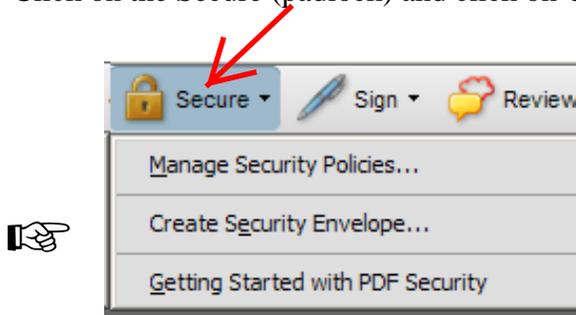


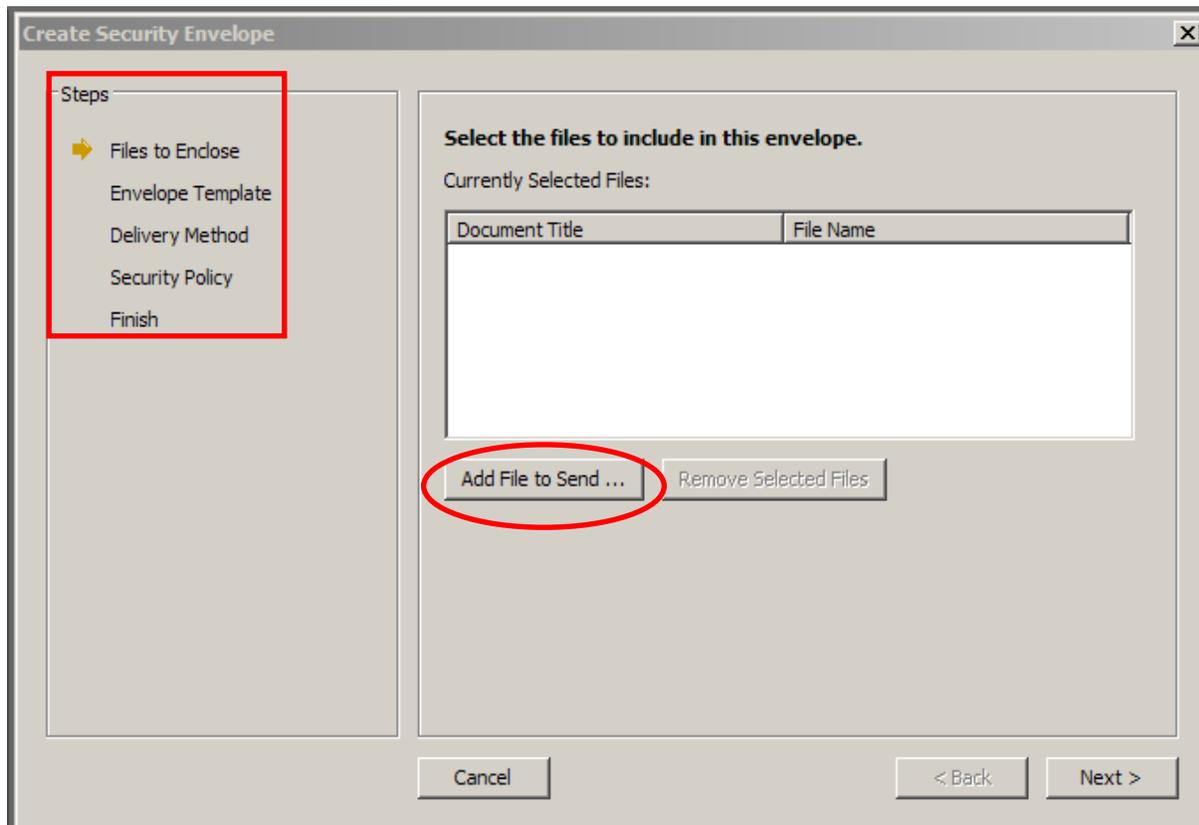
### CREATING A SECURITY ENVELOPE WITH ATTACHMENTS ATTORNEY INSTRUCTIONS

The steps to create a security envelope with attachments through Adobe is simple. Follow the steps below. The document(s) that will be attached to the security envelope will already be created and saved.

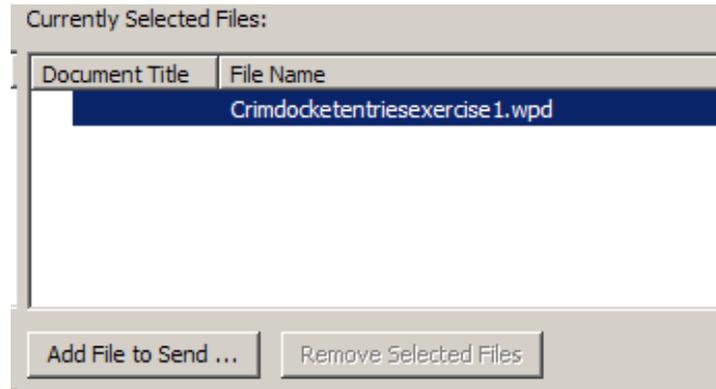
- To begin, open Adode Acrobat without opening a document.
- Click on the Secure (padlock) and click on Create Security Envelope



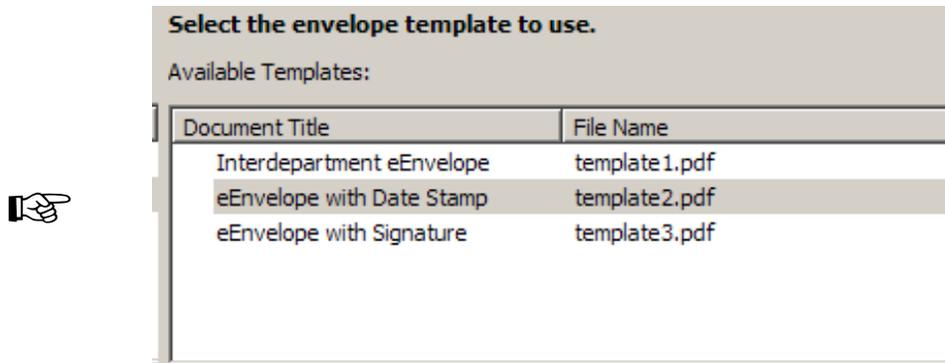
- A window with the five “Steps” to create the envelope will appear.



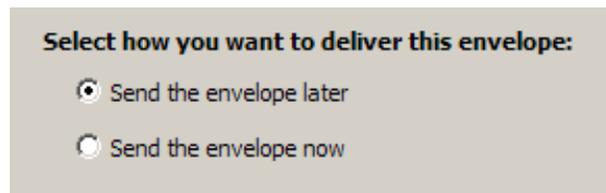
- Click on [Add File to Send..]. This will present a pop up a box to navigate to the files you would like to send (attach).
- Continue to select the files that you would like to include in an e-mail. Using this feature allows any file type to be sent (WP, Word, & pdf). In the example below a WordPerfect document is attached.



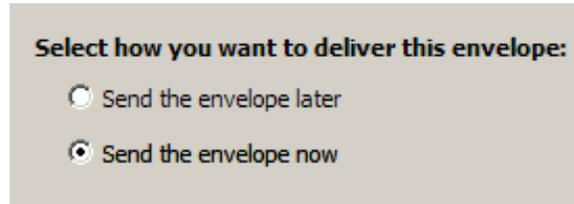
- Once all files have been selected click on [Next >].
- There are three available templates. Select template2.pdf. Click on [Next >].



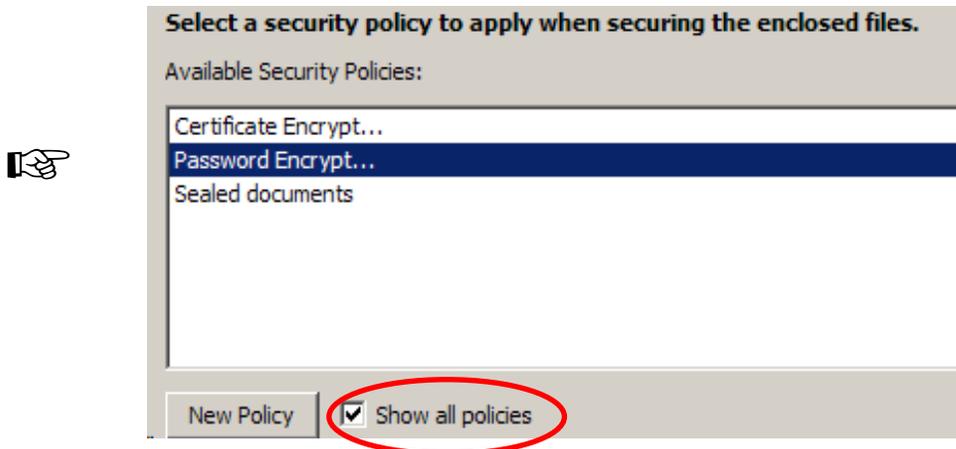
- The next step is to select the Delivery Method. When the first delivery method “Send the envelope later” is selected, it will allow the user to save the security envelope for e-mailing at a later time. Click on [Next >]



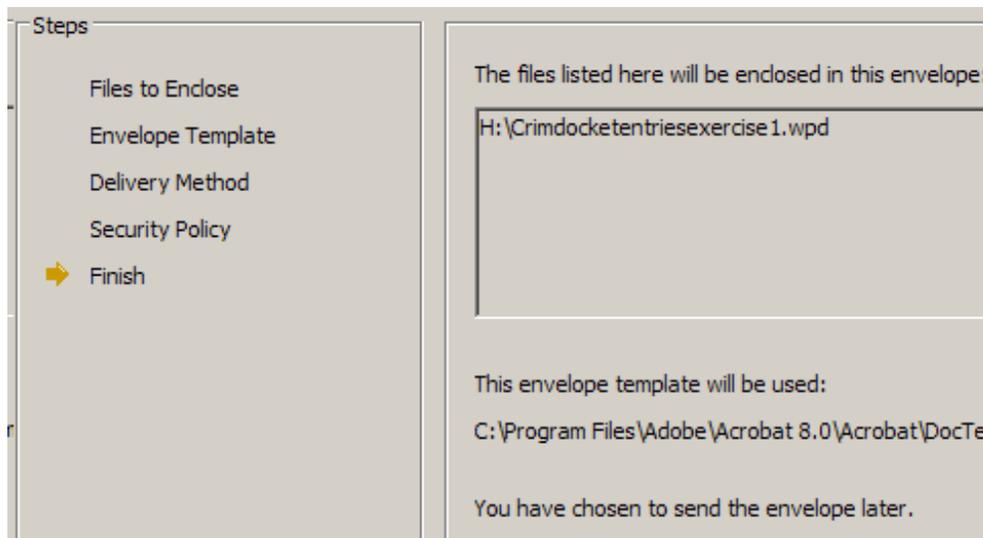
- When the second delivery method “Send the envelope now” is selected, it will attach the envelope to an e-mail immediately. It is important to open your e-mail account when this method is selected.



- On the next screen select “Show all policies.” This will provide a list of available security policies. Select “Password Encrypt” and click on [Next >].



- Last step is the finish screen where confirmation of the files and delivery method should be verified. Click on Back or Cancel if necessary. If everything looks okay click on [Finish] add the password to the envelope and save it.



- From this point on the steps for setting the password will be the same as the steps for setting the password for a pdf document. Refer to the instructions for password protected pdf.
- If the delivery method of “send envelope now”, was selected an e-mail message will be created automatically.

 If your e-mail account is not open, you will receive an error message. 

