



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - November 2013

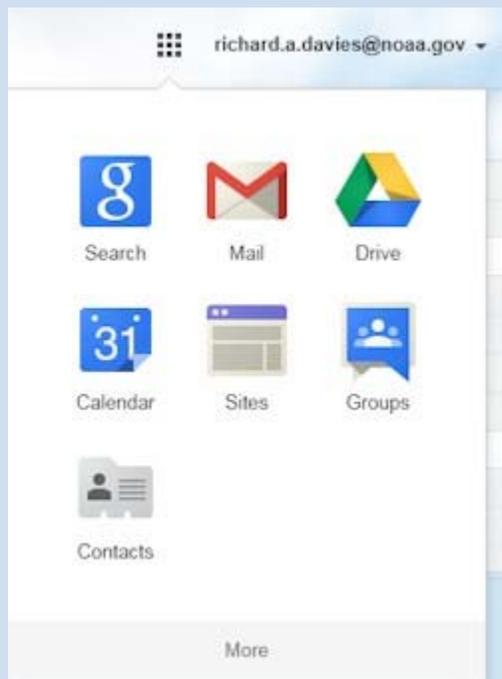
PII in Email and Google Docs

As we get closer to the end of the year, people are working on evaluations and appraisals. Remember not to send or store any sensitive information using Email or Google Docs. This includes PII, Privacy Act, Contractual information, or Budget information. There are good resources from both the [NOAA CIO](#) and [DoC CIO](#) about what constitutes Sensitive Information.

The proper ways to send Sensitive Information would be to use the Accellion Secure File Transfer or SecureZip. You can review the information on both of these methods in the [June Tech Tips](#) in our Tech Tips Archive Page www.wrc.noaa.gov/systems/techtips.htm

New Google toolbar

Google has changed its toolbar and put all of the application icons into a single drop-down list. If you're looking for your contacts, calendar, or sites, they now reside in the new "grid" button.



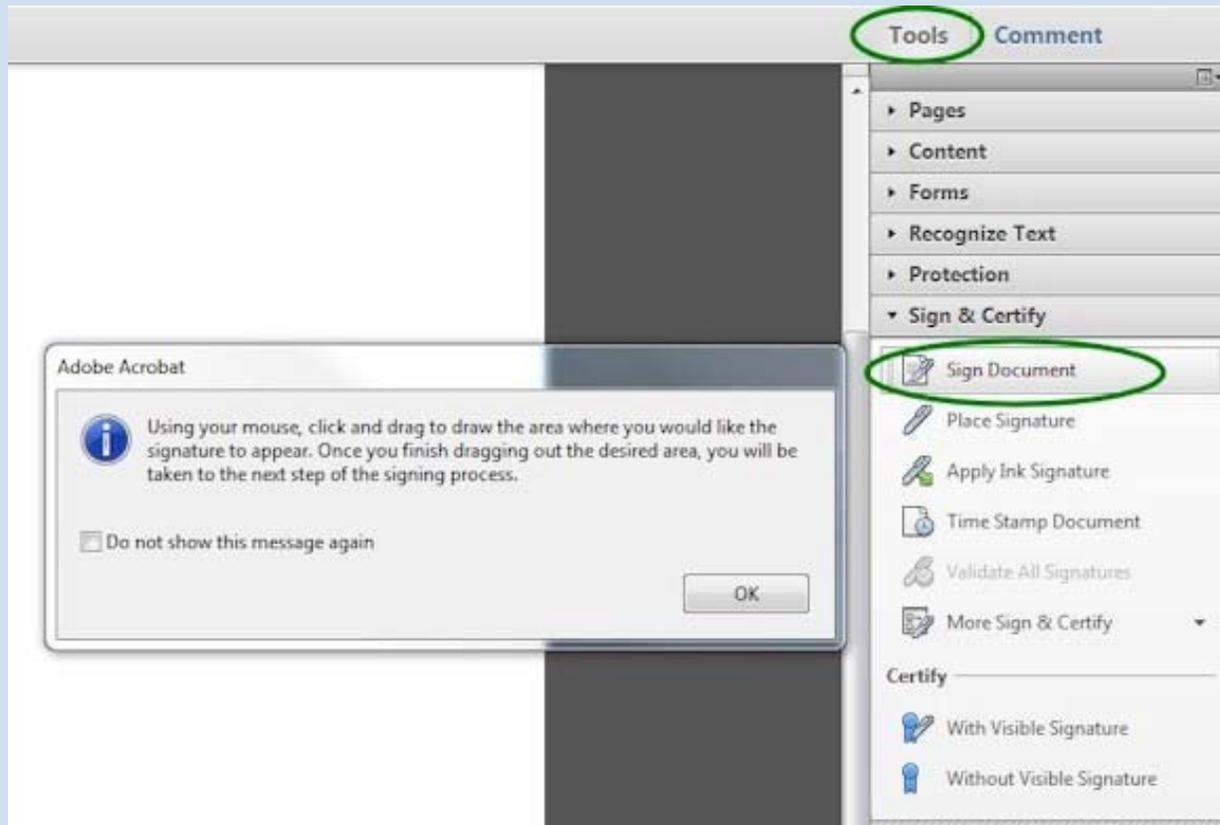
If you have any questions, or to initiate coordination with our office, please call the [NSDesk](#) at 1-855-NSDesk1 ([1-855-673-3751](tel:1-855-673-3751))

November Tech Tips

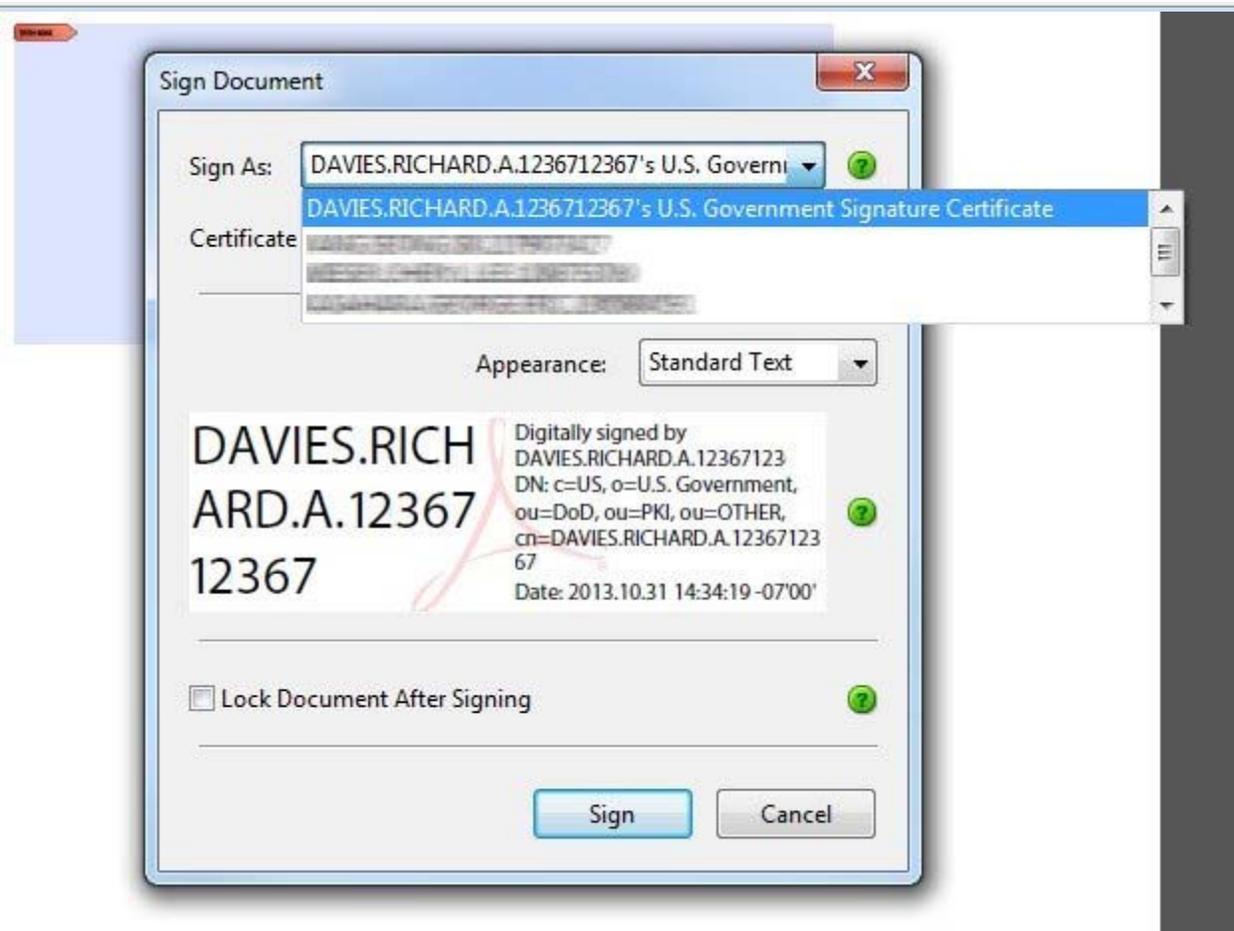
- **Signing documents in Acrobat**

When you need to sign a document, you do have another option than printing, signing, and scanning the document. You can digitally sign the document in Acrobat with your CAC certificate.

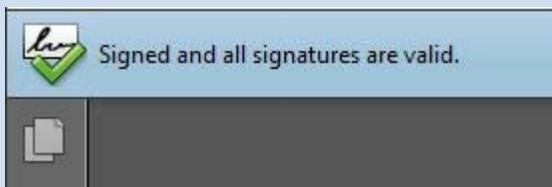
To sign a document, select the Tools then the Sign & Certify tab. Acrobat will prompt you to draw a rectangular box somewhere on the document where you want to place your digital signature.



Once you have drawn your box, Acrobat will ask you to select your certificate. If other users have logged onto your computer, you will see their certificates in your cache. Pick your U.S. Government Signature Certificate.



After you select your Signature certificate, Acrobat will ask you to save the document, then ask for the PIN of your CAC. After you have entered your correct PIN, you have now digitally signed the document. You can see that you have signed this document by looking in the upper-left corner.



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Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.