

## Adobe Acrobat Permissions Instructions

This guide provides an overview of how to use Adobe Acrobat (Acrobat) Permissions functionality so that KCDC staff members have the basic information to effectively permissions.

### Part One: Overview

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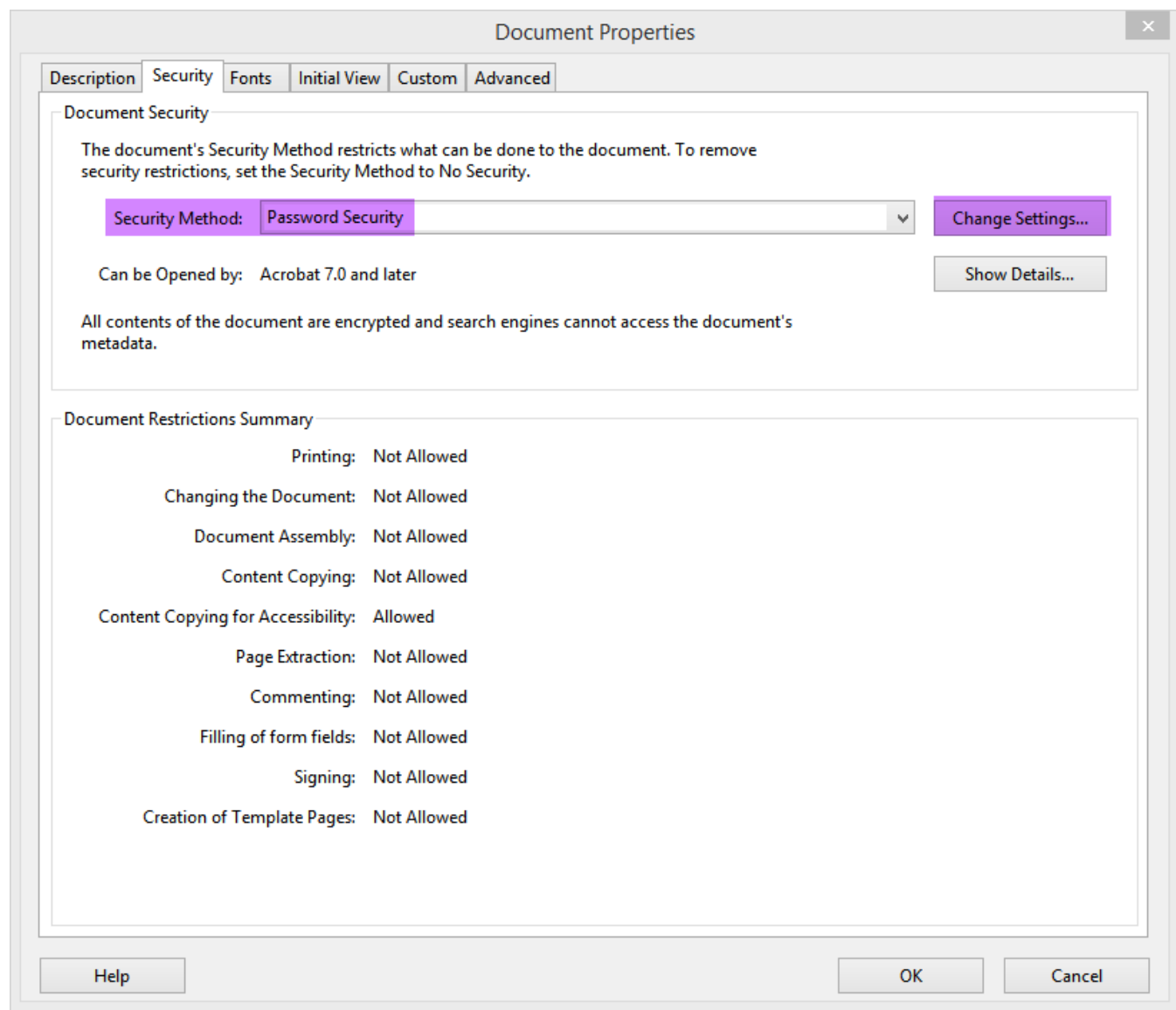
KCDC uses Acrobat to sign documents so that they do not have to be printed out on paper. This saves printing costs, paper costs and is better for the environment. KCDC is converting as many documents to Acrobat as possible. Electronically signing these documents is quick and easy but it is important to understand the requirements and implications. In addition to signing documents electronically, Acrobat users may elect to set “permissions” so that the document cannot be edited.

### Part Two: Instructions

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1. If you set nothing, by default, once a PDF is signed the document permissions will change to: Changing the Document – Not Allowed and Document Assembly – Not allowed. Acrobat does this because a signed document is considered official legally binding and therefore should not be allowed to change
2. Take any PDF then go to File>Properties.
3. Click the “**Security**” tab if not already there.
4. From the “**Security Method**” drop down choose “**Password Security**”.
5. Click “**Change Settings**” button to the right of the box.
6. From here you can restrict all permissions shown in the “**Document Restrictions Summary**” section.
7. The only requirement on this screen is either an open document password or a change permissions password. Since we do not want users prompted every time they open a document, choose the “**Change Permissions Password**.”
8. “**Printing and Changes allowed**” is obvious.

The sample below highlights the permissions you can set and you can see in the summary the result of those settings.



Password Security - Settings

**Document Open**

☐ Require a password to open the document

Document Open Password:  Not Rated

No password will be required to open this document.

**Permissions**

☒ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed:

Changes Allowed:

☐ Enable copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password:  Not Rated

**Options**

Compatibility:  Encryption Level: 128-bit AES

☒ Encrypt all document contents

☐ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

☐ Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.