PROSEDUR ENKRIPSI MAKLUMAT TERPERINGKAT

MICROSOFT OFFICE & PDF



OBJEKTIF

Prosedur ini diwujudkan adalah untuk melindungi maklumat terperingkat dalam bentuk elektronik daripada pendedahan, pengubahsuaian, pemindahan atau pemusnahan tanpa kebenaran, dan memastikan bahawa perkhidmatan kerajaan dapat diteruskan dengan lancar.

SKOP

 Prosedur ini dilaksanakan untuk melindungi maklumat terperingkat PMINT yang telah disediakan, disimpan, dan diedarkan secara elektronik melalui kaedah enkripsi daripada ancaman persekitaran.



ENKRIPSI

- Enkripsi adalah satu kaedah bagi memelihara data, dimana data asal (plain text) akan ditukar ke dalam bentuk data yang sukar difahami (cipher text) dengan menggunakan algoritma enkripsi. Kata laluan adalah perlu bagi membuka dan membaca fail yang telah di enkrip.
- Pengirim menukarkan mesej asal ke bentuk rahsia dan menghantar kepada penerima

DEKRIPSI

- Proses untuk mengambil maklumat yang di enkripsi menggunakan kod atau kekunci yang betul.
- Menterbalikkan kembali proses enkripsi supaya mesej ditukar ke dalam bentuk yang asal



Langkah Enkripsi

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Buka dokumen (.doc, .xls, .ppt) yang hendak di enkrip

Klik pada menu "File" di bahagian atas kiri dokumen





Klik pada "Info" dan kemudian klik pada "Protect Document".

Pilih "Encrypt with Password".





Masukkan password yang sesuai dan yang mematuhi Garis Panduan Keselamatan Dokumen Elektronik dan Pengurusan Media PMINT, kemudian klik "OK".





Masukkan password yang sama pada skrin pengesahan yang dipaparkan untuk tujuan pengesahan kali kedua dan klik "OK" setelah selesai.



Microsoft Word	×
Confirmation password is not idention	cal.
ОК	

Skrin diatas akan terpapar sekiranya password yang dimasukkan tidak sama.

Perlu masukkan password yang betul sekali lagi.



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Perkataan "Protect Document" telah bertukar warna menunjukkan enkripsi telah dilaksanakan untuk dokumen ini.

ENKRIPSI MAKLUMAT TERPERINGKAT PMINT

Klik "Save" setelah selesai. Ini bagi memastikan penetapan password dilaksanakan dengan sempurna.

Dokumen tersebut kini boleh diedarkan secara elektronik

Password	?	\times
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Dokumen tersebut kini memerlukan password sebelum boleh dibuka dan/ atau diubahsuai oleh penerima.



Langkah Dekripsi

MICROSOFT OFFICE 2016



Buka dokumen yang hendak di dekrip

Masukkan password yang telah di sediakan

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Klik pada menu "File" di bahagian atas kiri dokumen.

Puan Rosmawati binti Mohd Jamil Encik Wan Robaizah bin W. Othman

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Klik pada "Info" dan kemudian klik pada "Protect Document".

Pilih "Encrypt with Password ".



CL AU.D.



Delete password yang dipaparkan kemudian klik "OK".



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Perkataan "Protect Document" berubah warna seperti teks yang lain menunjukkan dekripsi telah berjaya dilaksanakan.

Klik "Save" setelah selesai bagi memastikan perubahan yang dilaksanakan dapat disimpan.



Langkah enkripsi NITRO PDF





Buka .pdf dokumen yang hendak di enkrip

Klik pada menu "File" di bahagian atas kiri dokumen





Klik pada "Info" dan kemudian klik pada "Protect Document".

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Existing security settings			
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	Change document:	Allowed	
	Document assembly:	Allowed	
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Content	extraction for accessibility:	Allowed	
	Page extraction:	Allowed	
	Commenting:	Allowed	
	Fill form fields:	Allowed	
	Sign digital signatures:	Allowed	
c	reation of template pages:	Allowed	

Skrin "Document Properties" akan dipaparkan.

Di bahagian "Security method", pilih "Password security"

Klik "OK"

- Skrin "Password Security" akan dipaparkan.
- Tick di bahagian "Require a password to open the document"
- Masukkan password
- Klik "Finish"

Password Security		\times
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- Klik "OK" di skrin "Document Properties"
- Klik "Save" setelah selesai bagi memastikan perubahan yang dilaksanakan dapat disimpan.

PROSEDUR ENKRIPSI MAKLUMAT TERPERINGKAT PMINT

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MINIT MESY JHEK 2 2022.pdf is se without providing the correct pass	cured and cannot be opened word.	
Open password:		
	OK Cancel	

Dokumen tersebut kini memerlukan password sebelum boleh dibuka dan/ atau diubahsuai oleh penerima.

Langkah Dekripsi NITRO PDF

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MINIT MESY JHEK 2 2022.pdf is se without providing the correct pass	ecured and cannot be opened sword.	
Open password:		
	OK Cancel	

- Buka dokumen yang hendak di dekrip
- Masukkan password yang telah di sediakan

PROSEDUR ENKRIPSI MAKLUMAT TERPERINGKAT PMINT

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1. Pilih "No security"

- 2. Klik "OK"
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- 4. Klik "Save" setelah selesai bagi memastikan perubahan yang dilaksanakan dapat disimpan.

DISEDIAKANOLEH:

BAHAGIAN TEKNOLOGI MAKLUMAT PERBADANAN MEMAJUKAN IKTISAD NEGERI TERENGGANU