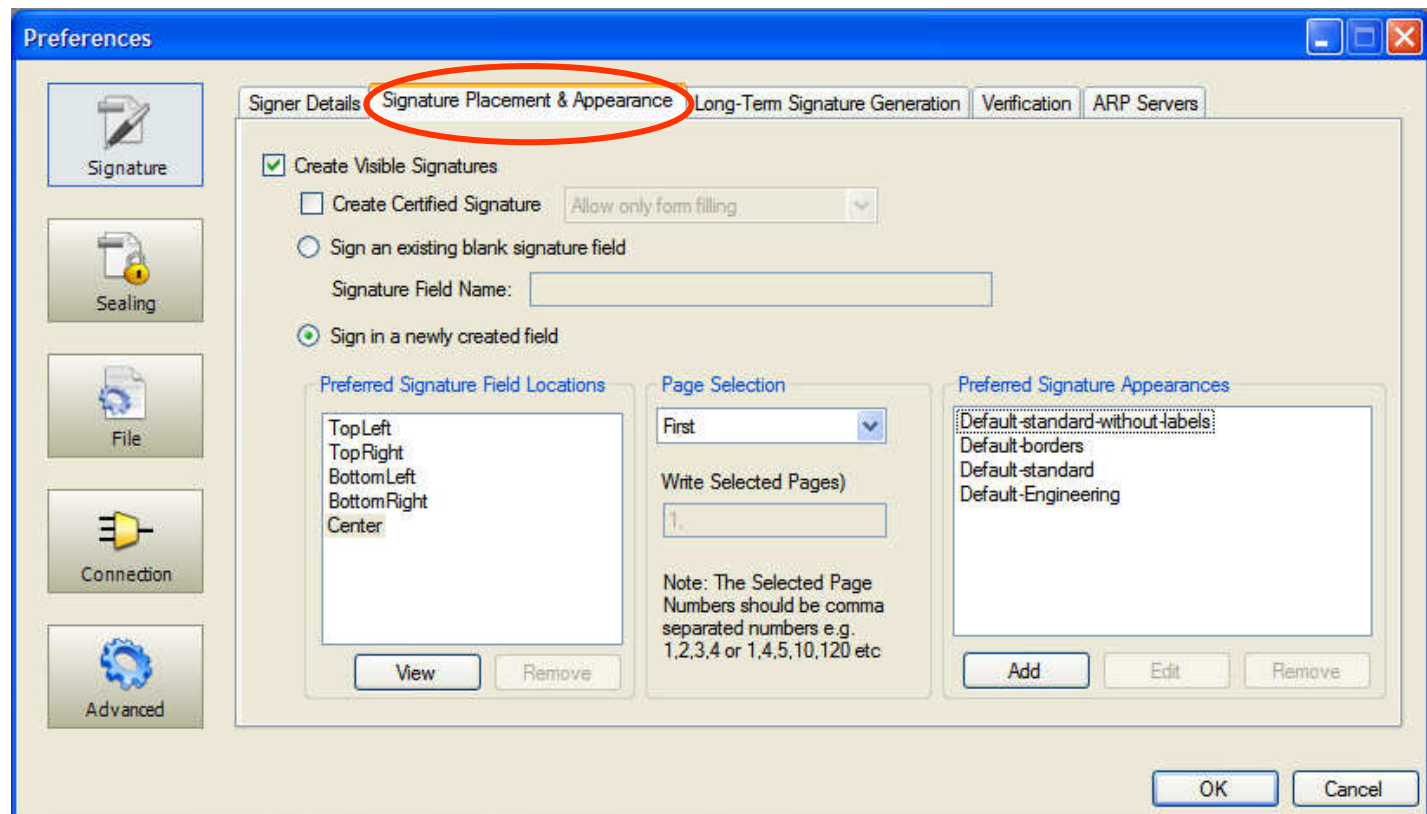


The screenshot shows the 'PDF Sign&Seal - Signing' dialog box. The 'Sign as' field is set to 'ROD CROOK'. The 'Create Certified Signature' checkbox is checked, with a dropdown menu set to 'Certified with no changes Allowed'. The 'Create visible signature' checkbox is also checked. The 'Sign in a newly created signature field' radio button is selected. The 'Page Selection' list includes 'First', 'Last', 'All', 'Page 1', 'Page 2', 'Page 3', and 'Page 4'. The 'Reason' field is 'I approve this document', 'Location' is 'Guildford, England', and 'Contact Info' is empty. The 'Signature Appearance' is 'Standard', and the 'Signing Policy' is '1.3'. The 'Legal Notice' field is circled in red and contains the text 'Warning: In many jurisdictions a digital signature has'. At the bottom, there are buttons for 'Sign & Save as...', 'Sign & Save', and 'Cancel'.

## Preferences – Signature placement

Manage the signing locations and options.

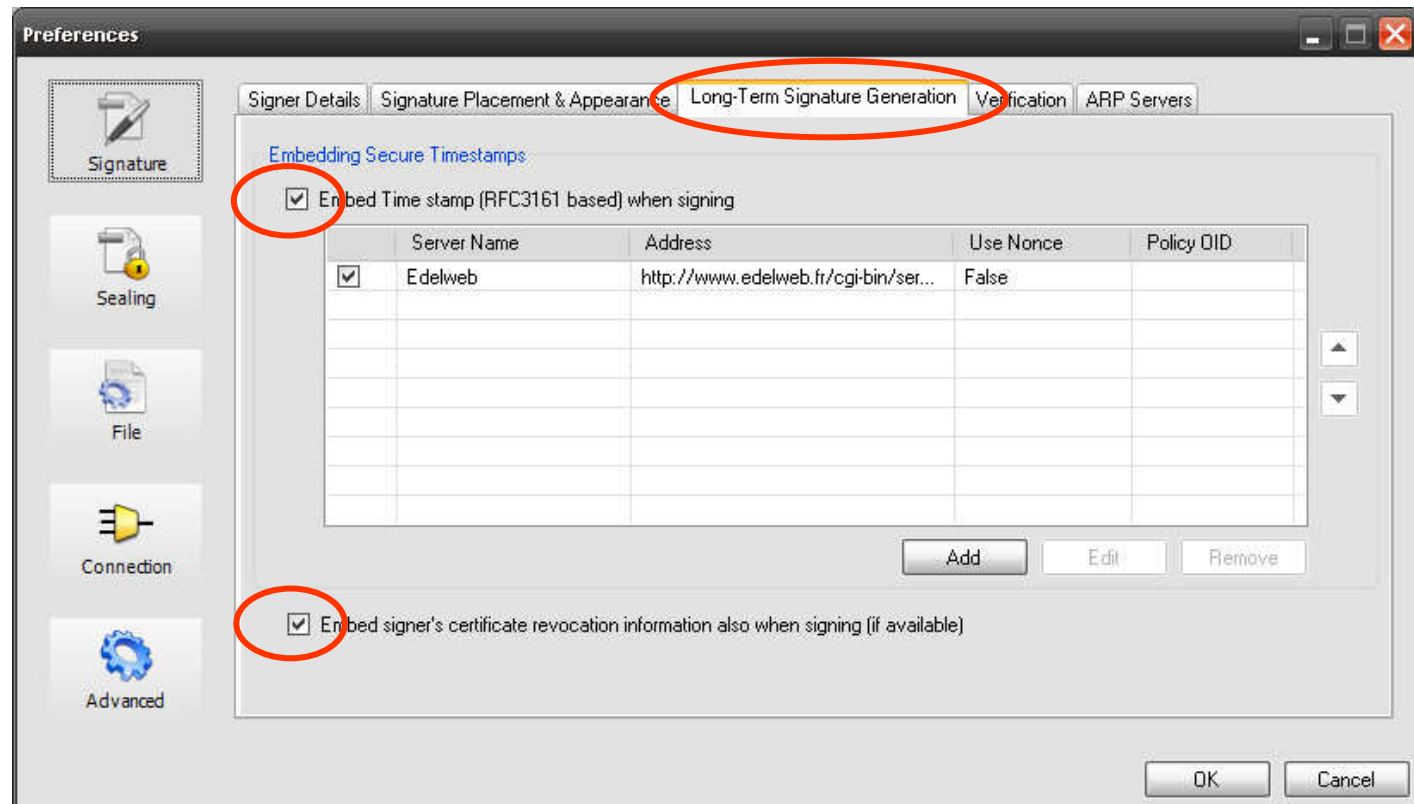
The sign in an existing blank signature field can be used to look for a pre-defined signing field name, e.g. Finance Director Approval



# Preferences – Timestamp Authorities and creating long-term signatures

If you wish to embed a timestamp within the signature then select the option here and define the timestamp authority details.

To create a long-term signature select the option to embed the certificate revocation information

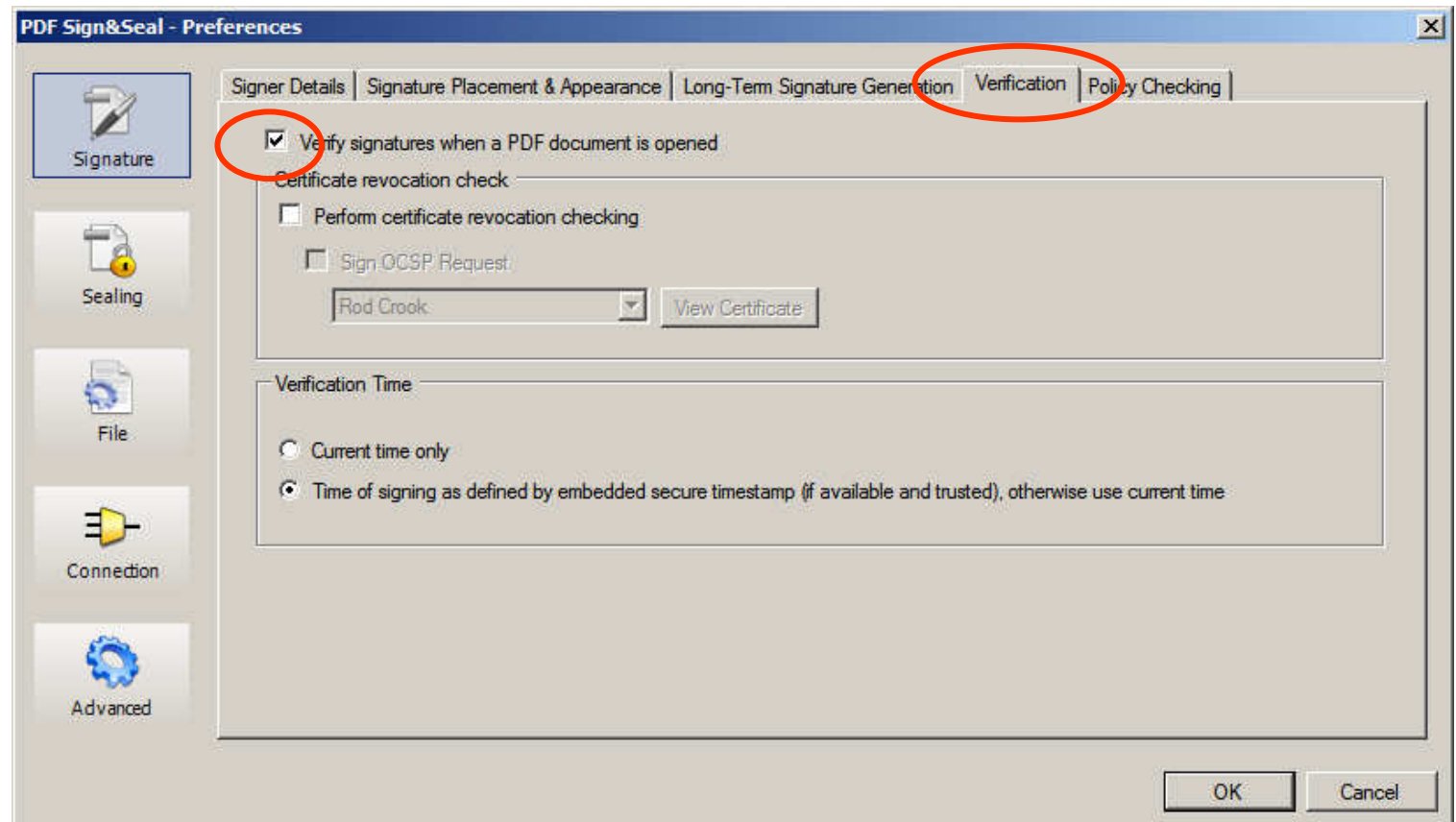


## Preferences – Signature Verification

Signatures can be verified as documents are opened.

OCSP checking can be done if enabled here.

The time at which the check is made can be selected.

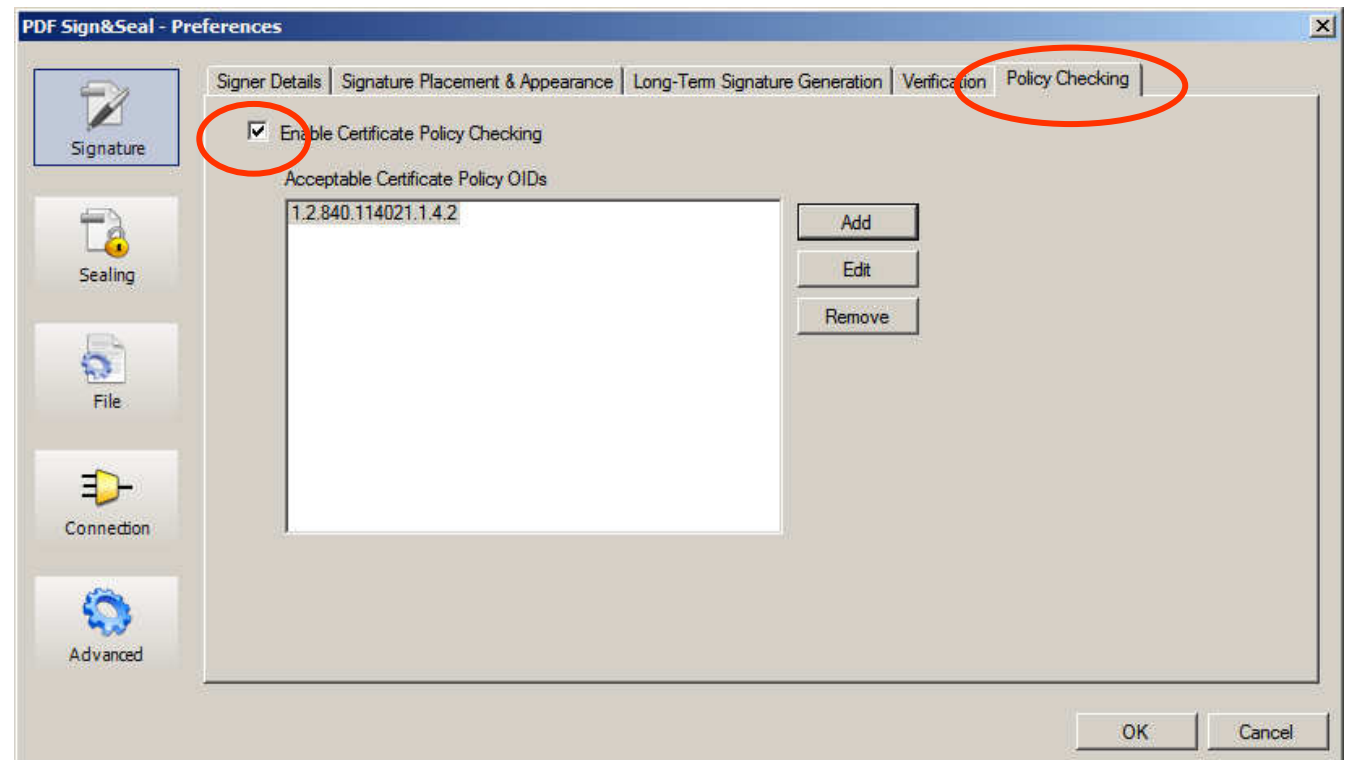


## Preferences – Policy Checking

If you wish to check that a signature certificate has the correct scheme rules defined then this option can be used.

Note: Only certificates that conform to these policy settings will be shown in the signer details list.

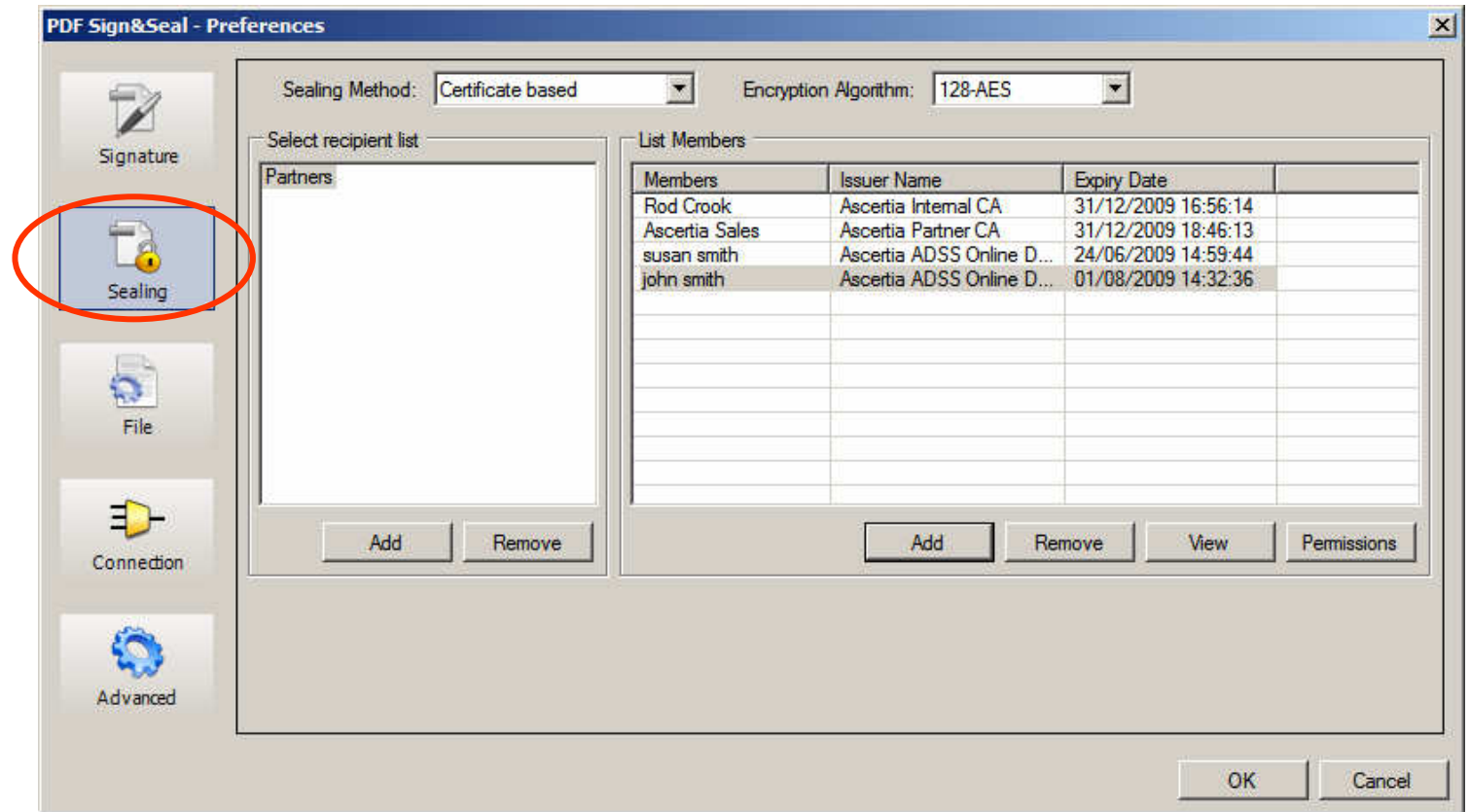
Signatures will be checked for conformance with the policy settings.



## Preferences – setting sealing (encryption) options

Encryption can be done using certificates or pass-phrases.

Using certificates is very strong. To use this add a recipient group name. Now add a set of recipients by identifying their certificates. These need to be within the Windows CAPI store.



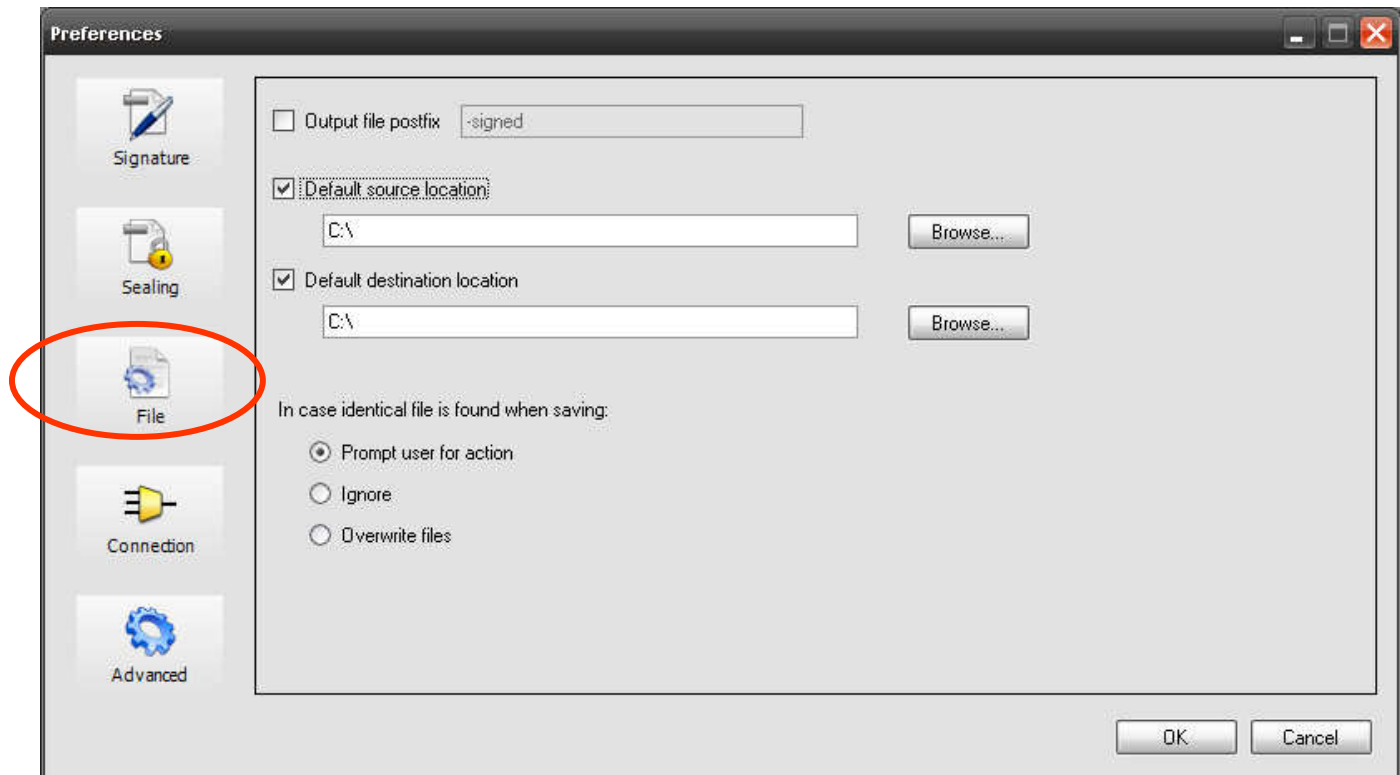
## Preferences – File Settings

Its useful sometimes to add a postfix such a “-s” to signed files. The original can be kept and it is obvious that a file is signed.

Default input and out locations can be set.

If the original needs to be deleted then use the advanced options screen.

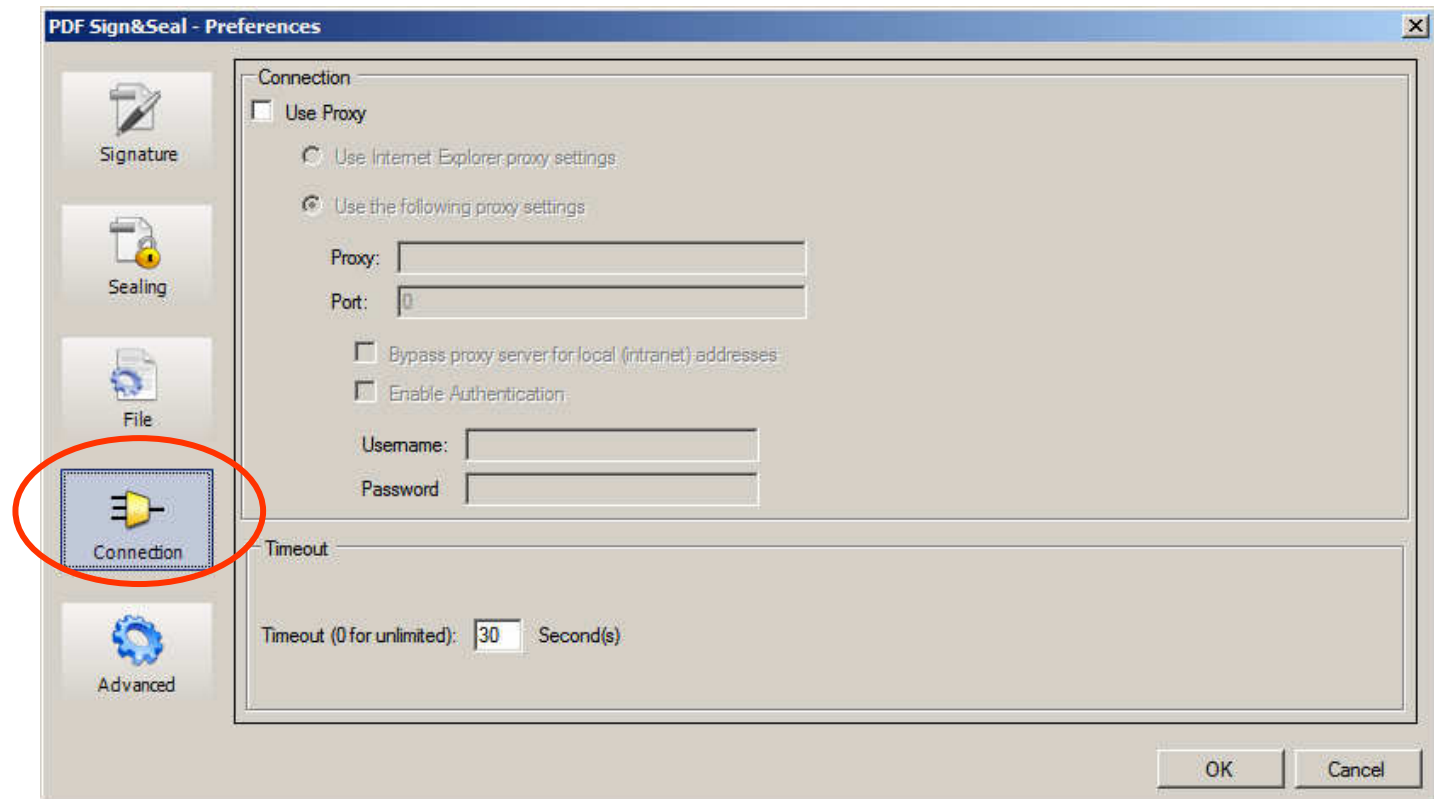
If a proxy is needed then define this under “Connection”



## Preferences – Proxy Settings

If you need to use a proxy for internet connectivity then set the proxy parameters as required.

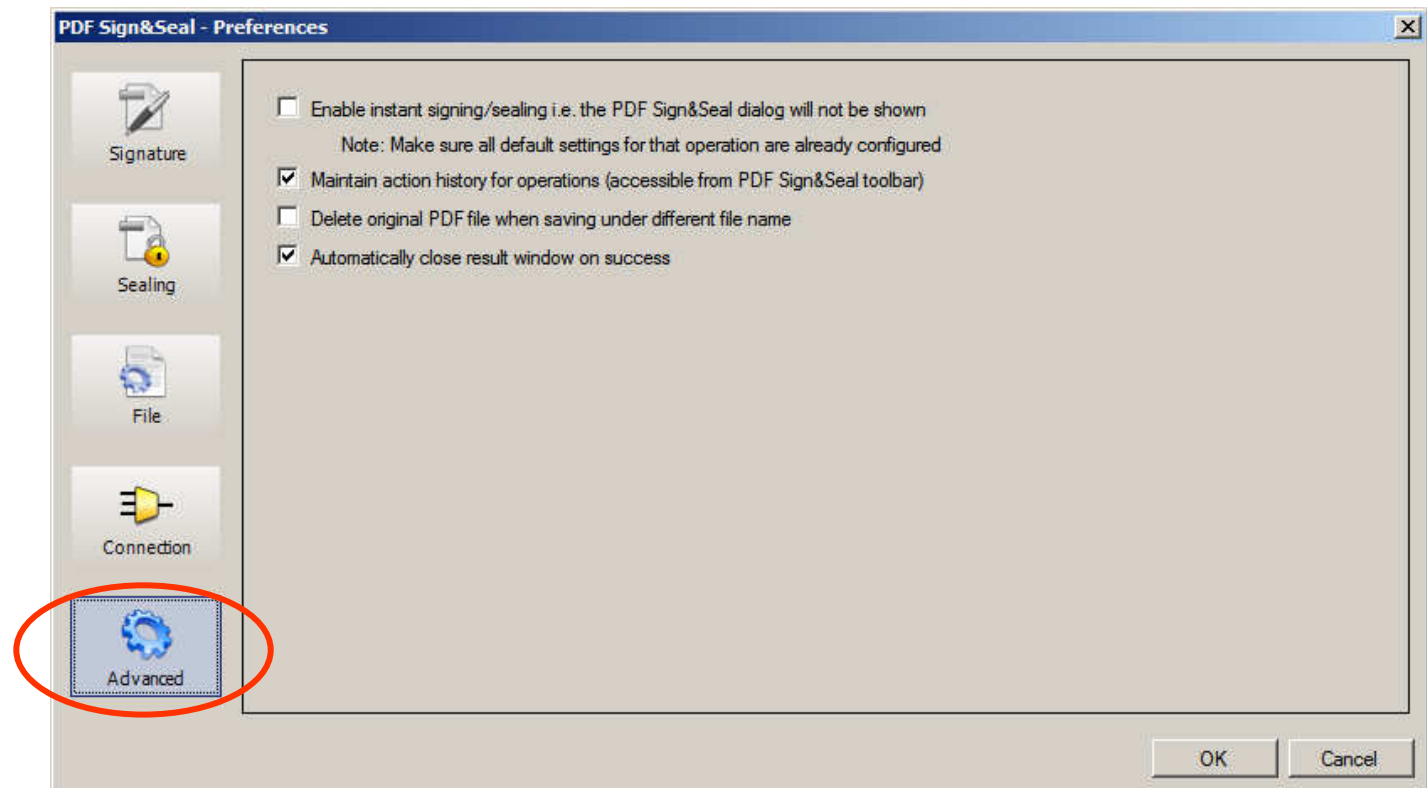
Using IE's settings is likely to be an easy option for most people.



## Preferences – Advanced Settings

Various advanced settings can be made.

Instant signing means all options are pre-defined – so on right click 'sign' there is no dialogue at all – the file is signed using the selected preferences.



## Summary of features

- Designed for use by non-technical business managers
- Remembers common signing locations
- PDF/A compliant and Adobe CDS cert compliant
- Easy to sign and timestamp and certify documents
- Easy to sign multiple documents in one go
- Easy to sign multiple, selectable pages and the last page!
- Compatible with Adobe Acrobat and Reader
- Includes a flexible PDF creation utility
- Fill in PDF form fields, optionally save and sign
- Maintain and review historical record of all signatures
- Optional legal statement text can be set and shown
- An Administrator can pre-define settings
- Local language option using Unicode



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*Identity Proven, Trust Delivered*  
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Questions:

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