

Schedule

Electronic file endorsements

The following procedures for electronic endorsement are acceptable for the specified software packages:

A Microsoft Word (97 & 2000)

Operator procedure

1. Select 'Header and Footer' on the 'View' toolbar.
2. Go to the bottom of the page and click inside the footer Note: layout to be similar to the following example –

File name: RMP Procedure Endorsement.doc No. Characters: 4622 Last saved: 20/12/2000 10:00

3. Select 'Field' on the 'Insert' toolbar.
4. Under **categories** select 'Document Information', and then under **field names** select 'FileName' and ok.
5. Repeat, this time under **field names** select 'NumChars' and ok.
6. Under **categories** select 'Date and Time', and then under **field names** select 'Save Date' and ok.
7. Save document as per normal.

Evaluator procedure

Once the operator has completed the above procedure evaluator to complete the following:

1. Select 'Save As' on the 'File' toolbar.
2. Under 'Options' insert a **unique** password¹ in 'password to modify', enter and reconfirm password.
3. Save with the required file name in desired location.
4. Double left click on the footer to access it.
5. Press 'Ctrl & A' on the keyboard (this highlights information in footer).
6. Right click on this highlighted information and select 'Update field'.
7. Close 'Header and Footer' box.
8. Select 'Save' on the 'File' toolbar.
9. Select 'Properties' on the 'File' toolbar.
10. Select 'Statistics' page and record the following 'modified:', 'pages:' and 'characters:' (not characters (with spaces):) from this page.
11. Select 'Close' on the 'File' toolbar. **Note: if you are asked 'Do you want to save the changes..' ALWAYS select 'No'.**
12. Record the file name, size and date modified of the file(s). This information can be obtained from either Windows Explorer or File / Open in Word.
13. The information from steps 10,12 and related password are then supplied to the Director-General directly either by mail, fax or email.

¹ Note: (a) this password is case sensitive.

(b) **the evaluator must not divulge any password to the operator.**

(c) where the RMP or RMP outline comprises a number of Word files the same password should be used for all these Word files.

B Microsoft Excel (97 & 2000)

Operator procedure

Not applicable.

Evaluator procedure

1. Select 'Save As' on the 'File' toolbar.
2. Under 'Options' insert a **unique** password¹ in 'password to modify', enter and reconfirm password.
3. Save with the required file name in desired location.
4. Select 'Close' on the 'File' toolbar.
5. Record the file name, size and date modified of the file(s). This information can be obtained from either Windows Explorer or File / Open in Excel.
6. This information and related password are then supplied to the Director-General directly either by mail, fax or email.

- ¹ Note: (a) this password is case sensitive.
(b) **the evaluator must not divulge any password to the operator.**
(c) where a RMP or RMP outline comprises a number of Excel files the same password should be used for all these Excel files.

C For PDF files created from Microsoft Word files with Adobe Acrobat 4.0

Operator procedure

1. Complete steps 1 – 7 as described above under Microsoft Word / **operator procedure** for the source Word document.
2. In Word select 'Print' on the 'File' toolbar.
3. Change the printer to 'Acrobat PDF writer' and ok.
4. Save the pdf file in desired location.

Evaluator procedure

Once the operator has completed the above procedure, the evaluator is to complete the following:

1. In Acrobat select 'Open' on the 'File' toolbar.
2. Locate and open the pdf file that was created (refer above).
3. Select 'Save As' on the 'File' toolbar.
4. Choose the standard security method.
5. Enter a **unique** password² in 'change security options' and under the 'do not allow' heading enable all security features except printing. Note: no password is entered in 'open the document' section.
6. Save with the required file name in desired location.
7. Record the file name, size and date modified of the file(s). This information can be obtained from Windows Explorer.
8. This information and related password are then supplied to the Director-General directly either by mail, fax or email.

- ² Note: (a) **the evaluator must not divulge any password to the operator.**
(b) where a RMP or RMP outline comprises a number of pdf files the same password should be used for all these pdf files.