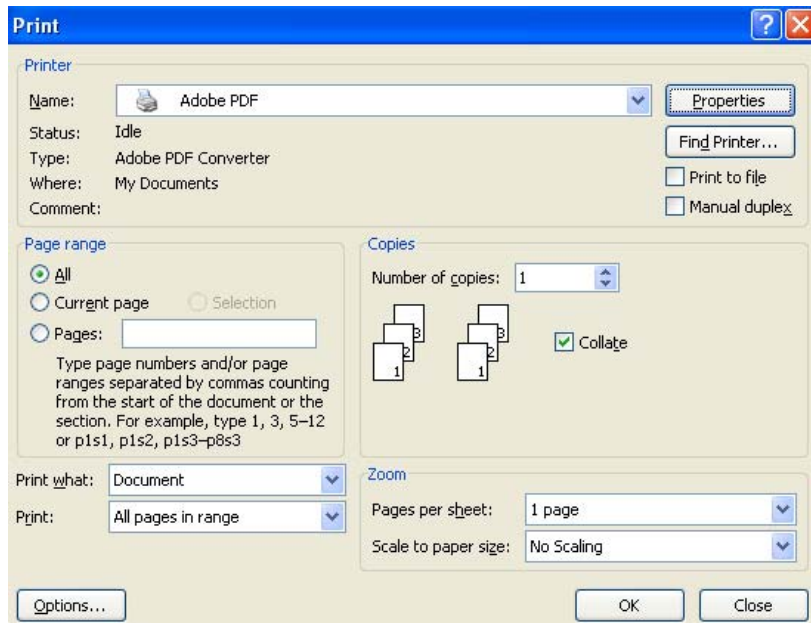
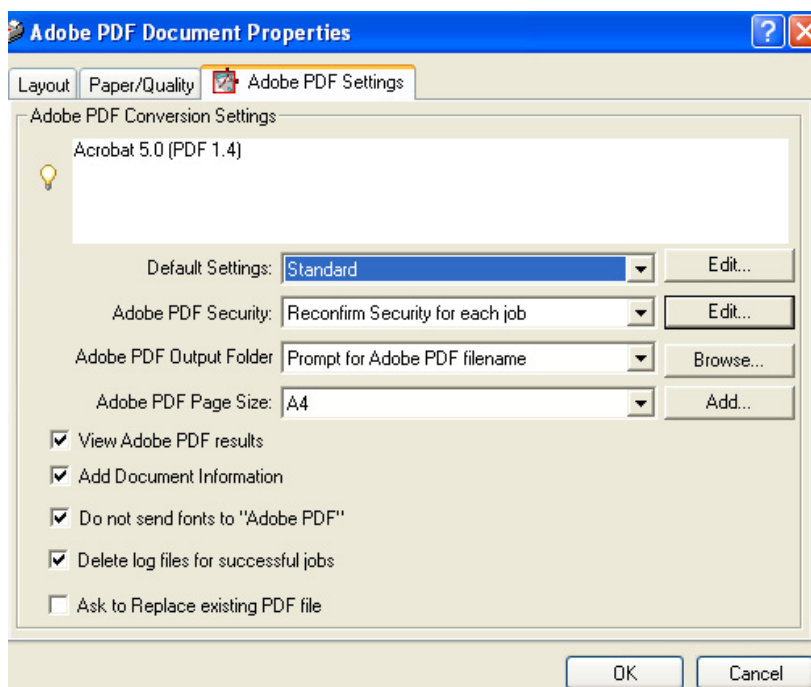


## Converting reports created in Word into secure PDF documents for online publication

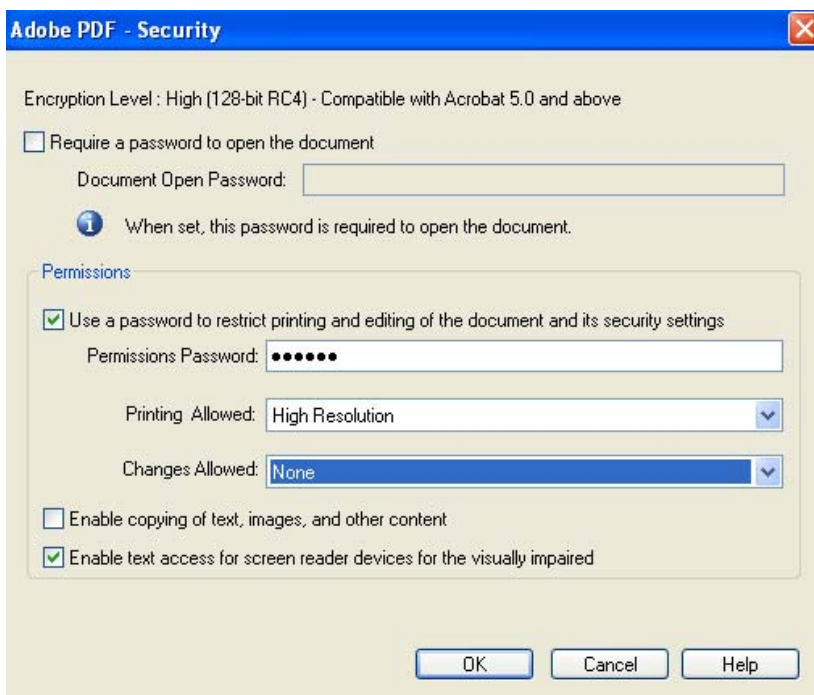
- Open your report in Word
- Select 'Print'
- The 'Print' box will open on screen (see below)
- In the 'Printer' section at the top of the box there is a field called 'Name.' Select 'Adobe PDF' from the drop-down list – **if this isn't offered as an option, you will need to ask us to make the PDF for you**



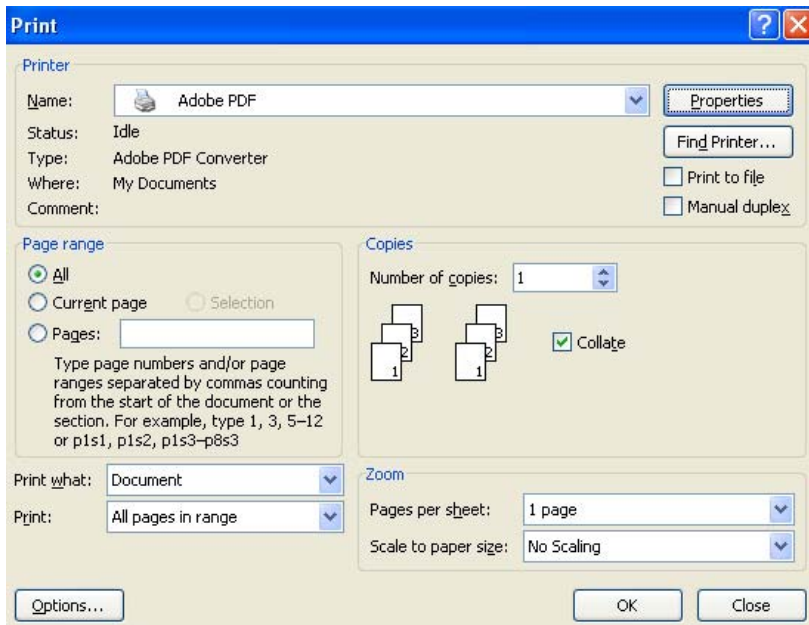
- Select 'Properties'
- A new box called 'Adobe PDF Document Properties' will open (see below)
- Select the tab called 'Adobe PDF Settings'
- In the field called 'Adobe PDF Security', select 'Reconfirm Security for each job' from the drop-down menu
- The 'Edit' button on the right will now become highlighted – click on this button



- A new box called 'Adobe PDF – Security' will open (see below)
- In the 'Permissions' section of this box, tick 'Use a password to restrict printing and editing of the document and its security settings.' You will then be prompted to choose a password – do this
- In the field called 'Printing Allowed', select 'High Resolution' from the drop-down menu
- In the field called 'Changes Allowed', select 'None' from the drop-down menu (this may already be the default option)
- Leave the 'Enable copying of text, image and other content' box **un-ticked**
- Leave the 'Enable text access for screen reader devices for the visually impaired' box **ticked**
- Press 'OK' (bottom of box)
- You Will be asked to re-enter the password you chose – do this



- The 'Adobe PDF – Security' box will close and you will be returned to the 'Adobe PDF Document Properties' box
- Press 'OK' (bottom of box)
- The 'Adobe PDF Document Properties' box will close and you will be returned to the 'Print' box
- Press 'OK' (bottom of box)



- A new box called 'Save PDF file As' will open (see below)
- In the field called 'Save In', choose where you want to save your file
- In the field called 'File Name', choose what you want to call it
- In the field called 'Save as type', select 'PDF files (PDF) –this should be the default option
- Press 'Save'
- Your PDF document will be created

