



ECSAT: Step-by-step user guideline

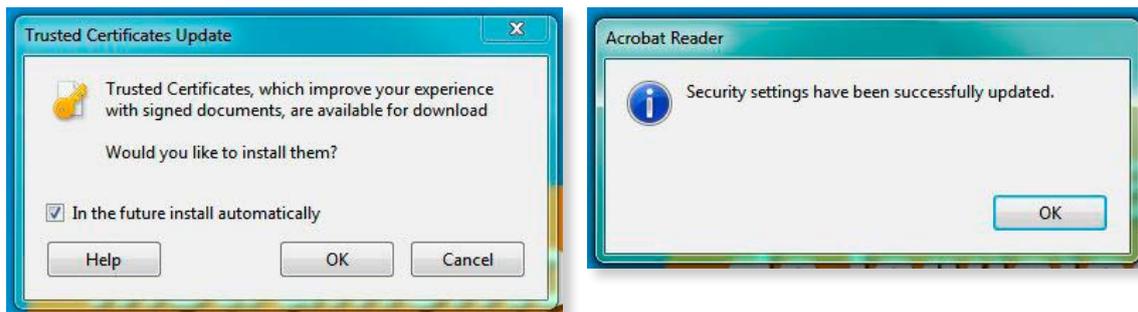
To use the ECSAT document, you must first install the free version of a programme called *Adobe Reader*. This programme is available for Windows ([free download here](#)) and Mac ([free download here](#)). For best results please use Adobe Reader version 11 (or higher).

(Note: You can also use Adobe Acrobat 10 (or higher) – this is not free software)

1. **Start Adobe Reader**, and select the *File > Open* option from the menu options at the top of the screen.
2. **Select ECSAT PDF** document location on your computer.

The first time you use the ECSAT document:

A dialogue box may be displayed suggesting *Trusted Certificate Updates*, click the 'OK' option. Once OK is clicked, you will be shown a confirmation message: *Security settings have been updated*. Click 'OK' on that message.



The PDF file will now be visible, and you will be able to progress through the document to complete the fillable sections that begin on page 4.

3. Work through the document to **complete relevant fields** as you do so.
4. To **save the document** with your partial/full information entered, click on the Save icon  at the top of the screen, or choose the *File > Save* option from the drop-down menu.
5. If you wish to **change the filename** of the PDF file (e.g. to take into account your entries), choose the *File > Save as* option from the drop-down menu, and enter a relevant file name when prompted.
6. Next time you open the PDF file (i.e. by repeating steps 1/2 above), your previous entries will be visible. You can either edit/modify those previous entries, or continue to add further information/details before re-saving/re-naming the file (i.e. by repeating step 4 or 5 above).

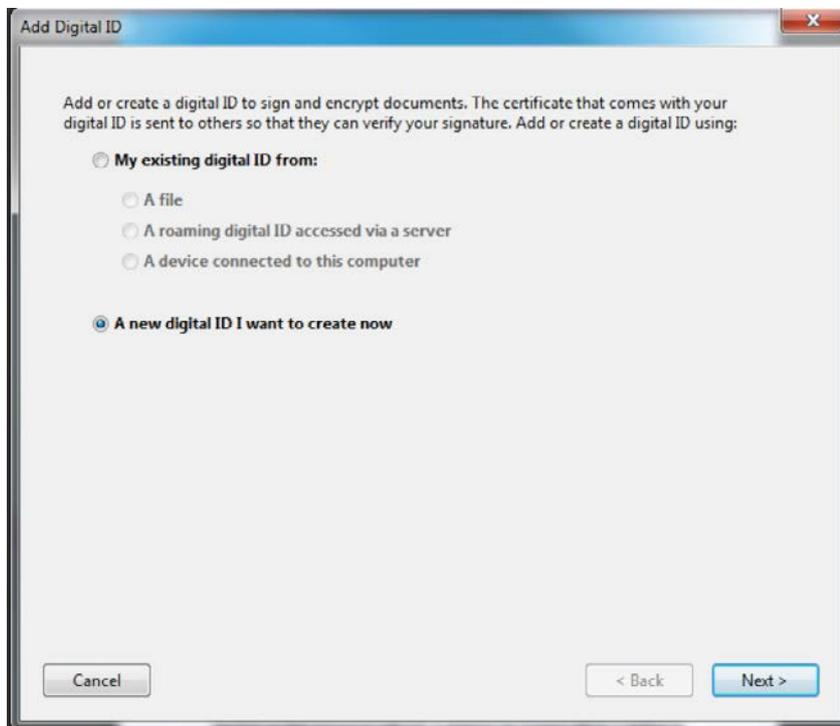


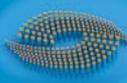
7. At any point in the ECSAT completion process you can send your partly/fully completed document to colleagues as a regular email attachment.
8. Optional step: You can **'lock' the content** of your ECSAT document once you have finished entering details/information.

Warning: Make sure to save a **back-up copy** of the completed document using steps 4/5 above **before you follow this procedure**.

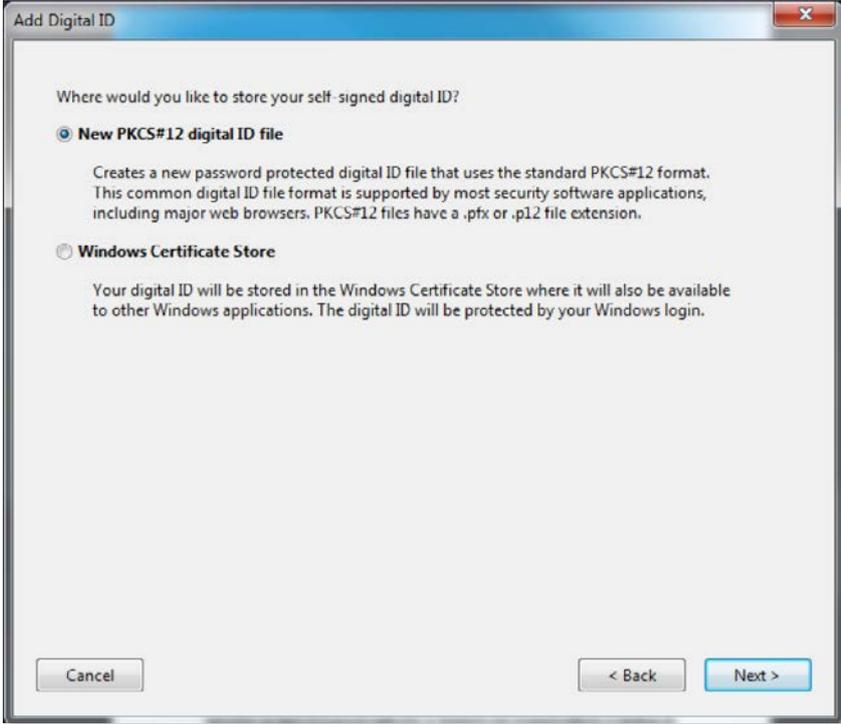
To lock the completed document, click the Signature field on page 2 and follow these steps:

- a. To 'sign' the document, and lock the content, choose either to use an existing digital ID (if you have one) or to create a new digital ID.





- b. When prompted, choose the *New PKCS#12 digital ID file* option.

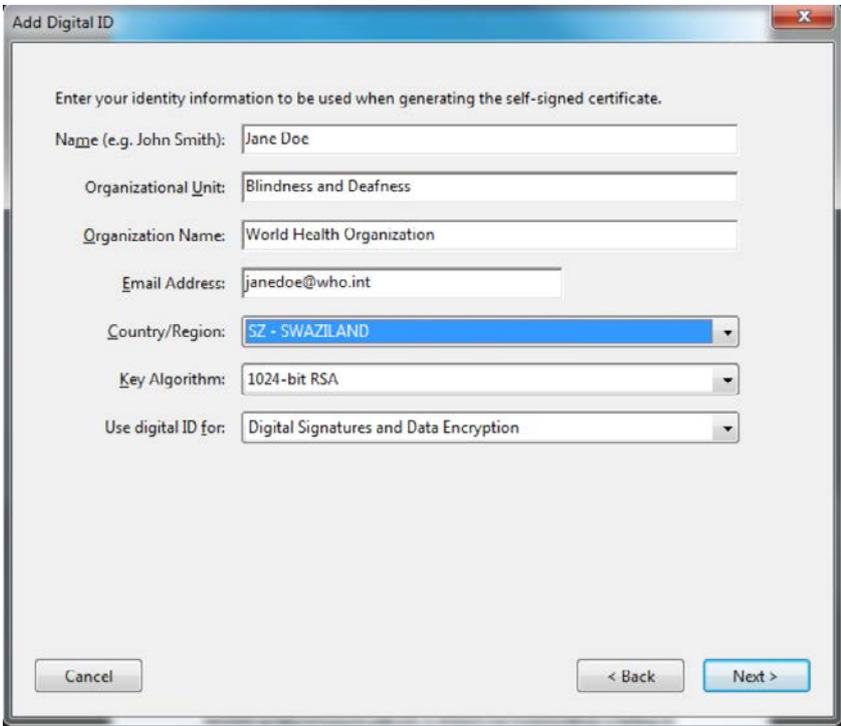


The image shows a Windows dialog box titled "Add Digital ID". The main question is "Where would you like to store your self-signed digital ID?". There are two radio button options:

- New PKCS#12 digital ID file**: This option is selected. The description below it reads: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension."
- Windows Certificate Store**: The description below it reads: "Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login."

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >".

- c. Complete the form fields as follows:



The image shows the same "Add Digital ID" dialog box, but now with form fields filled out. The instruction at the top says "Enter your identity information to be used when generating the self-signed certificate."

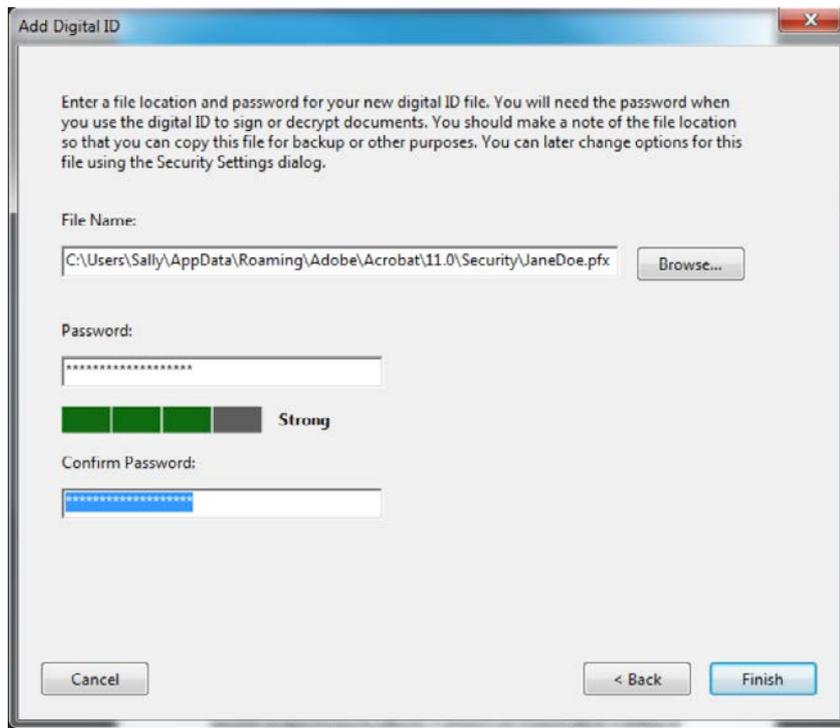
The fields are as follows:

- Name (e.g. John Smith):** Jane Doe
- Organizational Unit:** Blindness and Deafness
- Organization Name:** World Health Organization
- Email Address:** janedoe@who.int
- Country/Region:** SZ - SWAZILAND (selected in a dropdown menu)
- Key Algorithm:** 1024-bit RSA (selected in a dropdown menu)
- Use digital ID for:** Digital Signatures and Data Encryption (selected in a dropdown menu)

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >".



d. Decide on and enter a password:



e. Click *Finish*.