

View/Validate Digital Signatures Generated by The M&P Lab In Adobe Acrobat 6.0, 8.0, 9.0 and Microsoft Word

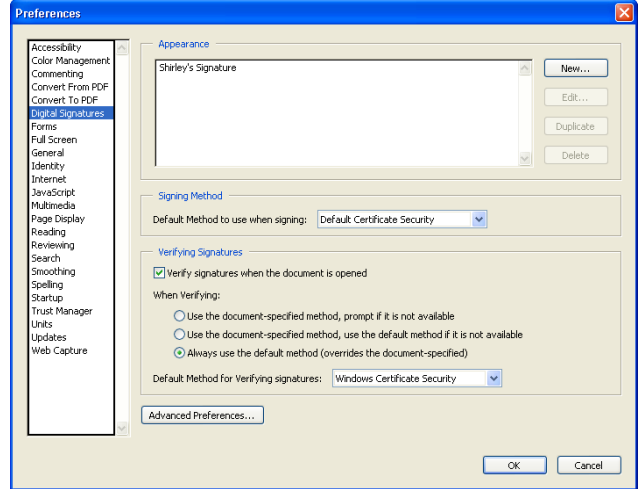
1.0 Minimum software requirements for viewing/ validating digital signatures produced by The M&P Lab

- 1.1 pdf documents - Acrobat 6.0, 8.0, 9.0, or
- 1.2 Word documents - Microsoft Word 2002

2.0 Adobe Acrobat 6.0

- 2.1 Setting your pdf document preferences
 - 2.1.1 Launch Adobe Acrobat application
 - 2.1.2 On tool bar, click Edit\Preferences\Digital Signatures

- 2.1.2.1 Signing Method: Default Method to use when signing should be set to Default Certificate Security
- 2.1.2.2 Verifying Signatures
 - 2.1.2.2.1 Click Verify Signatures when the document is opened

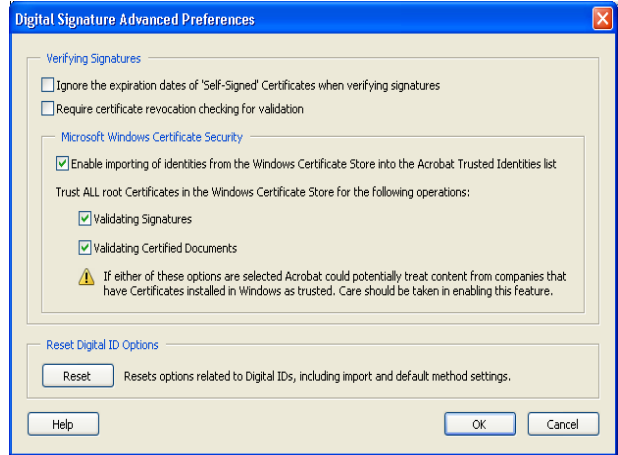


2.1.2.2.2 When Verifying, click Always use the Default Method

2.1.2.3 Default Method for Verifying Signatures should be set to Windows Certificate Security

2.1.3 Click Advanced Preferences and click check boxes:

- 2.1.3.1 Require certificate revocation checking for validation
- 2.1.3.2 Enable importing of identities from Windows Certificate Store into Acrobat Trusted Identities list
- 2.1.3.3 Validate signatures
- 2.1.3.4 Validate certified documents
- 2.1.3.5 Click OK\OK



This completes setting the preferences in Adobe Acrobat 6 Writer.

2.2 When you open one of our digitally signed docs, click on the Signature Panel and you should see 'Valid certified Document'

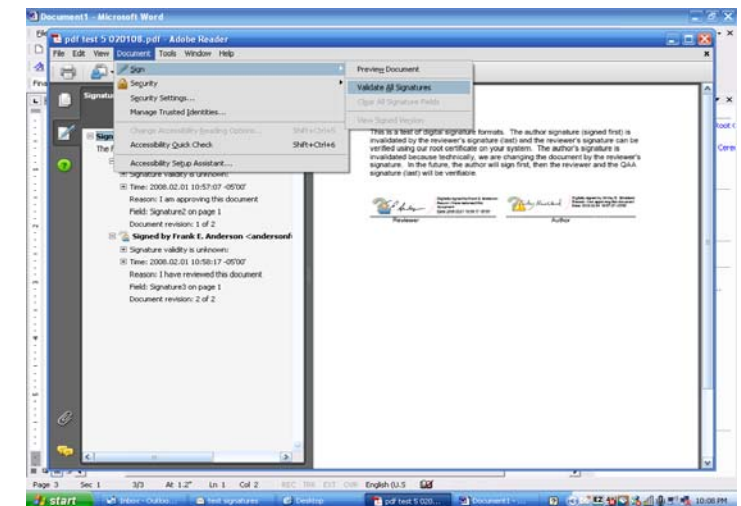
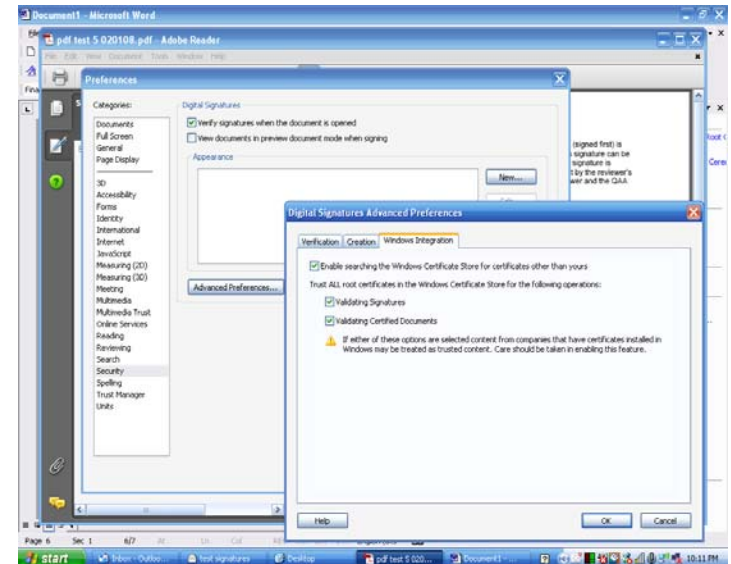
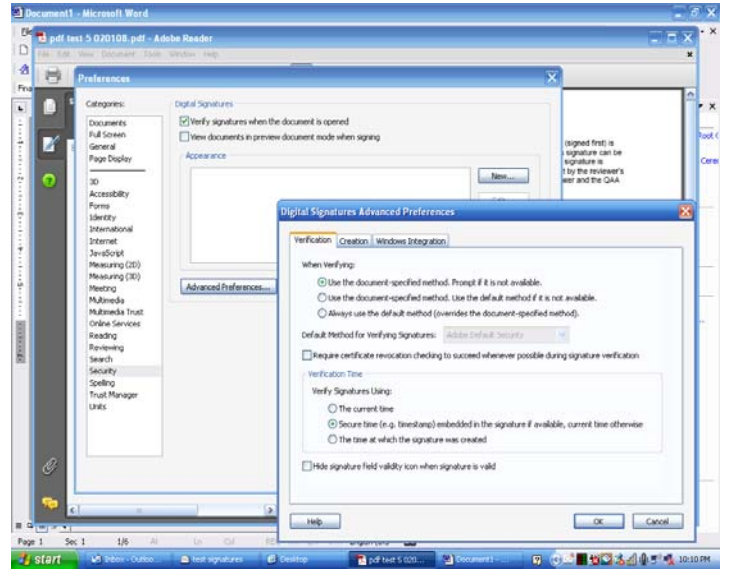


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- 3.0 Adobe Acrobat 8
 - 3.1 Setting your pdf document preferences
 - 3.1.1 Launch Adobe Acrobat application
 - 3.1.2 On tool bar, click Edit\ Preferences\Security tab
 - 3.1.2.1 Click the check box to 'Verify signatures when the document is opened'.
 - 3.1.2.2 Click on Advanced Preferences
 - 3.1.3 On the Verification tab, click following choices
 - 3.1.3.1 'When Verifying: Use the document specified method', and
 - 3.1.3.2 Verify Signature Using: 'Secure time...'
 - 3.1.4 On the Windows Integration tab, check all three boxes. Click OK

This completes setting the preferences in Adobe Acrobat 8 Reader.

- 3.1.5 When you open one of our digitally signed pdf docs, you should see 'Valid certified Document'.



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4.0 Adobe Acrobat 9

4.1 Setting your pdf document preferences

4.1.1 Launch Adobe Acrobat application

4.1.2 On tool bar, click Edit\Preferences\Security tab

4.1.2.1 Click the check box to 'Verify signatures when the document is opened'

4.1.2.2 Click on Advanced Preferences

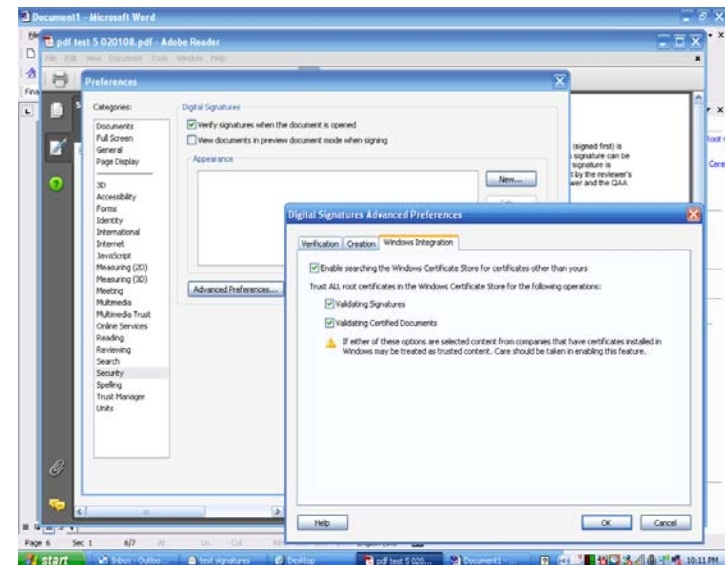
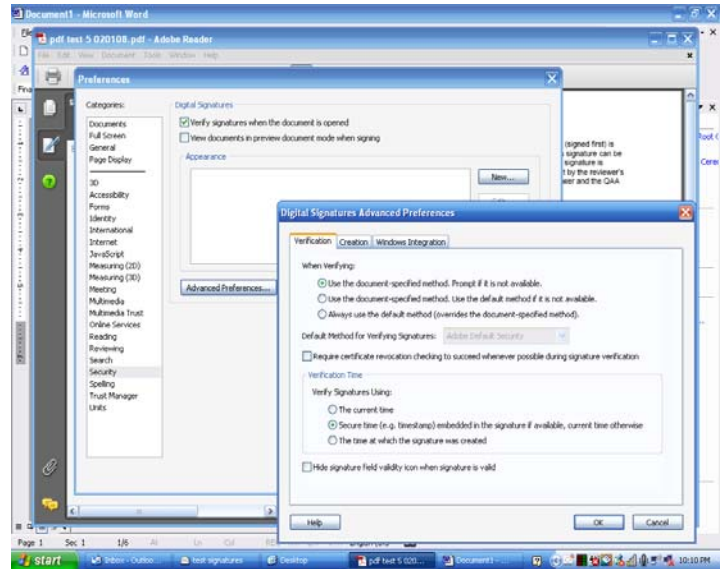
4.1.3 On the Verification tab, click following choices

4.1.3.1 'When Verifying: Use the document specified method', and

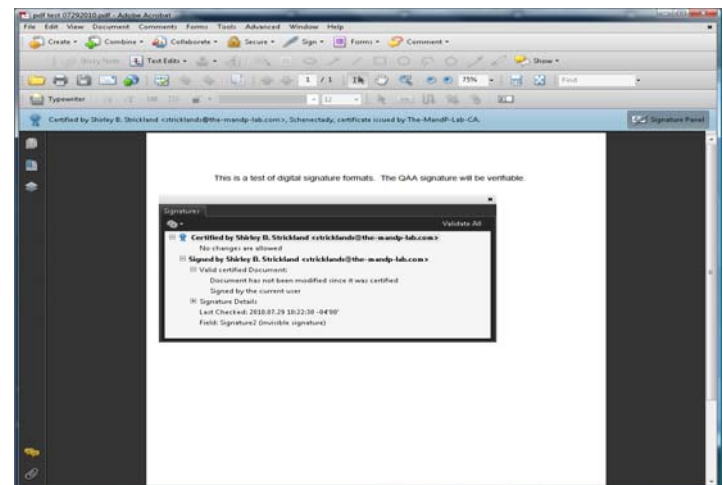
4.1.3.2 Verify Signature Using: 'Secure time...'

4.1.4 On the Windows Integration tab, check 'Enable searching' and 'Validating Certified Documents'. Click OK

This completes setting the preferences in Adobe Acrobat 9 Reader.



4.2 When you open one of our digitally signed docs, click on the Signature Panel and you should see 'Valid certified document'



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5.0 Microsoft Word

- 5.1 When you open a digitally signed Word document, you will see a red ribbon at the bottom of your screen on the task bar. Double clicking on the ribbon will reveal signatories of the document.
- 5.2 You will also see gif images of signatures on the document and a notification that the document has been digitally signed. The images and notification have been inserted for appearances, in case the page is printed; digital signatures generated by Word are invisible, except for the red ribbon on the screen whereby actual digital signatures can be electronically validated.

