

**Medline's Corporate Document Control
Quick Guide to the pdf. Setup Process**

Section Four

Securing the document for applying the digital signature only.

See attachment

- Not securing a document allows anyone with “Writer” formatting to be able to change information on the document.
- You need to be aware to whom you are sending the document to and if you trust them to add changes to the document rather than printing them out for hand written changes.
 - **REMINDER:** only individuals with “Writer can alter a pdf. document
- If the document has been secured and you want to continue to send the document using the electronic process.
 - If changes will need to be applied - an attachment of the requested changes can be added if the document that will be passed on electronically
- Chose the secure icon or see the document toolbar and chose security/show security settings
- When choosing “Secure this document” see the attached pages for details

Adobe Acrobat Standard - [Davon.pdf]

File Edit View Document Comments Tools Advanced Window Help

Attach a File... Add Headers & Footers... Add Watermark & Background... Digital Signatures Security Recognize Text Using OCR Set Page Transitions... Insert Pages... Extract Pages... Replace Pages... Delete Pages... Crop Pages... Rotate Pages...

Secure This Document... Show Security Settings for This Document... Remove Security Settings for This Document... 1 Jeff Goodwin Manage Security Policies... View Audit History for This Document... Synchronize for Offline Use APS Web Console Secure PDF Delivery... How To... Secure a Document

DOCUM
CO #C-
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Davon Quality

DOCUMENT NUMBER	DOCUMENT TITLE	REVISION DATE:
	kuloioip p po	<input type="checkbox"/> 100 <input type="checkbox"/> 110 <input type="checkbox"/> 120 <input type="checkbox"/> 150 <input type="checkbox"/> 200 <input type="checkbox"/> 500

Revision Date: New Document:

LABELING REQUIREMENT: Not Applicable

CHECK ALL THAT APPLY:

OBSOLETE DOC/FORM AD DOC/FORM PERIODIC REVIEW REGULATORY or LABEL REV. TRANSLATED VERSION AFFECTED: Yes No TECH. FILE REV. REQ'D DESIGN CONTROL REVIEW REQ'D

CONTROLLED PROCEDURE PER SOP303: No (No further information required for this section) Yes (Complete training requirements below)

MAJOR CHANGES YES TRAINING REQUIRED NO TRAINING REQUIRED - REASON WHY
 Group Trainer Self Training for MINOR CHANGES OR OTHER

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

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see. 4 (1)

Adobe Acrobat Standard - [Sample ECN pdf.pdf]

File Edit View Document Comments Tools Advanced Window Help

Attach a File... Add Headers & Footers... Add Watermark & Background... Digital Signatures Security

Recognize Text Using OCR Set Page Transitions... Insert Pages... Extract Pages... Replace Pages... Delete Pages... Crop Pages... Rotate Pages...

Shift+Ctrl+I Shift+Ctrl+D Shift+Ctrl+T Shift+Ctrl+R

Secure This Document... Show Security Settings for This Document... Remove Security Settings for This Document... 1 Jeff Goodwin Manage Security Policies... View Audit History for This Document... Synchronize for Offline Use APS Web Console Secure PDF Delivery... How To...Secure a Document

Highlight fields

DOCUM CO # ORIGINATOR'S NAME DEPARTMENT DATE

DOCUMENT NUMBER DOCUMENT TITLE

EDITING THE DOCUMENT

100 110 120 150 200 500

Revision Date: New Document: LABELING REQUIREMENT: Not Applicable

CHECK ALL THAT APPLY:

CHANGE DOC/FORM OBSOLETE DOC/FORM TECH. FILE REV. REQ'D
 ADD DOC/FORM REGULATORY or LABEL REV. DESIGN CONTROL REVIEW REQ'D
 PERIODIC REVIEW TRANSLATED VERSION AFFECTED: Yes No

CONTROLLED PROCEDURE PER SOP303: No (No further information required for this section)
 Yes (Complete training requirements below)

MAJOR CHANGES YES TRAINING REQUIRED NO TRAINING REQUIRED - REASON WHY
 Group Trainer Self Training for MINOR CHANGES OR OTHER

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

1 of 1

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Adobe Acrobat Standard [Sample ECN.pdf.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Select

Document Properties

This document contains interactive form fields

Description Security Fonts Initial View Custom Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: **No Security** Change Settings...

Can be Opened by: All versions of Acrobat Show Details...

Document Restrictions Summary

- Printing: Allowed
- Changing the Document: Allowed
- Document Assembly: Allowed
- Content Copying or Extraction: Allowed
- Content Extraction for Accessibility: Allowed
- Commenting: Allowed
- Filling of form fields: Allowed
- Signing: Allowed
- Creation of Template Pages: Allowed

MEDLINE

DOCUMENT CONTROL

CO #

ORIGINATOR'S NAME

DOCUMENT NUMBER

CHECK ALL THAT APPLY

CHANGE DOC/FORM

ADD DOC/FORM

PERIODIC REVIEW

CONTROLLED PROCEDURE

MAJOR CHANGES YES TRAINING REQUIRED

NO TRAINING REQUIRED - REASON WHY

Group Trainer Self Training for

MINOR CHANGES OR OTHER

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

Highlight fields

cc:

DATE

REASON:

APPROVAL REQ'D

Help OK Cancel

Sec 4 (3)

Adobe Acrobat Standard - Signature experiment.pdf

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Document Properties

This document contains: Description Security Fonts Initial View Custom Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: No Security

Can be Opened by: Password Security
 Certificate Security
 Adobe Policy Server

Document Restrictions Summary

Printing:	Allowed
Changing the Document:	Allowed
Document Assembly:	Allowed
Content Copying or Extraction:	Allowed
Content Extraction for Accessibility:	Allowed
Commenting:	Allowed
Filling of form fields:	Allowed
Signing:	Allowed
Creation of Template Pages:	Allowed

Help

Restrict printing or changes to a document

1. With the PDF document open, choose Document > Secure > Show Security Settings For This Document.
2. Choose Password Security from the Security Method menu.
3. From the Compatibility menu, choose the earliest version of Acrobat that you want to be able to open this document.
4. Select the check box under Permissions, and then type a Permissions password. This password is not required to open the document, but only to change the security settings. It must be different than the Document Open password, if one exists.
5. Choose which printing and editing changes are allowed.
6. Click OK, type the Permissions password again, and then click OK.

Note: For heightened security, specify a Document Open Password.

You may also want to:

Add a document password

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Adobe Acrobat Standard - Signature experiment .pdf

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Require a password to open the document

Document Open Password: _____

When set, this password is required to open the document.

Permissions

Use a password to restrict printing and editing of the document and its security settings

Permissions Password: _____

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

- Enable copying of text, images, and other content
- Enable text access for screen reader devices for the visually impaired

Help OK Cancel

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

ENGINEERING MANUFACTURING/DIVISION STERILIZATION

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Adobe Acrobat Standard - [Signature experiment.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Require a password to open the document

Document Open Password: _____

When set, this password is required to open the document.

Permissions

Use a password to restrict printing and editing of the document and its security settings

Permissions Password: _____

Printing Allowed: None

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Help OK Cancel

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

ENGINEERING MANUFACTURING/DIVISION STERILIZATION

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Adobe Acrobat Standard - [Signature experiment .pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Require a password to open the document

Document Open Password: _____

When set, this password is required to open the document.

Permissions

Use a password to restrict printing and editing of the document and its security settings

Permissions Password: ●●●●

Printing Allowed: High Resolution

Changes Allowed: None

- Enable copying of text, images, and sounds
- Inserting, deleting, and rotating pages
- Enable text access for screen readers
 - Filling in form fields and signing existing signature fields
 - Commenting, filling in form fields, and signing existing signature fields
 - Any except extracting pages

Help OK Cancel

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

ENGINEERING MANUFACTURING/DIVISION STERILIZATION

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Adobe Acrobat Standard [Davon.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Select Password Security - Settings

COMPATIBILITY: Acrobat 5.0 and later

ENCRYPTION LEVEL: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Adobe Acrobat

Require a password

Document Open Permissions

When set, the following permissions will be applied:

Do not show this message again

Use a password

Printing Allowed: High Resolution

Changes Allowed: Filling in form fields and signing existing signature fields

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

OK Cancel

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Adobe Acrobat Standard - [Davon.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Select Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Adobe Acrobat - Confirm Permissions Password

Require a password

Document Open Password

When set, this password will be required to open the document.

Permissions

Use a password

Permissions Password: _____

OK Cancel

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Printing Allowed: High Resolution

Changes Allowed: Filling in form fields and signing existing signature fields

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Help OK Cancel

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Adobe Acrobat Standard - [Davon.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

- 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.

Adobe Acrobat - Confirm Permissions Password

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password: [.....]

OK Cancel

Printing Allowed: High Resolution

Changes Allowed: Filling in form fields and signing existing signature fields

- Enable copying of text, images, and other content
- Enable text access for screen reader devices for the visually impaired

Help OK Cancel

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CHECK ALL

- CHANGE :
- ADD DOC
- PERIODIC

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Self training for

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

VALIDATION REQUIRED: NO IF NO - REASON

PROCEDURE ON...

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