

Steps for placing an Adobe Digital Signature on a protected/locked pdf file using Microsoft Document Writer (XPS)

Scenario. Let's say you are filling out a fillable pdf file/form and there is no digital signature. You want a digital signature, however, the form is locked or protected and you are not allowed to place a digital signature on the form. What can you do?

- 1) Fill-out your protected/locked fillable form prior to converting to XPS. Make sure you have completely filled-out all the desired fields prior to printing your XPS file.

How to print and save your locked fillable dynamic/static pdf file into a non-fillable Microsoft XPS Document Writer (MXDW) file, then back to an unlocked static pdf file for easy archiving, commenting, and the placing of a digital signature.

The Microsoft XPS Document Writer (MXDW) is a print-to-file driver that enables a Windows application to create XML Paper Specification (XPS) document files on versions of Windows starting with Windows XP. Using the MXDW makes it possible for a Windows application to save its content as an XPS document without changing any of the application's program code.

On Windows Vista and later versions of Windows, the MXDW is installed automatically when the operating system is installed.

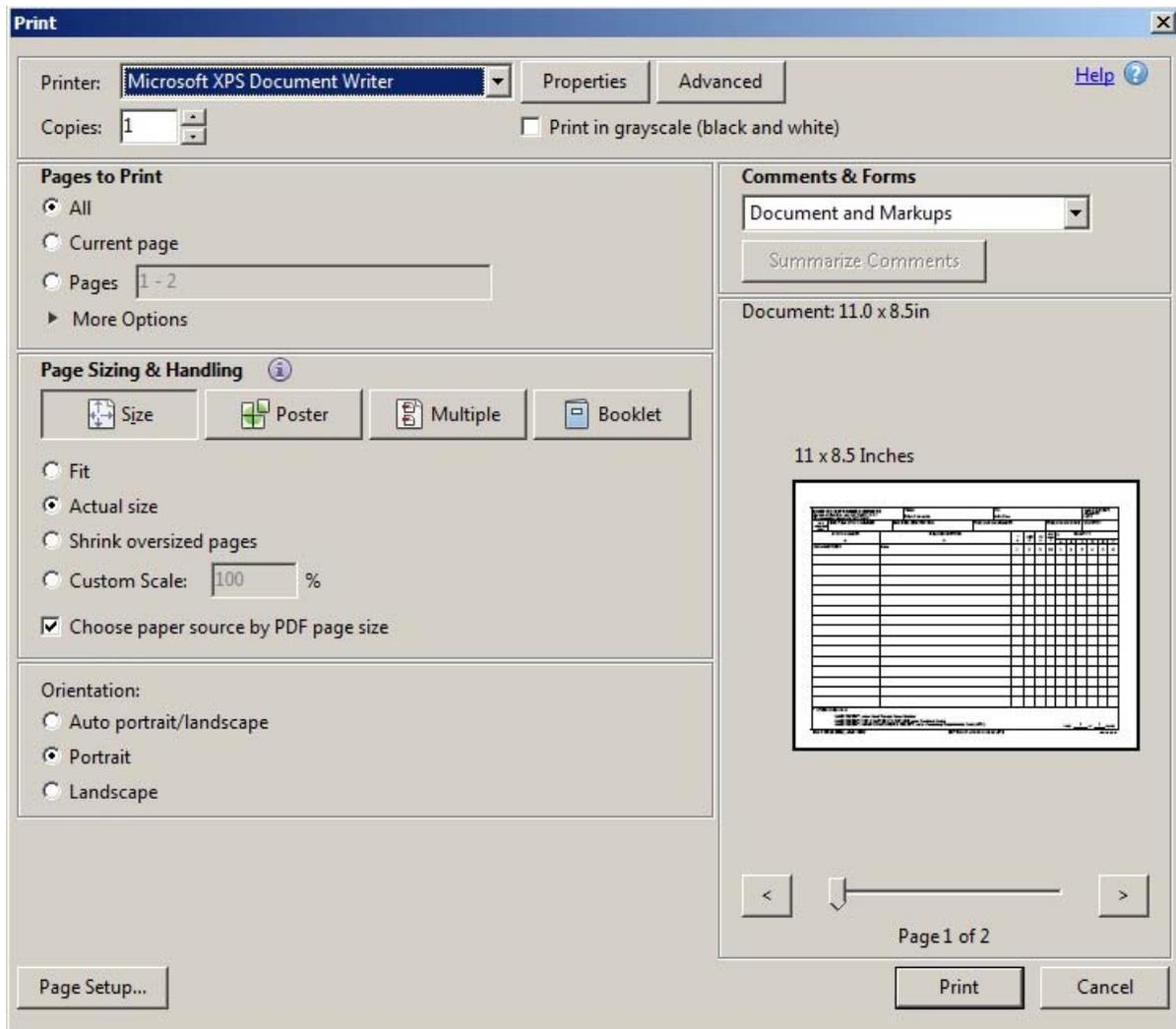
When installed, the MXDW appears as an available print queue in the Print dialog box presented by an application. When the MXDW is selected as the printer, the user is prompted for the file name to create as the XPS Document that captures the print output of the application.

If you are using Microsoft Windows, check to see if you have the 'Microsoft XPS Document Writer' print driver prior to printing to pdf.

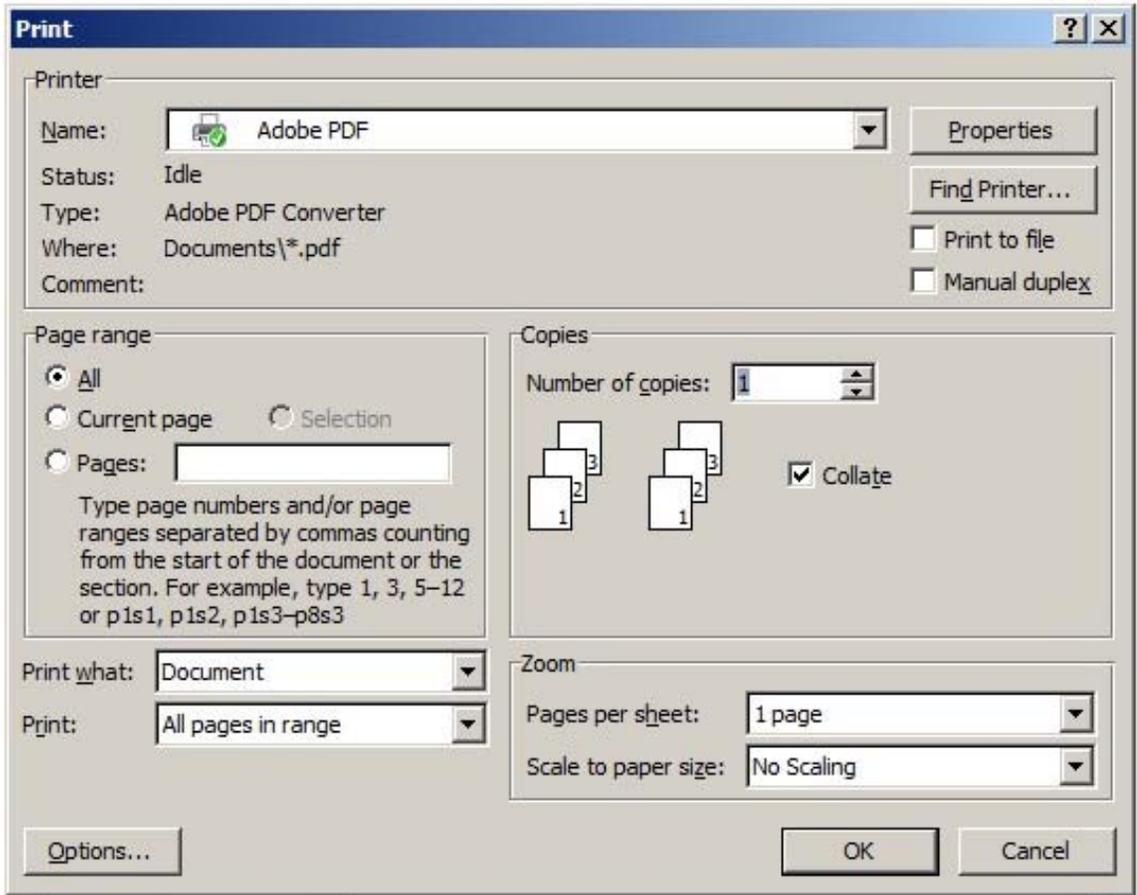
- 2) You can go to 'Start', 'Devices and Printers', or click on the 'Control Panel', and then under 'Hardware and Sound', you will see 'View devices and printers' or 'Devices and Printers'. If you prefer, you can set the 'Microsoft XPS Document Writer' as your default printer. Below is a screenshot of the Microsoft XPS Document Writer print driver icon.



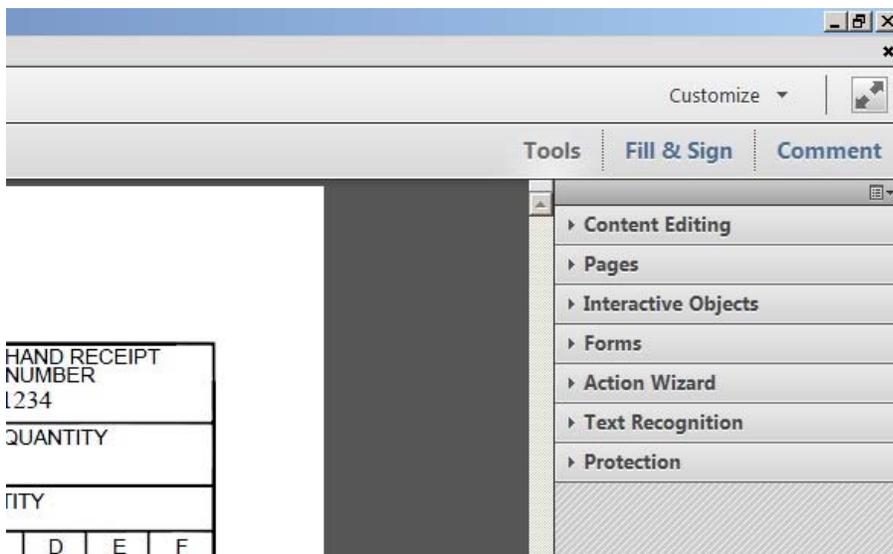
- 3) After completion of your fillable Adobe Acrobat, or Adobe Reader pdf file, click on the print button on the pdf form, or go to file, print. Select the 'Microsoft XPS Document Writer' from the list of available printers. As the screenshot above depicts.
- 4) When prompted to save the XPS file, give it a file name, and save the file to a location that is easily accessible (i.e., the desktop).



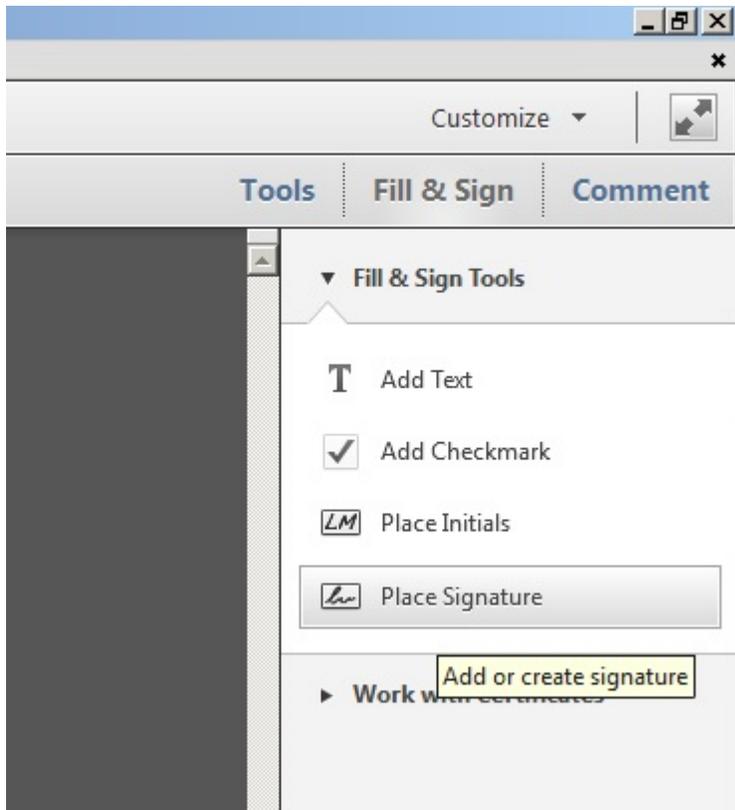
- 5) Your XPS file is now created and is available in the location that you chose in the above steps.
- 6) Double click on the XPS file that you just created. Here you will have an exact replicated file that will also include your XML data. As a note: you can even copy the text data from the XPS file and paste the XML text data from the XPS file to any other XML application, like Microsoft Word, Adobe Acrobat, or Microsoft Outlook, etc. The file size is very small, so they won't take up valuable storage space.
- 7) Let's now print your XPS file back into an unlocked static pdf file. Double click on the XPS file; you will see the following picture on the next page.



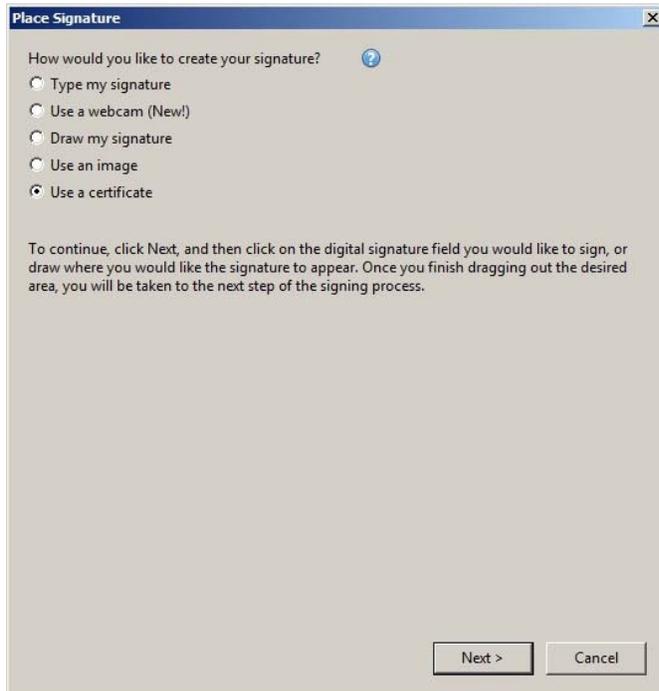
- 8) Once you have generated your pdf file, you are ready to create your Adobe digital signature.
- 9) Open your pdf file using the full version of the Adobe Acrobat Pro; Acrobat 11.x will be used for this demonstration.
- 10) On the top right hand corner, you can see the following Adobe Acrobat menu items, 'Tools', 'Fill & Sign', and 'Comment'. Click on the 'Fill & Sign', Acrobat menu item.



11) Once you click on the 'Fill & Sign' Acrobat menu item, you will see the following menu items for 'Fill & Sign'.



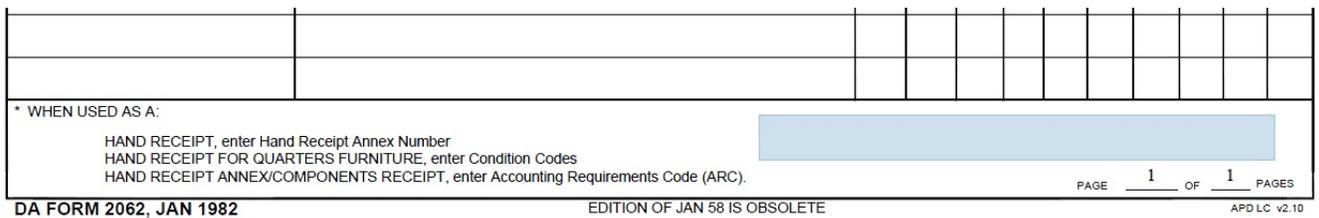
12) Click on the 'Place Signature' menu item.



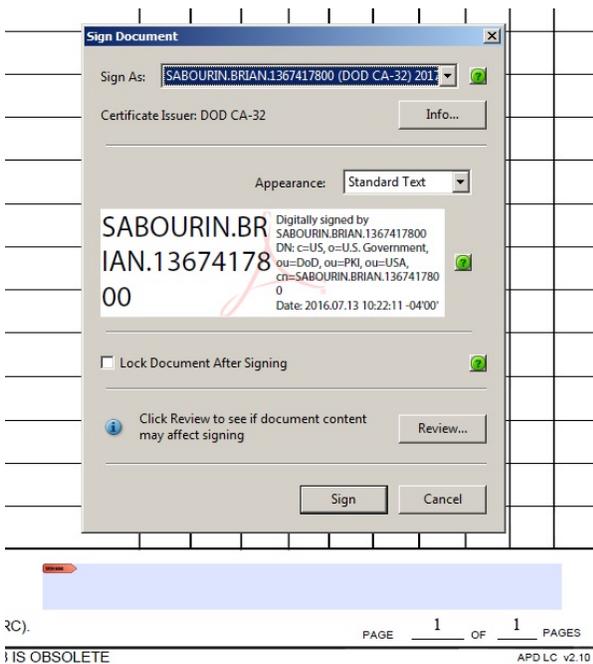
13) You will get the following message: 'How would you like to create your signature? In this scenario, I will be using, 'Use a certificate'.



14) After clicking on 'Use a certificate', you will be prompted to click on the 'Drag New Signature Rectangle', you are prompted to create a signature box in the area you want the signature to be placed, such as the example shown below.

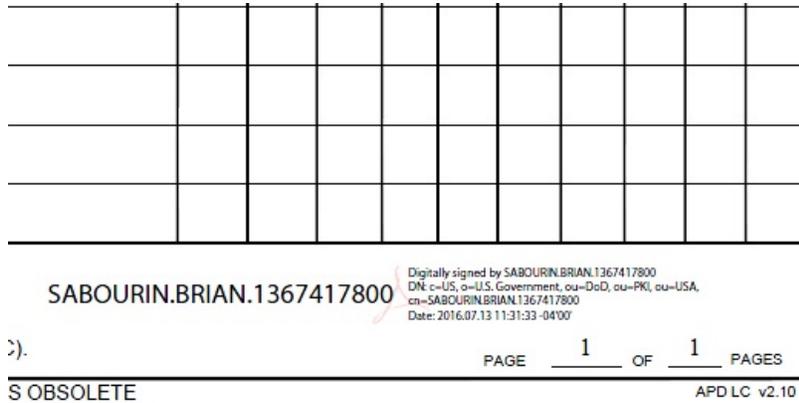


15) Once you release the signature box, you will be prompted to sign your newly created signature.

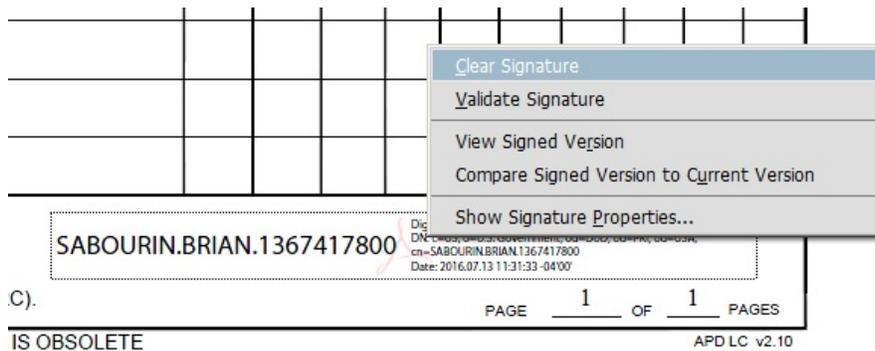


16) After you click on the digital signature, you will be prompted to save your pdf file to embed your newly signed digital signature into the pdf file for encryption security purposes.

17) After your pdf file has been prompted to be signed and saved, you will see the Acrobat blue banner message that says, 'Signed and all signatures are valid.' indicating that the signature is a valid signature that is authenticated with a green check mark. Additionally, on the right hand side of the blue banner, you will see the 'Signature Panel'. After clicking on the 'Signature Panel', you can see all the signature details for any signature in the current pdf document.



18) To clear the digital signature, simply right click on the signature button, and you will be able to see the 'Clear Signature' item in the menu list.



The signature has now been cleared.