

SIGNATURES AND AUTHENTICATION FOR EVERYONE

***Adobe 8 – SAFE Signatures  
Configuration Procedure  
Draft***

18 April 2007

Version 1.2

## **Introduction and Purpose:**

This document contains step by step instructions for configuring Adobe 8 to validate and generate SAFE Compliant Signatures.

This procedure is intended for anyone wishing to generate or validate production SAFE compliant signatures. A SAFE credential is a prerequisite to being able to generate SAFE signatures.

## **Packing list:**

1. Step by step Adobe 8 instructions – This document
2. Zip file (the file extension needs to be changed to .zip)
  - a. SAFESign.js
    - i. Javascript file that:
      1. Adds the SAFE Sign button to the Adobe tool bar
      2. Implements and controls the SAFE Signing user experience when SAFE signing is invoked
  - b. Safe.pdf
    - i. Contains the SAFE Logo that appears in a SAFE signature block
  - c. DataExchangeSAFETrustedRoot.fdf
    - i. SAFE Trusted Root in Adobe FDF Data exchange format.

## **Contacting SAFE Support:**

Email: [support@registration.safe-biopharma.org](mailto:support@registration.safe-biopharma.org)

Telephone: 1.877.855.SAFE (7233)

## **Disclaimer:**

{Insert here}

## **Step 1: Getting ready**

1. Save the contents of the Zip file into a folder of your choice
2. Print this document to follow instructions from printed pages

## Step 2: Configure SAFE Signature Appearance

1. Open the “Adobe 8 Manual Configurations Instructions.pdf” document
2. Click on Edit > Preferences > Security > New to bring up Screen 1 as shown below
3. Change your configuration to match exactly that of Screen 1
4. Save settings by clicking OK

Note 1: Click File... then browse to the location where the safe.pdf (from the .zip file) was saved to.

Screen 1: Configure Signature Appearance

Configure Signature Appearance

Title:

Preview

Digitally signed by your common name here  
Reason: your signing reason here  
Date: 2007.04.16 18:16:02 -04'00'

Configure Graphic

Show:  No graphic  Imported graphic  Name

Import Graphic from:

Configure Text

Show:  Name  Location  Distinguished name  Logo  
 Date  Reason  Labels

Text Properties

Text Direction:  Auto  Left to right  Right to left

Digits:

Please see note 1 above.

## Step 3: SAFE Signatures Verification Configuration

1. Click Advanced Preferences to bring up Screen 2 as shown below
2. Change your configuration to match the items pointed to by arrows in Screen 2
3. Save settings by clicking OK

Note 2: The setting is recommended for users that work exclusively with signatures that embed the signer's status information at the time of signing (via OCSP Request/Response pairs) like SAFE. For users in receipt of signatures that may not include the signer's status at the time of signing, the "Secure time" setting is recommended. Please contact your Administrator if you are unsure of how you should configure for your environment.

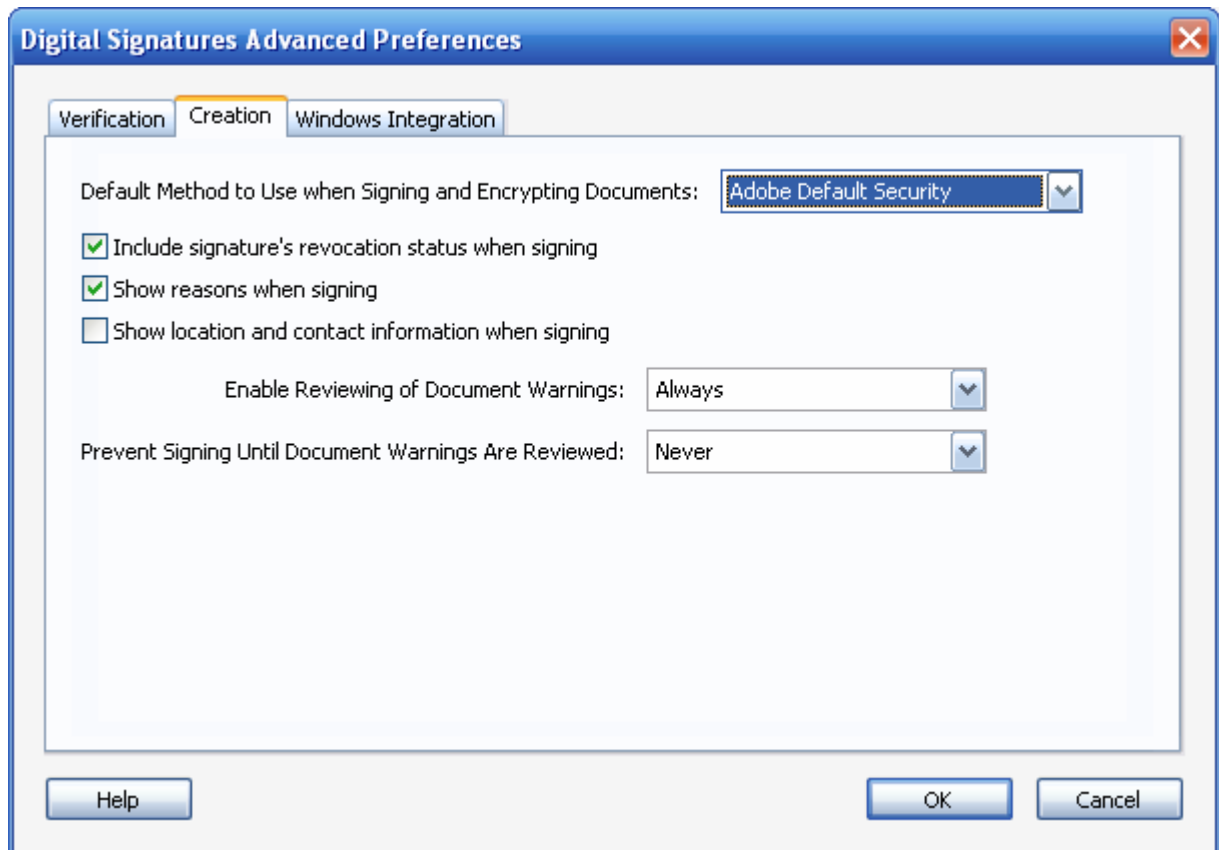
Screen 2: SAFE Signature Verification Configuration

The screenshot shows the "Digital Signatures Advanced Preferences" dialog box with the "Verification" tab selected. The "When Verifying:" section has three radio button options: "Use the document-specified method. Prompt if it is not available." (selected), "Use the document-specified method. Use the default method if it is not available.", and "Always use the default method (overrides the document-specified method)". The "Default Method for Verifying Signatures:" dropdown is set to "Adobe Default Security". A red arrow points to the checked checkbox "Require certificate revocation checking to succeed whenever possible during signature verification". The "Verification Time" section has three radio button options: "The current time", "Secure time (e.g. timestamp) embedded in the signature if available, current time otherwise", and "The time at which the signature was created" (selected). A red arrow points to this selected option. A callout box on the left says "Please see Note 2 above." with an arrow pointing to the selected "Secure time" option. At the bottom, there are "Help", "OK", and "Cancel" buttons.

Please see Note 2 above.

## Step 4: SAFE Signature Creation Configuration

1. Click Advanced Preferences > Creation to bring up Screen 3 as shown below
2. Change your configuration to match exactly that of Screen 3
3. Save settings by clicking OK

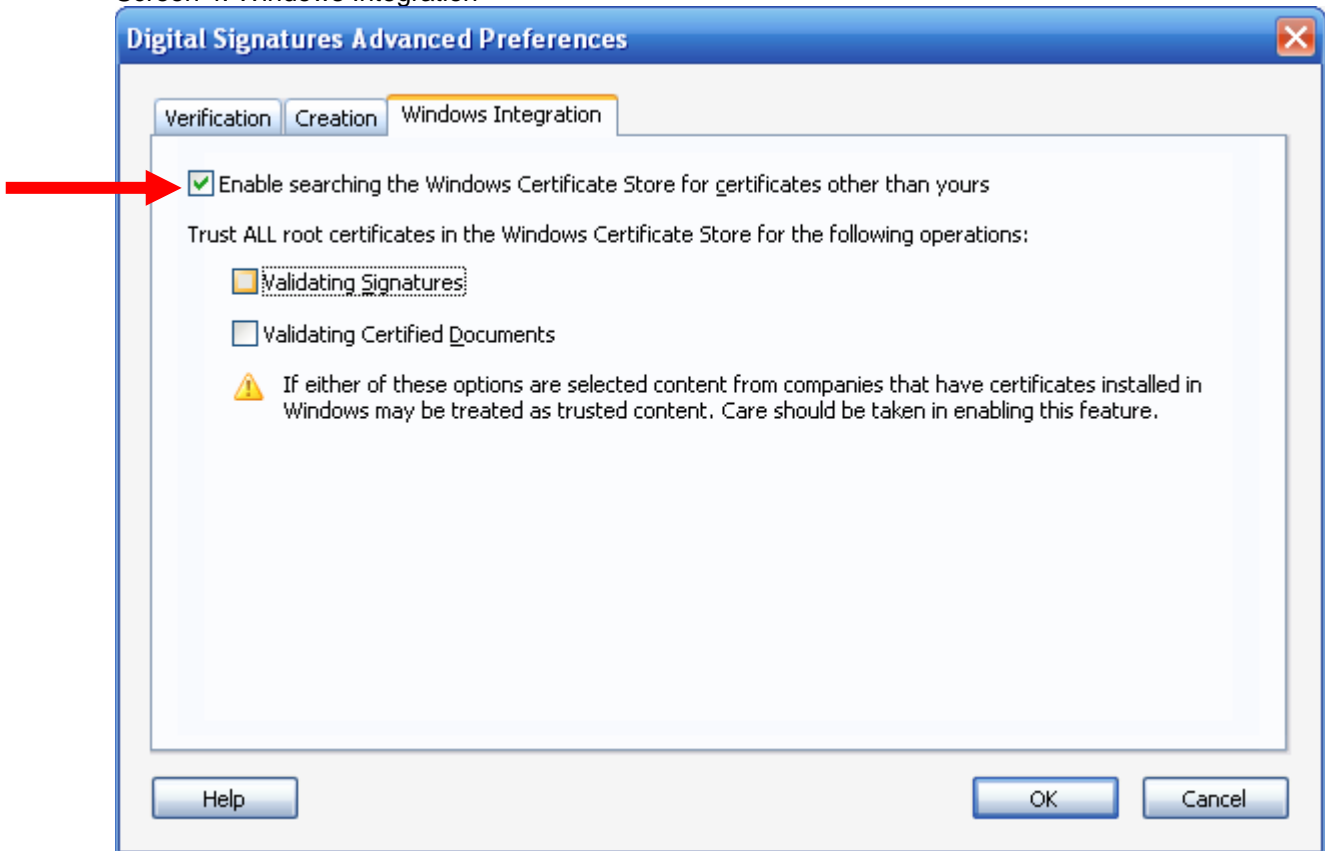


Screen 3: Signature Creation Configuration

## Step 5: Windows Integration

1. Click Advanced Preferences > Windows Integration to bring up Screen 4 as shown below
2. Change your configuration to match the items pointed to by the arrows in Screen 4
3. Save settings by clicking OK
4. Click OK to exit from Advanced Preferences
5. Close the PDF document

Screen 4: Windows Integration



## Step 6: Import and trust SAFE Root CA Certificate

1. Go to the location in which the DataExchangeSAFETrustedRoot.fdf file (from the zip file) was saved to
2. Open the file: DataExchangeSAFETrustedRoot.fdf – Screen 5 will appear as show below
3. Click the Set Contact Trust button – Screen 6 will appear (shown on next page)
4. Change your configuration to match that of Screen 6 exactly
5. Click OK to save – Screen 7 (shown on the next page) will appear
6. Click OK
7. Click Close to exit

Note: If your credential issuer is not SAFE BioPharma, then please contact your Administrator to acquire an FDF file from your issuer.

Screen 5: Import SAFE Root

**Data Exchange File - Import Contact**

You have opened an Acrobat FDF Data Exchange File containing the following data:

**Contact Information**

**Sender**

Name: SAFE Trusted Root

Email Address:

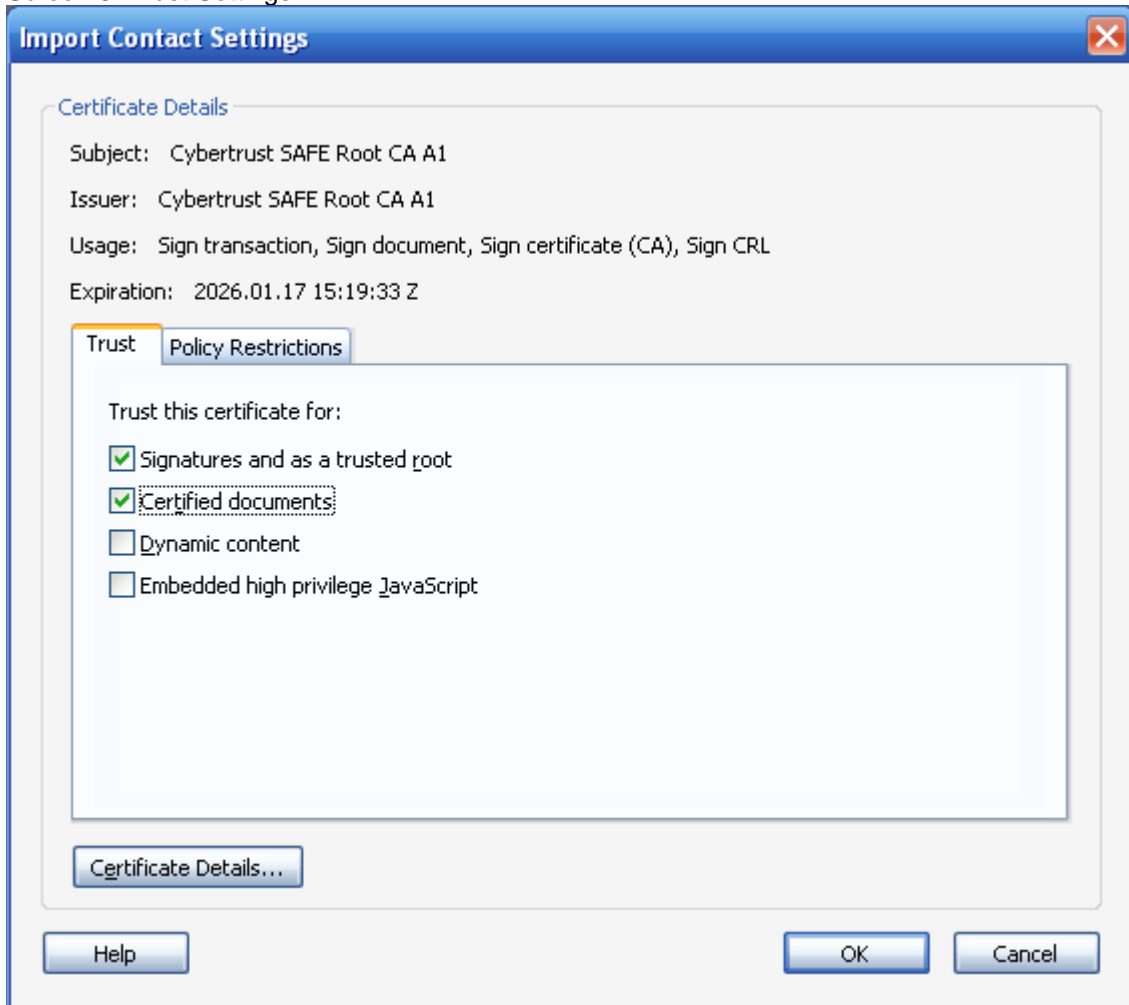
**Add Certificate to List of Trusted Identities**

This file contains Contact information for SAFE Trusted Root. Click Set Contact Trust to set options on how to include this Contact in your list of trusted identities. Contact information includes certificates that, once trusted, can be used to validate signatures from and encrypt documents for the associated Contact.

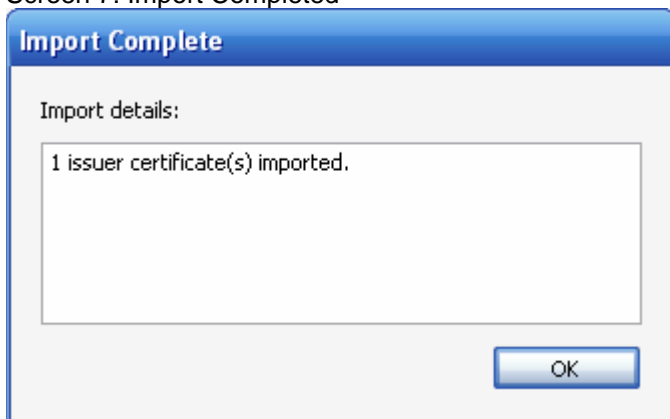
**Set Contact Trust...**

**Close**

Screen 6: Trust Settings



Screen 7: Import Completed



## Step 7: Install the SAFE Signing Plug-In

1. Copy the SAFESign.js file (contained in the zip file) to the Adobe Javascripts folder located in either a. or b. below. Contact your site administrator if you cannot locate the Adobe Javascripts folder.
  - a. For Acrobat Standard or Professional, the default location for the Javascript folder is:
    - i. <drive letter>\Program Files\Adobe\Acrobat 8.0\Acrobat\Javascripts
  - b. If Acrobat Reader, the default location for the Javascript folder is:
    - i. <drive letter>\Program Files\Adobe\Reader 8.0\Reader\Javascripts
2. Close all instances of Acrobat
3. Open the “Adobe 8 Manual Configuration Instructions.pdf” document
4. The installation was successful if the “SAFE Sign” button appears in the Adobe tool bar

## Step 8: Configuration Verification

1. If you do not have a SAFE credential go to task 4 below (SAFE credential is required to test the generation of a SAFE Signature)
2. Insert your SAFE Token
3. Click the “SAFE Sign” button located in the tool bar and follow the instructions for applying a signature (Must have internet connectivity to generate a SAFE compliant signature)
4. Your Adobe 8 software is successfully configured for SAFE Signatures if:
  - a. The document certification status is Valid (press the Blue Ribbon at the very top of this document to view document certification status);
  - b. If applicable, the signature you applied in task 3 above appears below with a green check mark. A green check mark indicates a Valid signature status.