

TC BUSINESS ID for Adobe (Token)

How-To Manual

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Thank you for choosing the TC Business ID for Adobe.

The "How - To Manual" below describe how to use this TC TrustCenter product.

Scope of Delivery:

- ▶ TC Business ID for Adobe (certificate) on USB token
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-

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1. TC Business ID for Adobe

After your USB token has been installed on your computer with our document "installation guidelines for TC Business ID for Adobe (Token)", you can now sign and certify your PDF files using Adobe Acrobat Professional.



Signing:

To sign a document means to apply a digital signature to it. A document that has been signed can usually also be signed by other persons later on, provided that corresponding signature fields are present. Therefore, the use of the digital signature is well suited for PDF documents such as letters or routing slip (with multiple signatures).

In a signed document, the signature is always visible.



Certifying:

Alternatively, a document may be certified once. Certifying permits additional signatures in corresponding signature fields as well as content changes through the completion of fields in PDF forms, i.e. a certified PDF form that is subsequently completed will retain its valid certification.

Selectable Option			
	No change permitted	Change possible	
		Signature Field*	Form Field*
Signing	✓	✓	_____
Certifying	✓	✓	✓

* provided that corresponding signature fields or form fields have been defined.

Permitting signing with Adobe Reader

In order to authorize users that do not work with Adobe Acrobat Professional to sign a signed PDF, "Enable usage rights in Adobe Reader" under the menu item "Extended" must be selected.

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1.1 Signing / Certifying

Start the Adobe Acrobat Professional application. (Note: The figures below are based on Version 8. The use of the TC Business ID for Adobe is possible from Acrobat Professional Version 6).



Open your PDF document that you want to sign and click on the “Sign” button (Figure 1). You can choose among three signature variants.

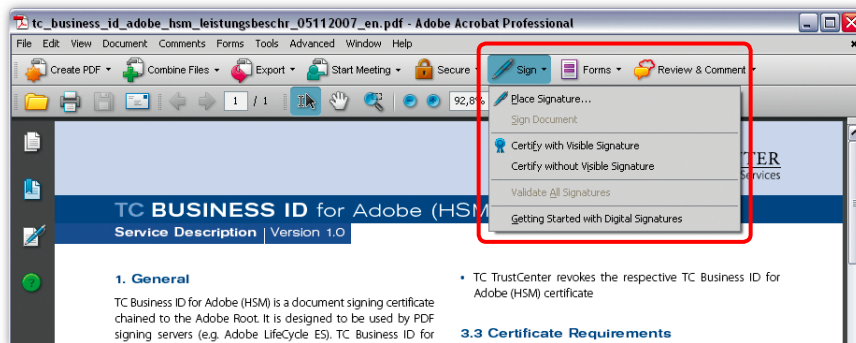


Figure 1 – Different options to certify or sign a PDF

These include

- 1) Place a signature
- 2) Certify with visible signature or
- 3) Certify without visible signature

The two options 1 and 2 create a signature that is visible in the PDF (see Figure 5 and 8). When using the third option, it is only indicated by the “blue ribbon” (the blue ribbon appears between the toolbar and the document) in Acrobat Reader and Adobe Acrobat Professional that this document has been certified.

The “blue ribbon” is basically displayed for all certified documents (see Figure 2).

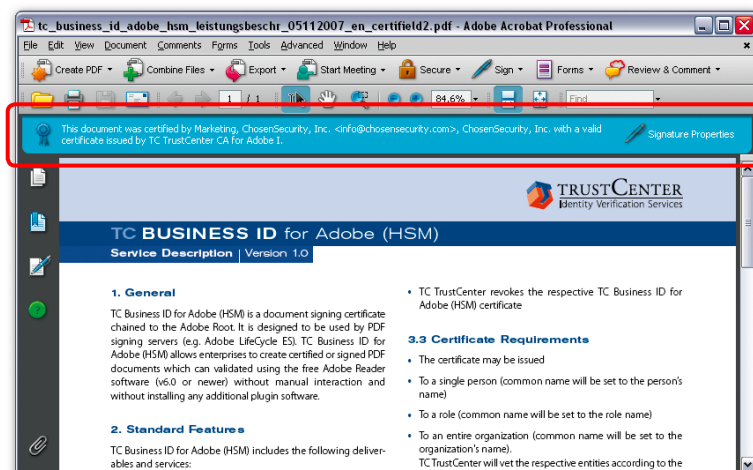


Figure 2 – Example of a certified document without visible signature in document

Note

From Acrobat Version 9, the “blue ribbon” is displayed for all digitally signed documents, both certified and signed.

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It is detailed in paragraphs 1.2 – 1.4 how each option can be used.

1.2 Place a signature (Sign)



To sign a PDF, please select the menu item "Place Signature..." (see Figure 1) and draw a frame in the PDF document where the visible signature is to be shown. In the next step, select your Digital ID and an appearance¹ (see Figure 3). Usually the ID of your USB token is displayed here.

Subsequently confirm the input by clicking on the "Sign" button.

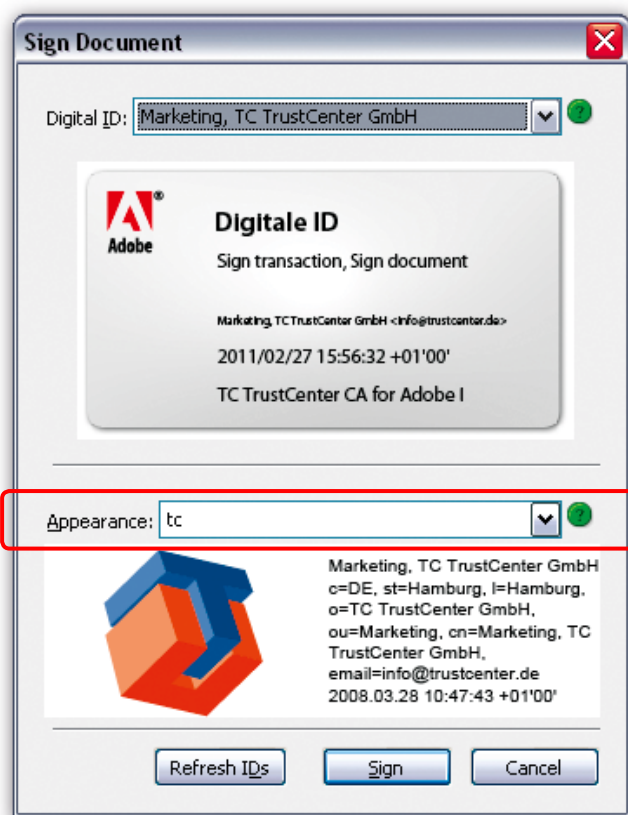


Figure 3 – Dialog for Sign and selection of appearance

In the next step, enter a filename and storage location where the signed PDF document has to be saved. Click on "Save."

You are requested to enter the PIN of your TC Business ID for Adobe token (see Figure 4). You should already have changed the PIN as described in our document "installation guidelines for TC Business ID for Adobe (Token)."

¹ Please consult Adobe Help under the keyword "Create appearance for signature" to learn how you can create your personal signature appearance.

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Figure 4 – Enter PIN dialog for signing

When the PIN has been entered, your signature will immediately appear in the document.



Figure 5 – Example of a visible signature in the document

1.3 Certify with a Visible Signature



If you want to certify a document with a visible signature, please select the corresponding menu item (see Figure 1) and draw a frame in the PDF document where the visible signature is to be shown.

When you have defined the area, you also need to select which kinds of changes you want to authorize after certification:

- ▶ No changes permitted
- ▶ Completion of forms and digital signatures²
- ▶ Comments, completion of forms and digital signatures²

² Digital signatures can be added only if signature fields are present in the PDF document.

If no signature fields have been defined, no other persons can sign this document additionally.

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Figure 6 – Example: No changes permitted

Finally, enter the filename and storage location and click on "Save". You are requested to enter the PIN of your TC Business ID for Adobe token:

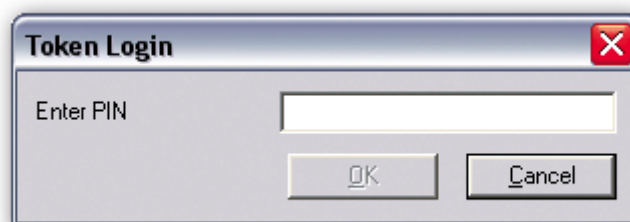


Figure 7 – Enter PIN entry dialog for signing

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When the PIN has been entered, your signature will immediately appear in the document:

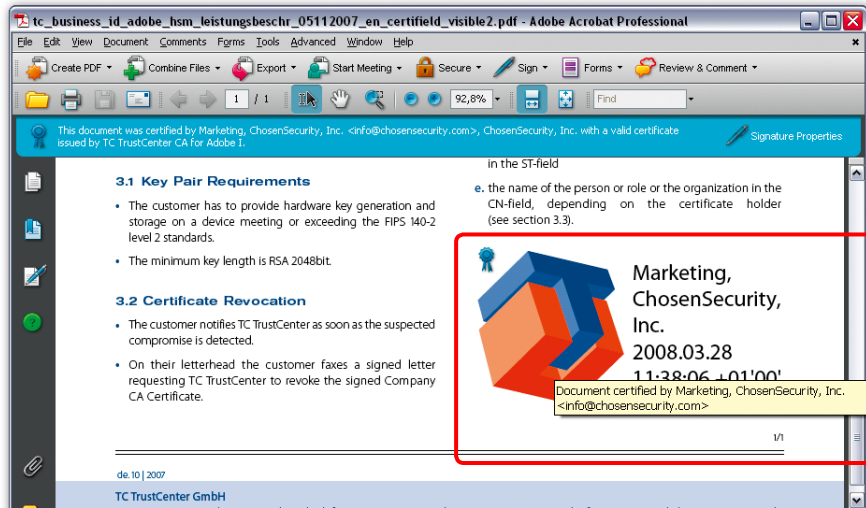


Figure 8 – Example of visible certification in the document.

1.4 Certify without a Visible Signature



If you want to certify a document without a visible signature, please select the menu item “Certify without Visible Signature” (see Figure 1).

Also in this case, you must select which changes in the document you want to authorize after certification:

- ▶ No changes permitted
- ▶ Completion of forms and digital signatures³
- ▶ Comments, completion of forms and digital signature³

Finally, enter the filename and storage location and click on “Save.” You are requested to enter the PIN of your TC Business ID for Adobe token:



Figure 9 – Enter PIN dialog for signing

The certification is now only displayed via the “blue ribbon”. No visible signature has been inserted in the PDF (see Figure 2).

³ Digital signatures can be added only if signature fields are present in the PDF document.
 If no signature fields have been defined, no other persons can sign this document additionally.