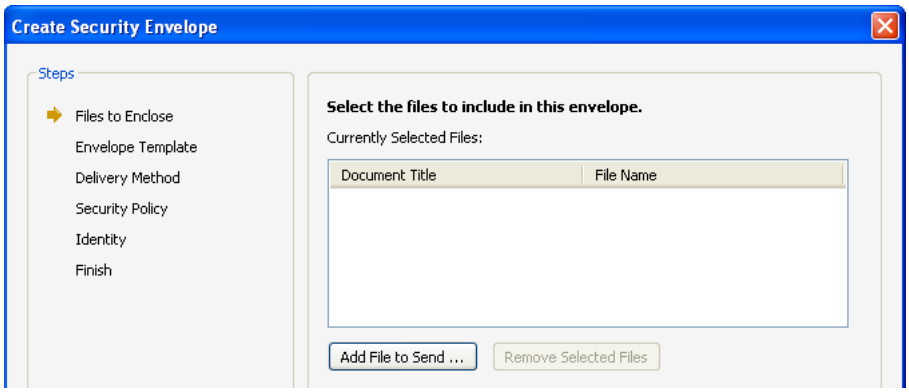
Using Security Envelopes

To keep your files secure as you email them to associates, create a security envelope in Adobe® Acrobat®. You can encrypt files that you attach to a PDF document, and the PDF file functions as a security envelope. Anyone can view the PDF file itself, including the cover page and list of contents. However, a password or security certificate (depending on the method you choose) is required to open the attachments. The Create Security Envelope wizard makes it easy.

1 Start the Create Security Envelope wizard.

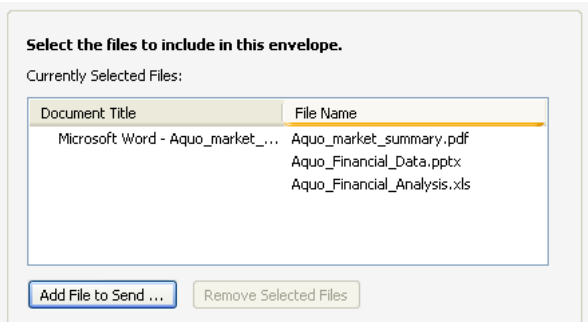
In Acrobat, choose Advanced > Security > Create Security Envelope. The Create Security Envelope wizard opens.



Use the Create Security Envelope wizard to secure your documents.

2 Add files to the security envelope.

Select the files you want to attach to the PDF document. By default, Acrobat lists any open PDF documents. To add documents, click Add File To Send and then browse to select the file or files you want to add. To remove a file from the list, select it and click Remove Selected Files. When the files you want to attach are all listed, click Next to proceed to the next step.



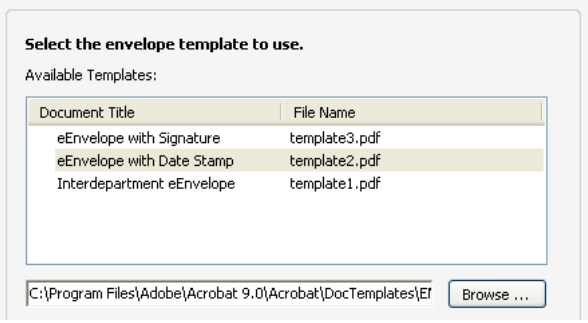
Select the files you want to deliver securely.

You can attach any files to the PDF document for encryption; they do not have to be PDF files.

3 Select a template.

- The eEnvelope With Signature template creates an envelope that looks like a standard business-size envelope, with your information in the upper-left corner and the recipient's information in the middle of the envelope; your digital signature appears where a postage stamp would normally be.

- The eEnvelope With Date Stamp template creates a similar envelope, but instead of your signature, a date stamp appears in the upper-right corner, where a postage stamp would be.
- The Interdepartment eEnvelope template creates an envelope that looks like an interoffice routing envelope.



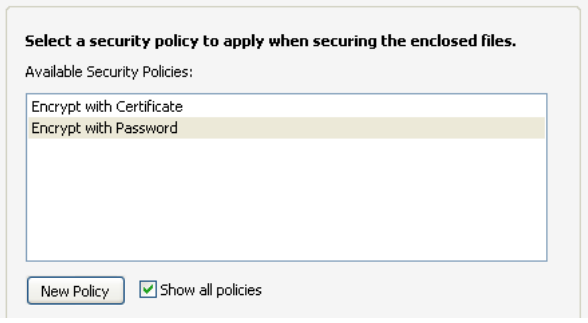
Select a template for the appearance of the security envelope.

4 Specify when the envelope will be sent.

Select whether to have the wizard send the envelope as soon as you complete it (now), or whether you want to send it yourself later. Click Next to continue.

5 Select a security policy.

First, select Show All Policies. Then, select Encrypt With Certificate or Encrypt With Password. Click Next to continue.

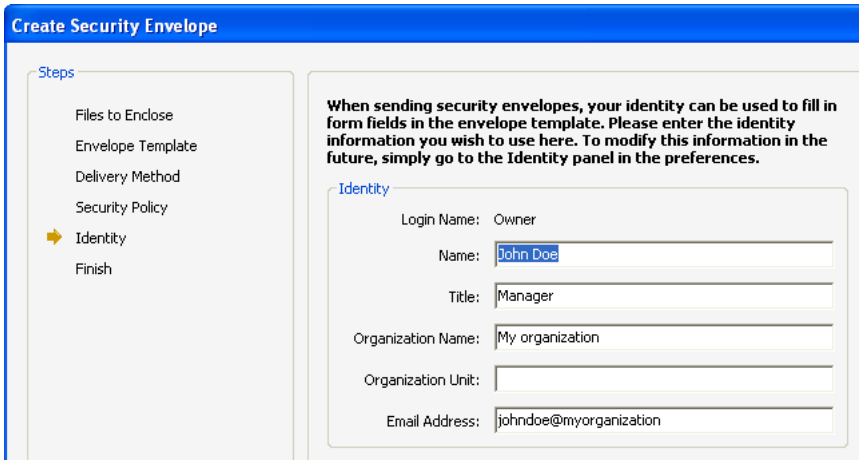


Select a security policy.

If you encrypt the attachments with a password, the recipient must know the password to view the attachments. If you encrypt the attachments with a certificate, you must create a list of recipients and provide each recipient with a certificate to use to view the attachments. The certificate option gives you greater control, but it also requires much more setup. You'll be prompted for the password or the certificate information later.

6 Enter your personal information, if necessary.

If you haven't already established an identity in Acrobat, enter your personal information. This information is used in the sender area of the security envelope. Click Next when you're done. Then, review the list of files, the envelope template, and other settings you've selected, and click Finish to confirm them.

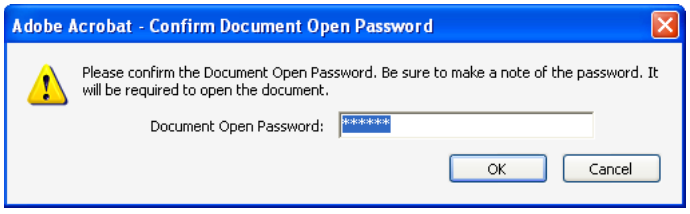


Add your contact information.

If you want to change anything, click Back to return to earlier steps in the wizard.

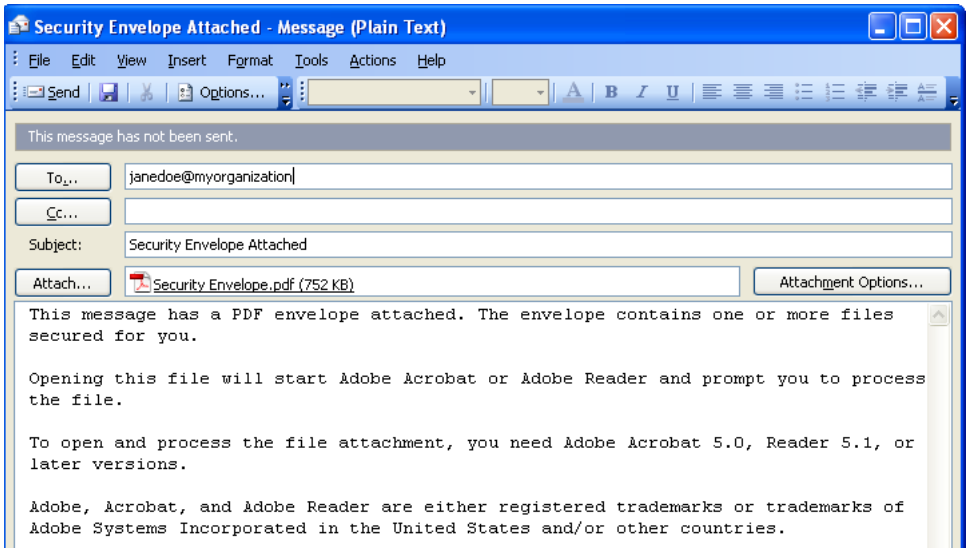
7 Confirm the password or provide certificate details.

Acrobat opens a dialog box to collect the details for your security settings. If you chose to use a password, select the type of password, confirm it, and then click OK. If you chose to use a certificate, select the document components to encrypt, and the encryption algorithm. Then click Next, select a digital ID (or add one), and select the recipients using the Search and Browse buttons. You must already have certificates for recipients.



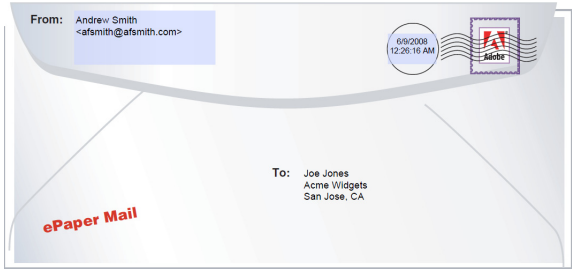
Retype the password to confirm it.

If you chose to have Acrobat send the security envelope now, it opens your default email application and creates an email with the security envelope attached.



Acrobat can send the security envelope now.

If you chose to send it later, it opens the security envelope in Acrobat, so you can save or send it yourself.



You can send the security envelope later.

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