HOW TO SET DOCUMENT SECURITY SETTINGS IN PDF

To protect the integrity of the judicial process, it is necessary that you ensure that the content of transcripts cannot be altered.

This means you must check the security settings for the transcript before you upload it and, if necessary, modify those settings so that no one can intentionally or accidently edit the document. How you check and, if necessary, modify the security settings, will depend on the software you use. As an example, below are the instructions for how to configure the document security settings using Adobe Acrobat Pro 2017.

Regardless of the software used, the pdf settings should ensure that:

- A password
    - **Is REQUIRED** to edit the document.
    - **Is NOT required** to open or view the document.
- The following actions are **ALLOWED** and no password is required:
    - Printing
    - Commenting
    - Copying text, images, and other content

Configuring document security settings using Adobe Acrobat Pro 2017

1. Open the document in Adobe Acrobat (this will not work in Adobe Reader).

2. Select File > Properties in the top left corner of the window. The Document Properties dialog box will open.
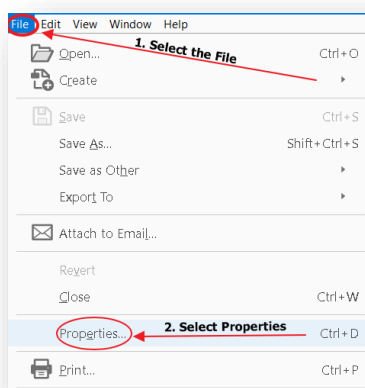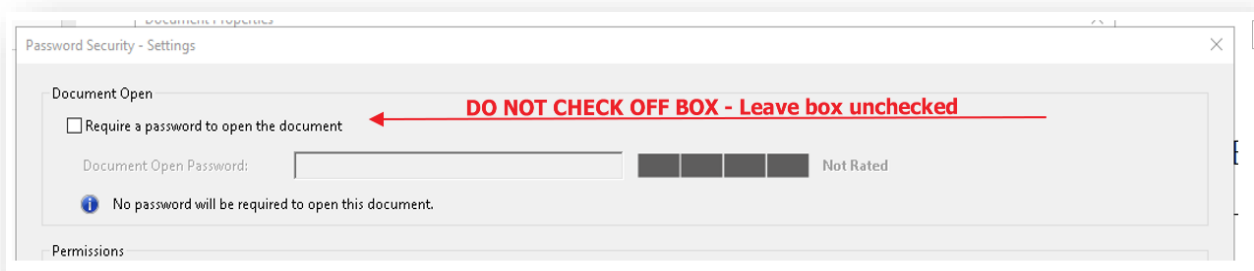

3. Click on the Security tab. Select Password Security from the dropdown menu beside Security Method. The Password Security - Settings window will open.
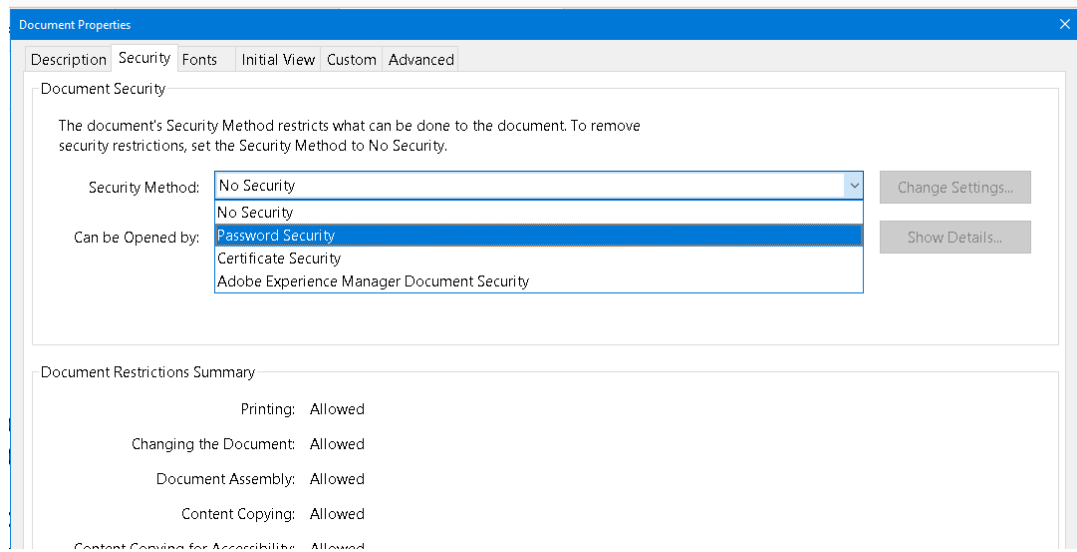
4. Select the following settings in the Password Security – Settings window:

   a. <u>Uncheck</u> **Require a password to open the document.**

   b. <u>Check</u> **Restrict editing and printing of the document.**

   c. <u>Select</u> **High Resolution** from Printing Allowed drop down menu

   d. <u>Select</u> **Commenting, filing in form fields, and signing existing signature fields** from Changes Allowed drop down menu
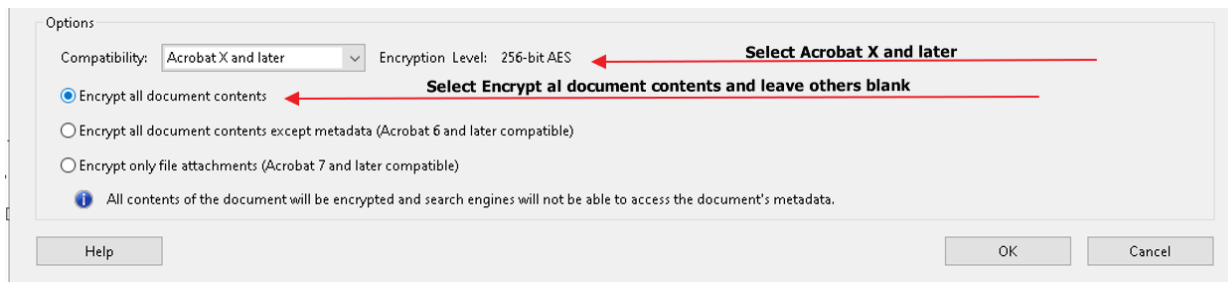
   e. <u>Check</u> **Enable copying of text, images, and other content**

   f. Type a password in the Change Permissions Password box. Make a note of this password, it will be required when you upload your transcript on the Alberta Courts website.
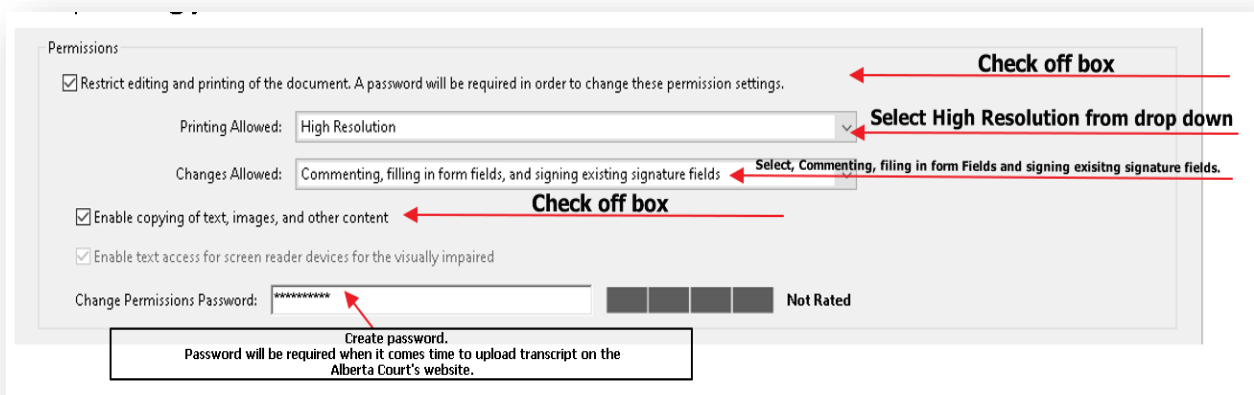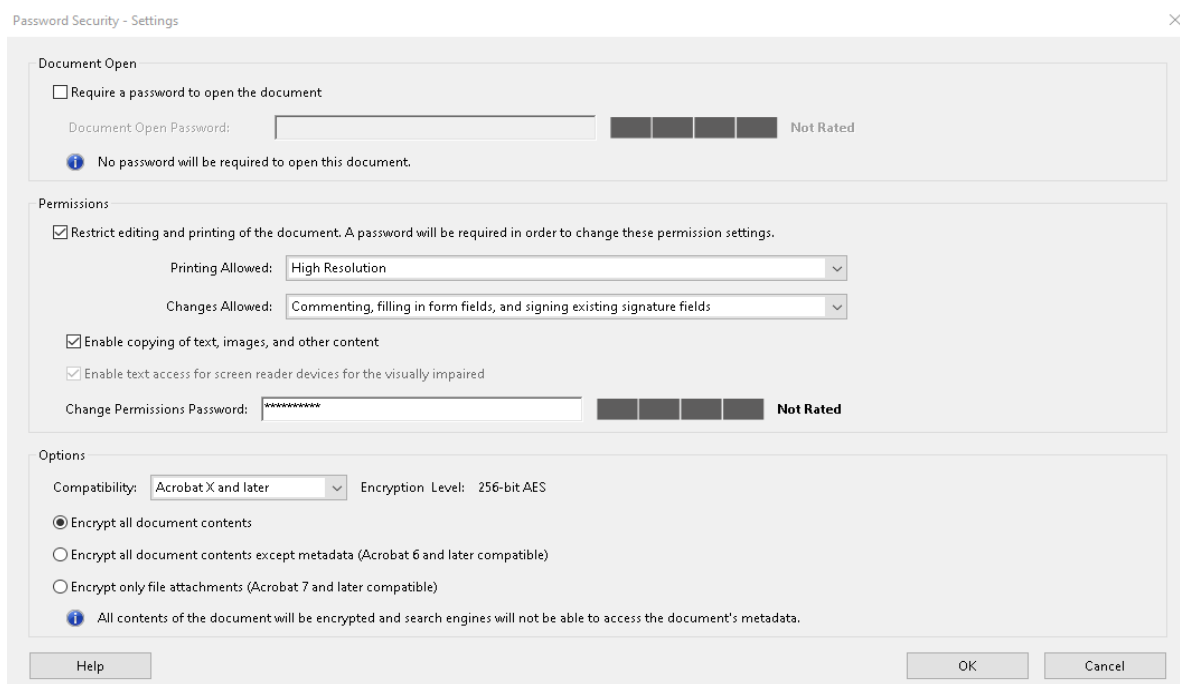
g.   <u>Select</u> **High Resolution** from the Compatibility drop down meu

h.   <u>Check</u> **Encrypt all document contents**

5.   The completed Password Security – Settings window will look something like this:

6.   Select OK to save security settings. After selecting OK, you will be prompted to re-add your password.

7.   Save your transcript

Checking document security settings using Adobe Acrobat Pro 2017

1.   Open the document in Adobe Acrobat and select File> Properties in the top left corner of the window. The Document Properties dialog box will open

2.   Click on the Security tab and select **Show Detail**
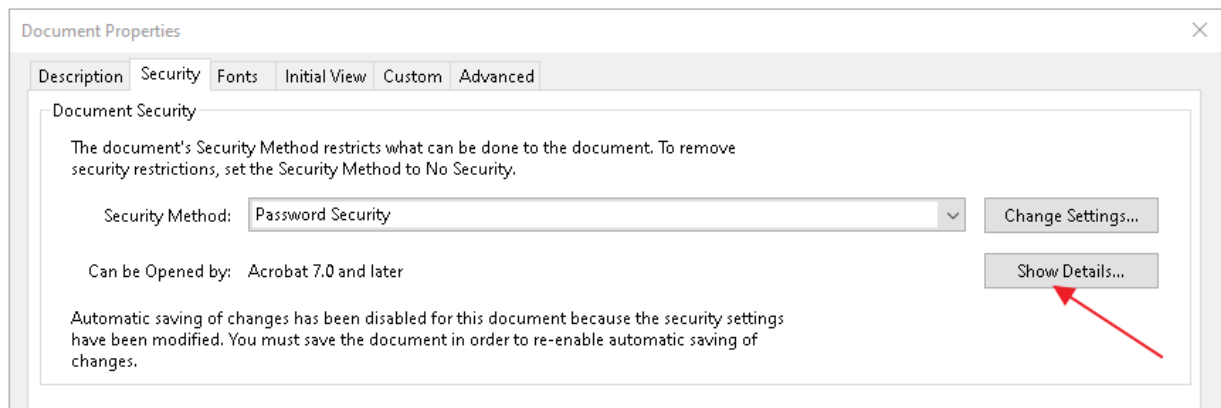
3. Confirm Document Security setting are set as shown below.