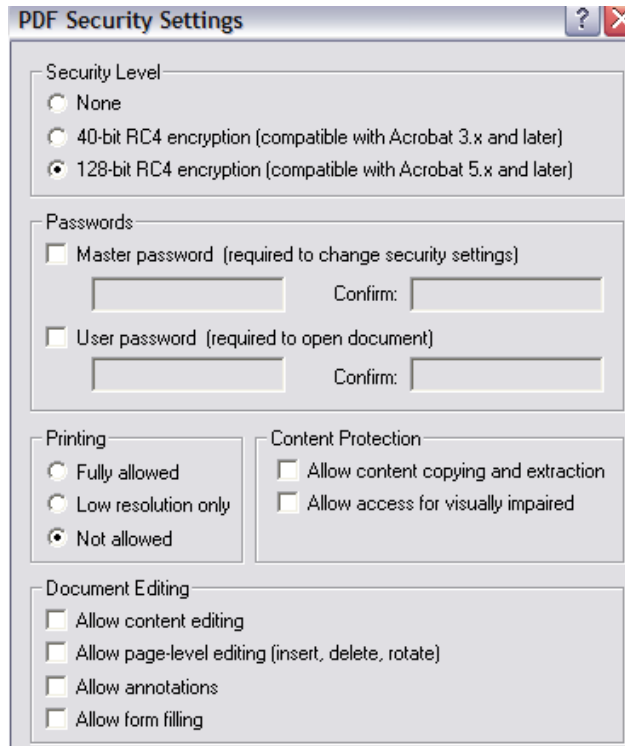


HotDocs PDF Options

PDF Advantage allows you to save (print) files as PDF's (Portable Document Format) and share with anyone electronically. You have the ability to save documents as a secure PDF. Secure PDF's can have passwords, disallow content copy or printing, and other security options are available.

In IOWADOCS® during the interview: (Save As Option)

1. At the “End of Interview” or “Form Document” tab go to **File/Save Document As**.
2. Select “Save As Type” option “PDF File (*.pdf)” and give your file a File Name.
3. To protect the document, select the “Security...” button. If you do not select the security button then your PDF file can be easily copied or changed. Below is a screenshot of the security options available:



In HotDocs Filler: (Save As Option)

1. Go to **File/Save Document As**.
2. Select “Save As Type” option “PDF File (*.pdf)” and give your file a File Name.
3. To protect the document, select the “Security...” button. If you do not select the security button then your PDF file can be easily copied or changed. Below is a screenshot of the security options available: