

# **TrustView For Office and PDF**

## **Installation and User's Guide**

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# 1. Installation DRM Agent

1.1. Before proceeding with the installation, please close all Office and PDF applications. Once the installation program has been executed, you will see a welcome screen as shown in Figure 1.1.1

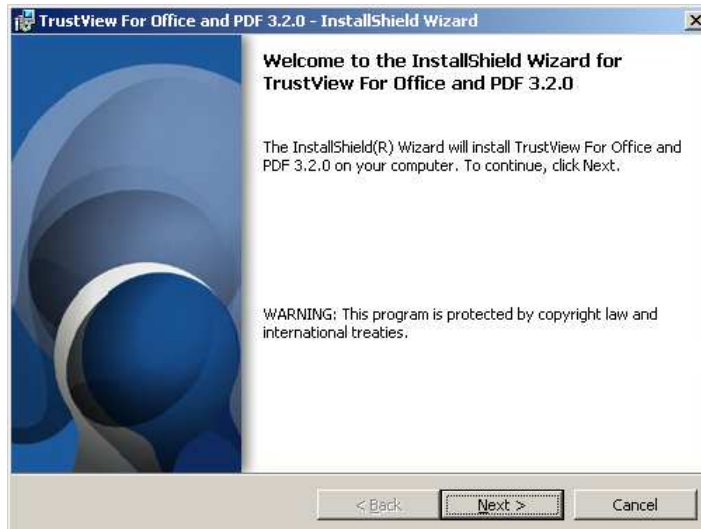


Figure 1.1.1 Installing TrustView for Office and PDF

1.2. After pressing “Next”, you will see the software licensing agreement screen as shown in Figure 1.1.2. Please read the contents of the license agreement carefully, and if you accept them, select “I accept the terms in the license agreement” then click on “Next” to proceed with the installation process. If you do not agree to the terms and conditions of the License Agreement, please select “I do not accept the terms in the license agreement” and then click “Next”. The system will terminate the installation program.



Figure 1.1.2 TrustView Product License Agreement Acceptance Screen

1.3. You will then see the screen for setting the user information. The installation program will automatically display your name and company name; Please select below whether all users on this computer will have access to TrustView for Office and PDF or only the currently logged in user. After making your selection, please press “Next”.

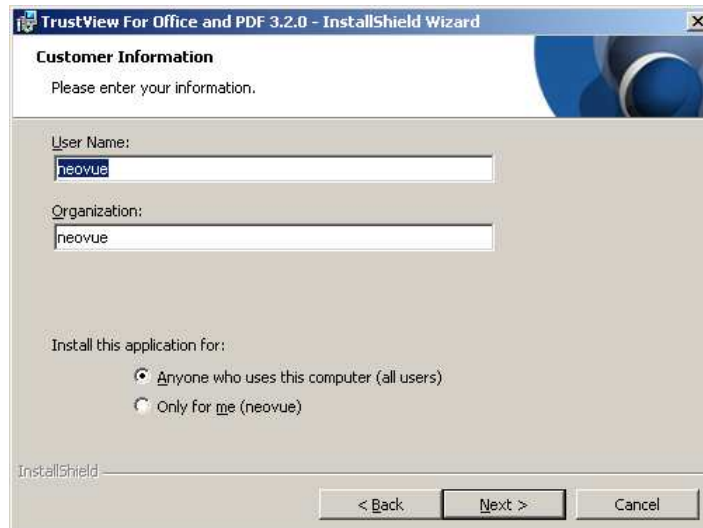


Figure 1.1.3 Setting the User Information Screen

1.4. Next you will be shown the installation type selection screen. If you choose Complete Installation, the installation program will install the complete TrustView for Office and PDF software to the default location (C:\Program Files\TrustView). If you choose Custom Installation, you will be able to choose to install TrustView for Office or TrustView for PDF separately. After selecting the preferred installation type, please press “Next” to continue.

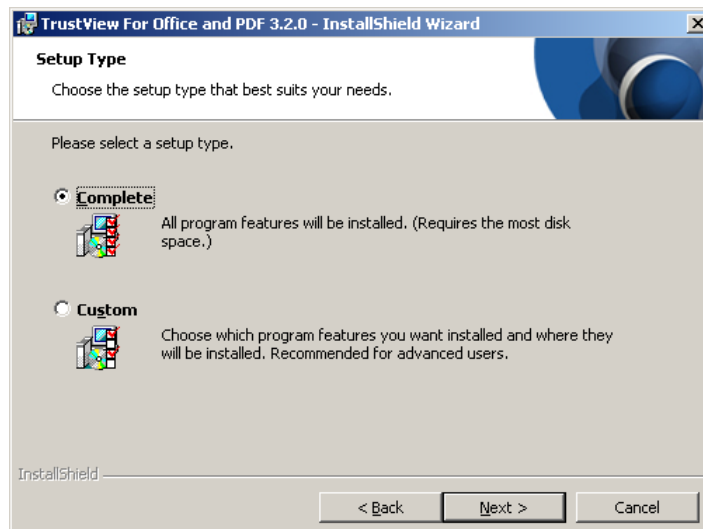


Figure 1.1.4 Select the Installation Type Screen

1.5. If you selected the Custom installation type, you will proceed to Figure 1.1.5, the “Custom Setup” screen. Here you can choose whether to install the TrustView for Office or TrustView for PDF components. After making your selection, please press “Next” to proceed to the next screen (Figure 1.1.6).

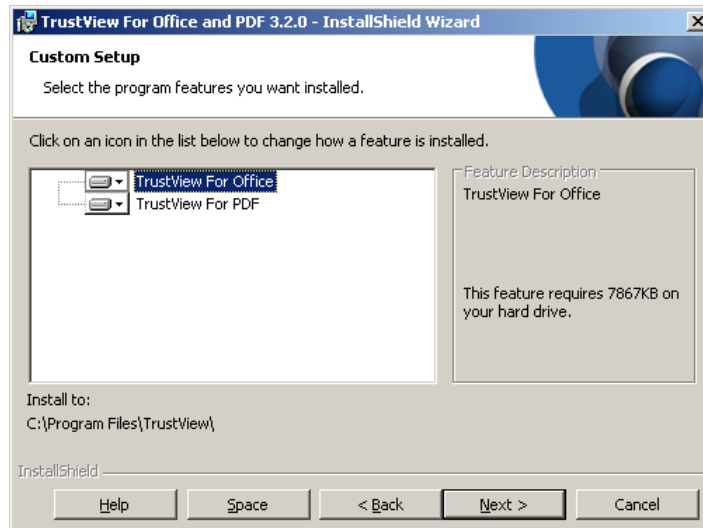


Figure 1.1.5 Custom Installation screen

1.6. At the Installation Confirmation screen, you may click the “Install” button to begin installing TrustView for Office and PDF.

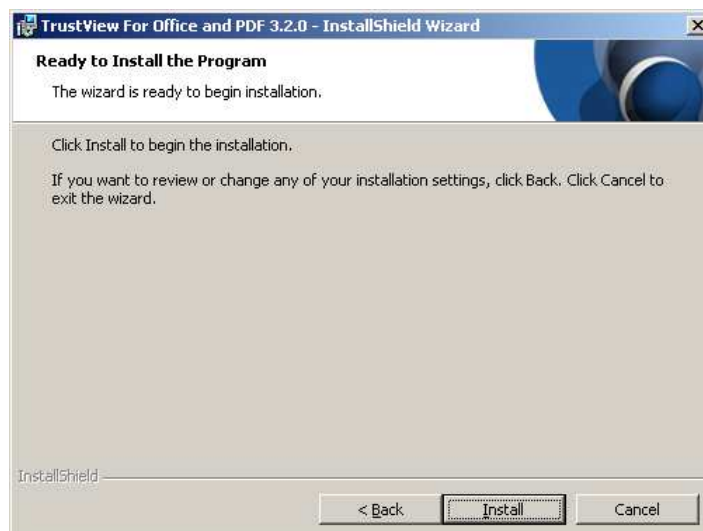


Figure 1.1.6 Installation Confirmation Screen

1.7. Once the installation is complete, Figure 1.1.7 Installation Successful Message will be shown. Please select “Finish” to complete the installation process.

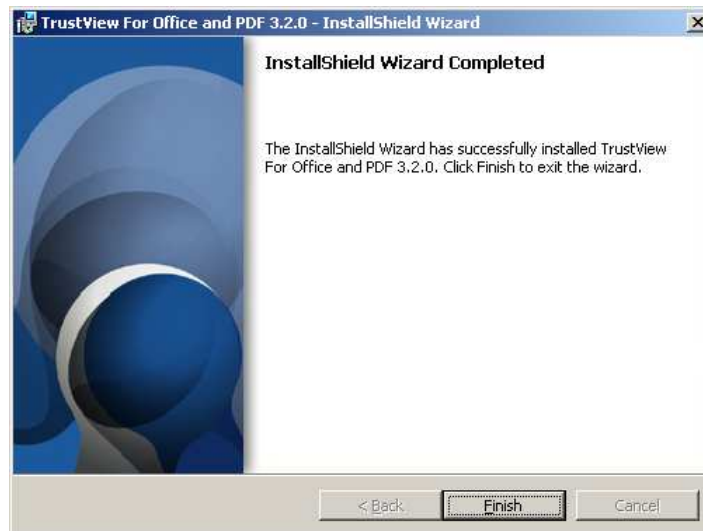
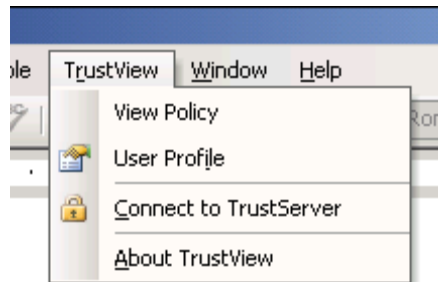


Figure 1.1.7 Installation Successful Message

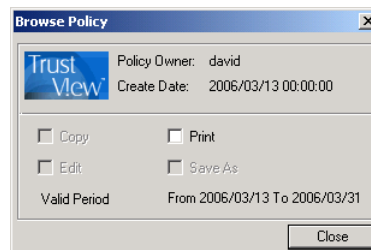
## 2. Guest Access

2.1. When the document policy of a TrustView document has been set by the administrator as “Guest Access”, as long as the reader has the TrustView for Office and PDF client software installed then they can open the encrypted document while it is still valid without logging into TrustServer. °

2.2. You can click on “View Policy” to inspect which rights you have. You can see that all rights have been disabled and also view the document’s expiry date.



“Guest” document’s TrustView options



“View Document Policy” screen