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:

PDF Security Settings	
Security Level None 40-bit RC4 encryption (compatible with Acrobat 3.x and later) 128-bit RC4 encryption (compatible with Acrobat 5.x and later)	
Passwords Master password (required to change security settings) Confirm:	
User password (required to open document)	
Printing C Fully allowed C Low resolution only Not allowed	Content Protection Allow content copying and extraction Allow access for visually impaired
Document Editing Allow content editing Allow page-level editin Allow annotations Allow form filling	ng (insert, delete, rotate)

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: