

PDF Optimization Process

The PDF optimization process must be completed before documents can be uploaded to the Content Management System (CMS).

1. With the PDF open in Adobe Acrobat, press Ctrl + D to open the Document Properties window.
2. In the Description tab of the Document Properties window, enter the following information:
 - a. Title
 - b. Author (Company Name | First Name Last Name)
 - c. Subject
 - d. Keywords
3. Select **Additional Metadata...**, then fill in the following information:
 - a. Copyright status: Copyrighted
 - b. Copyright notice: © Company Name 2024
 - c. URL
4. Click **OK** to close the Additional Metadata window.
5. In the Document Properties window, navigate to the Initial View tab.
6. Under Window Options, ensure that **Document Title** is selected in the Show: dropdown menu.

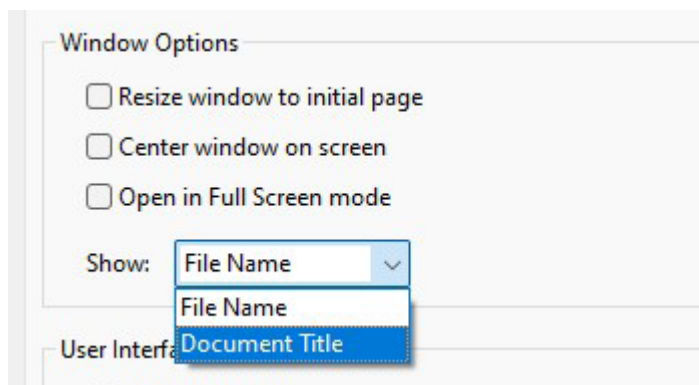


Figure 1. Selecting Document Title in the Show: dropdown menu. This ensures that the document will display correctly in search engine results.

7. Navigate to the **Security** tab.
8. In the Security Method drop down menu, select **Password Security**.

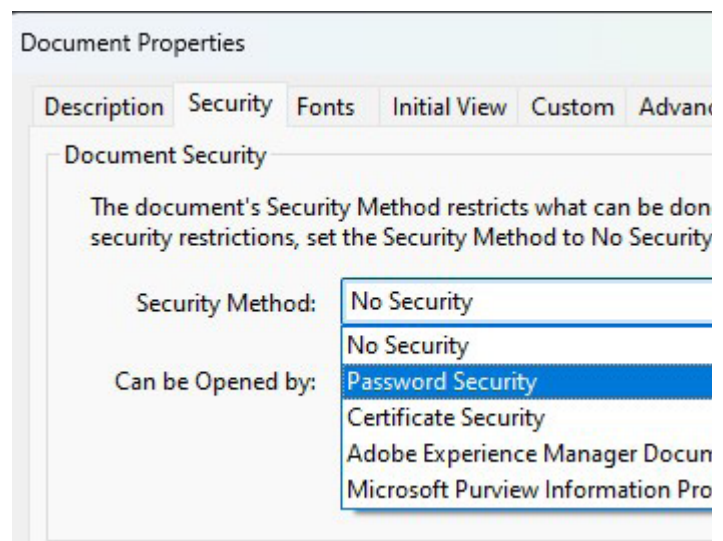


Figure 2. Selecting Password Security as the document security method.

9. This will open the Password Security - Settings window. Under permissions, check the **Restrict editing and printing of the document** and **Enable copying of text, images, and other content** checkboxes.
10. Ensure the following settings are selected:
 - a. Printing Allowed: High Resolution
 - b. Changes Allowed: Commenting, filling in form fields, and signing existing signature fields

Password Security - Settings

Document Open

☐ Require a password to open the document

Document Open Password: Not Rated

i 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: High Resolution

Changes Allowed: Commenting, 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

Change Permissions Password: Not Rated

Options

Compatibility: Acrobat X and later Encryption Level: 256-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)

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

Help OK Cancel

Figure 3. Ensure that the correct options are selected in the Password Security - Settings window.

11. In the **Change Permissions Password** field, add the appropriate document password.
12. Click **OK** to close the Password Security — Settings window.
13. Click **OK** to close the Document Properties window.
14. Save the PDF.