



Save As

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Desktop >'. The left sidebar shows the 'Desktop' folder selected. The main pane displays a list of files and folders on the Desktop:

Name	Date modified	Type
Microsoft Office ProPlus 2013 VL x86 EN	8/21/2020 3:59 AM	File folder
Driver-Installation-Certificate-Import	8/21/2020 9:58 AM	Microsoft Word Document
First Name last name	8/21/2020 9:21 AM	Microsoft Word Document

A 'Save As' dialog box is open in the foreground. The 'File name' field contains 'Digitally-Signed-Document' and the 'Save as type' dropdown is set to 'Word Document'. Below the dialog box, the 'Authors' field shows 'dsc-user' and the 'Tags' field has an 'Add a tag' link. There is an unchecked checkbox for 'Save Thumbnail'. At the bottom, there is a 'Tools' dropdown and two buttons: 'Save' and 'Cancel'.

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Digitally-Signed-Document

Desktop

Protect Document ▾

Protect Document

Control what types of changes people can make to this document.

- Mark as Final**
Let readers know the document is final and make it read-only
- Encrypt with Password**
Password-protect this document
- Restrict Editing**
Control the types of changes others can make
- Restrict Access**
Grant people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**
Ensure the integrity of the document by adding an invisible digital signature

Manage Versions ▾

There are no previous versions of this file.

Properties ▾

Size	63.5KB
Pages	1
Words	159
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 10:01 AM
Created	Today, 9:59 AM
Last Printed	

Related People

Author	Add an author
Last Modified By	Not saved yet

Related Documents

Open File Location

[Show All Properties](#)

Info

New

Open

Save

Save As

Print

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Export

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Account

Options

Info

Digitally-Signed-Document

Desktop

Protect Document

Protect Document

Control what types of changes pe

Check for Issues

Inspect Document

Before publishing this file, be awa

- Document properties, docu
- template name
- Headers and footers
- Custom XML data
- Content that people with dis
- A setting that automatically
- the file is saved

Allow this information to be

Manage Versions

Versions

There are no previous versions of this file.

Sign

See additional information about what you are signing...

You are about to add a digital signature to this document. This signature will not be visible within the content of this document.

Commitment Type:

Purpose for signing this document:

To include information about the signer, click the details button.

Details...

Signing as: Test Gemalto
Issued by: Mango Sub CA for Class2 Enterprise Certificate

Change...

Sign

Cancel

Properties

63.5KB

1

159

0 Minutes

Add a title

Add a tag

Add comments

Today, 10:01 AM

Today, 9:59 AM

Author

Add an author

Last Modified By

Not saved yet

Related Documents

Open File Location

Show All Properties

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Digitally-Signed-Document

Desktop

Protect Document

Protect Document
Control what types of changes people can make to this document.

Check for Issues

Inspect Document
Before publishing this file, be aware of the following information about the document.

- Document properties, document template name
- Headers and footers
- Custom XML data
- Content that people with disabilities can't see
- A setting that automatically removes content when the file is saved

[Allow this information to be published](#)

Manage Versions

Versions
There are no previous versions of this document saved in OneDrive or SharePoint.

Windows Security

Microsoft Word

Select a certificate

Mango Training- Test
Issuer: Mango Sub CA for Class2 Enterprise Certificate
Valid From:

Issuer: Mango Sub CA for Class2 Enterprise Certificate

[Click here to view certificate properties](#)

Test Gemalto
Issuer: Mango Sub CA for Class2 Enterprise Certificate
Valid From: 8/21/2020 to 3/23/2022

OK Cancel

63.5KB
1
159
0 Minutes
Add a title
Add a tag
Add comments
Today, 10:01 AM
Today, 9:59 AM
Add an author
Not saved yet

Related Documents
 Open File Location
[Show All Properties](#)

Info

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Save As

Print

Share

Export

Close

Account

Options

Info

Digitally-Signed-Document

Desktop

Protect Document

Protect Document

Control what types of changes people can make to this document.

Check for Issues

Inspect Document

Before publishing this file, be aware of the following information:

- Document properties, document template name
- Headers and footers
- Custom XML data
- Content that people with disabilities may not be able to access
- A setting that automatically saves the file

Allow this information to be visible in the document.

Manage Versions

Versions

There are no previous versions of this file.

Sign

See additional information about what you are signing...

You are about to add a digital signature to this document. This signature will not be visible within the content of this document.

Commitment Type:

Purpose for signing this document:

To include information about the signer, click the details button.

Details...

Signing as: Mango Training- Test
Issued by: Mango Sub CA for Class2 Enterprise Certificate

Change...

Sign

Cancel

Properties

- 63.5KB
- 1
- 159
- 0 Minutes
- Add a title
- Add a tag
- Add comments
- Today, 10:01 AM
- Today, 9:59 AM
- Add an author
- Last Modified By Not saved yet

Related Documents

- Open File Location
- Show All Properties

Info

New

Open

Save

Save As

Print

Share

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Close

Account

Options

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Digitally-Signed-Document

Desktop

Protect Document

Protect Document

Control what types of changes people can make to this document.

Check for Issues

Inspect Document

Before publishing this file, be aware of the following information:

- Document properties, document template name
- Headers and footers
- Custom XML data
- Content that people with disabilities may not be able to access
- A setting that automatically removes content when the file is saved

[Allow this information to be saved](#)

Manage Versions

Versions

There are no previous versions of this file.

Windows Security

Smart Card

Please enter your PIN.

PIN

.....

[Click here for more information](#)

OK Cancel

Properties

63.5KB
1
159
0 Minutes
[Add a title](#)
[Add a tag](#)
[Add comments](#)

Today, 10:01 AM
Today, 9:59 AM

Author [Add an author](#)
Last Modified By [Not saved yet](#)

Related Documents

[Open File Location](#)
[Show All Properties](#)

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Digitally-Signed-Document

Desktop

Protect Document ▾

Protect Document

Control what types of changes people can make to this document.

Check for Issues ▾

Inspect Document

Before publishing this file, be aware that

- Document properties, document statistics, and template name
- Headers and footers
- Custom XML data
- Content that people with disabilities might not be able to read
- A setting that automatically removes content when the file is saved

[Allow this information to be saved in your file](#)

Manage Versions ▾

Versions

There are no previous versions of this file.

Properties ▾

Size	70.6KB
Pages	1
Words	159
Total Editing Time	0 Minutes
Title	Add a title
	Add a tag
	Add comments
	Today, 10:01 AM
	Today, 9:59 AM

Related People

Author	Add an author
Last Modified By	Not saved yet

Related Documents

Open File Location

[Show All Properties](#)

Signature Confirmation

Your signature has been successfully saved with this document. If the document is changed, your signature will become invalid.

☐ Don't show this message again

OK

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Digitally-Signed-Document

Desktop

View
Signatures

Signed Document

This document has been signed and marked as final. It should not be edited. If anyone tampers with this document, the signatures will become invalid.

Protect
Document ▾

Protect Document

This document has been marked as final to discourage editing.

Check for
Issues ▾

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties, document server properties, content type information and template name
- Headers and footers
- Custom XML data
- Content that people with disabilities are unable to read
- A setting that automatically removes properties and personal information when the file is saved

Allow this information to be saved in your file

Manage
Versions ▾

Versions

There are no previous versions of this file.

Properties ▾

Size	70.6KB
Pages	1
Words	159
Total Editing Time	0 Minutes
Title	None
Tags	None
Comments	None

Related Dates

Last Modified	Today, 10:01 AM
Created	Today, 9:59 AM
Last Printed	

Related People

Author	None
Last Modified By	Not saved yet

Related Documents

Open File Location

[Show All Properties](#)

FIRST NAME LAST NAME

Address · Phone

Email · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, ST Zip]

DEAR [RECIPIENT NAME],

Are you looking for a [job title] with:

- [Number] years of hands-on experience in [area of expertise]?
- Knowledge of the latest technology in [industry or field]?
- [Excellent written and oral communication skills?]
- [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time]