COURT OF APPEAL OF ALBERTA



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 <u>ALLOWED</u> and no password is required:
 - o Printing
 - o 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).
- Select File > Properties in the top left corner of the window. The Document Properties dialog box will open.

<u>1. Select the</u> Open Create	File Ctrl+O
-0 -	,
Save	Ctrl+S
Save As	Shift+Ctrl+S
Save as Ot <u>h</u> er	•
Expor <u>t</u> To	•
Attach to Email	
Revert	
<u>C</u> lose	Ctrl+W
Prop <u>e</u> rties 2. Select	Properties Ctrl+D
Print	Ctrl+P

3. Click on the Security tab. Select Password Security from the dropdown menu beside Security Method. The Password Security - Settings window will open.

cument Prope	rties					
Description	Security	Fonts	Initial View	Custom	Advanced	
Document	t Security –					
			lethod restric e Security Met		n be done to the document. To remove Security.	
Sec	curity Meth	nod: N	o Security			✓ Change Settings
			o Security			
		issword Secur			Show Details	
			ertificate Secu dobe Experier		er Document Security	
Document	t Restrictio	ns Summ	-			
			Printing: A	llowed		
	Changing the Document:		ocument: A	llowed		
	Do	cument	Assembly: A	llowed		
Content Copying:		t Copying: A	llowed			

- 4. Select the following settings in the Password Security Settings window:
 - a. Uncheck Require a password to open the document.

Document Open	DO	OT CHECK OFF BO	X - Leave box un	checked	
Require a password to open the do	ocument		<u>A ECure box un</u>		
Document Open Password:			Not Rate	ed .	
O password will be required	to open this document.				
Permissions					

- 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. Check 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.

Printing Allowed:	High Resolution	Select Hig	n Resolution from drop down
Changes Allowed:	Commenting, filling in form fields, and signing existing signature	e fields Select, Commenting, filing in form F	ields and signing exisitng signature fields.
Enable copying of text, images,	and other content		
Change Permissions Password:	*****	Not Rated	

- g. Select High Resolution from the Compatibility drop down meu
- h. Check Encrypt all document contents



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

ssword Security - Settings			>						
Document Open									
Require a password to open the doc	ument								
Document Open Password:	Not Rated								
 No password will be required to 	open this document.								
Permissions									
Restrict editing and printing of the d	locument. A password will be required in order to change these permission settings.								
Printing Allowed:	High Resolution								
Changes Allowed: Commenting, filling in form fields, and signing existing signature fields									
☑ Enable copying of text, images, ar	id other content								
Enable text access for screen reads	er devices for the visually impaired								
Change Permissions Password:	Not Rated								
Options									
Compatibility: Acrobat X and later	 Encryption Level: 256-bit AES 								
Encrypt all document contents									
 Encrypt all document contents excer 	pt metadata (Acrobat 6 and later compatible)								
O Encrypt only file attachments (Acrob	vat 7 and later compatible)								
All contents of the document w	ill be encrypted and search engines will not be able to access the document's metadata.								
Help		ОК	Cancel						
		0.1	00						

- 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

Description	Security	onts	Initial View	Custom	Advanc	ced						
Document S	Security —											
			ethod restric Security Met				e docun	ment. To re	emove			
Secur	rity Metho	d: Pa	ssword Secu	ity							\sim	Change Settings
Can be	Opened b	y: Acr	obat 7.0 and	later								Show Details
			es has been o oust save the									

3. Confirm Document Security setting are set as shown below.

Document Security	
Security Method:	Password Security
Document Open Password:	No
Permissions Password:	Yes
Printing:	High Resolution
Changing the Document:	Not Allowed
Commenting:	Allowed
Form Field Fill-in or Signing:	Allowed
Document Assembly:	Not Allowed
Content Copying:	Allowed
Content Accessibility Enabled:	Allowed
Page Extraction:	Allowed
Encryption Level:	128-bit AES
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