

Instructions to Lock Field Practicum Interns' PDF Weekly Timesheet

The School of Social Work now requires Field Practicum Interns to complete and submit their Weekly Timesheets digitally through TAMUC's Laserfiche platform. Thus, Field Instructors (FI) will receive interns' PDF timesheet via email for their certification and signature. We highly recommend FI to **LOCK**¹ the interns' PDF Weekly Timesheets after signing them. This will guarantee fidelity of the document upon CSWE's audits.

Below you will find instructions and video tutorials to lock the documents in the free or enterprise versions of Adobe. If for some reason you do not have access to Adobe you can set the document in read only mode in Windows or Mac using the instructions below.

Please, *Click* on the section that applies to the software you will use for locking the Weekly Timesheets to direct you to the corresponding instructions or tutorial.

○ Free version of Adobe Reader
■ Instructions
■ Video tutorial
○ Enterprise version of Adobe Acrobat
■ Instructions
■ Video tutorial
○ Read Only Mode (alternative - not recommended)
■ Windows
■ Mac
○ Install Adobe updates
■ Video tutorial

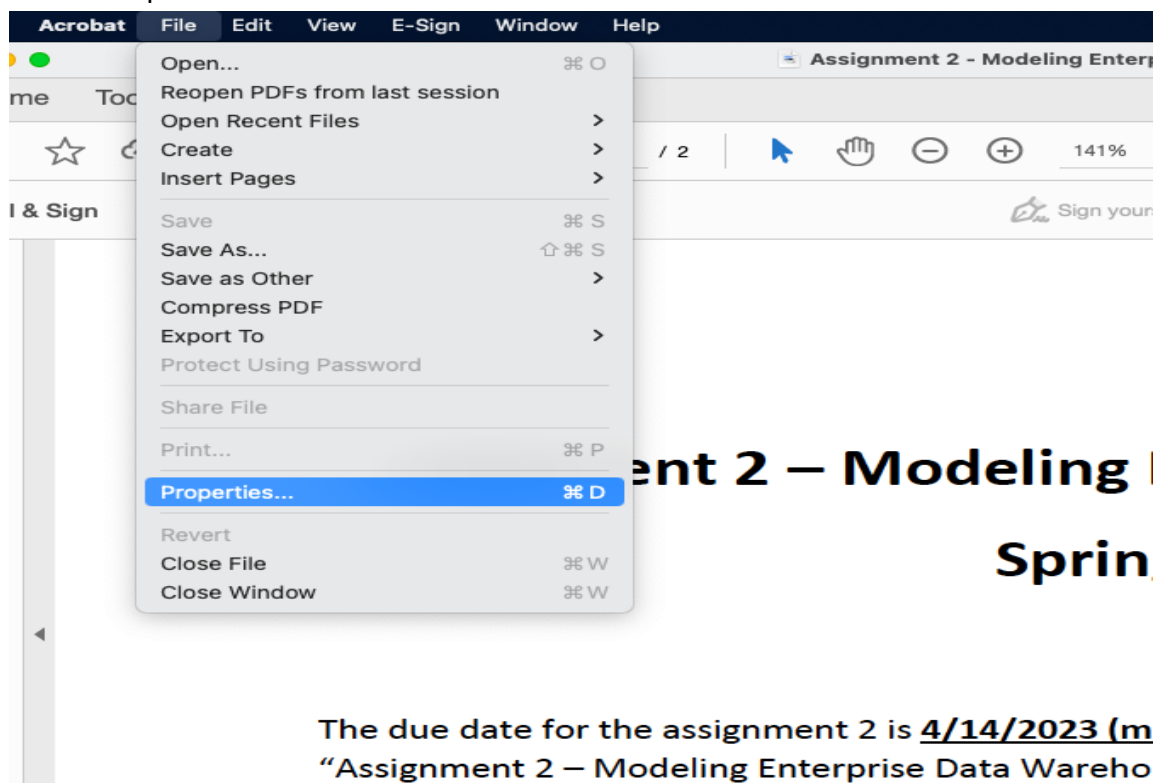
¹ *The PDF can be set to read-only mode through the operating system's basic tools. Though it is an easy way to protect the PDFs — but it's not **infallible**. If someone has sufficient user rights, they could change the file's status back to read-and-write.*

Free version: For users using free Adobe Reader

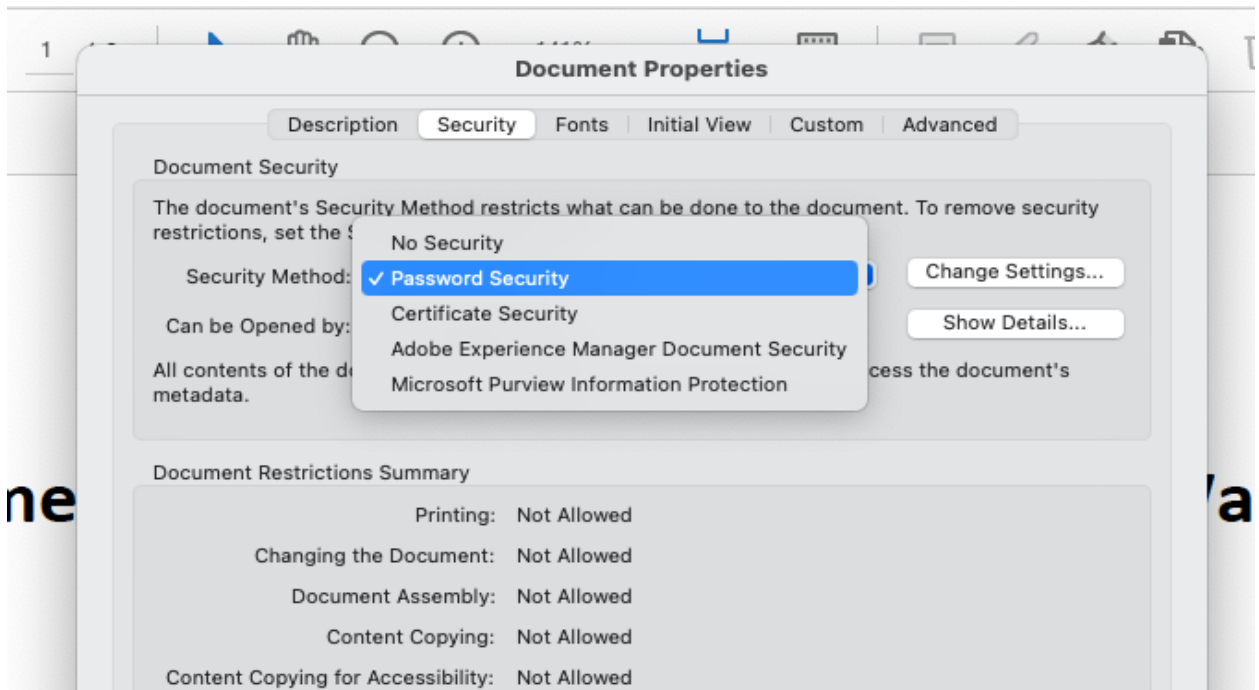
Instructions

To disable editing of the pdf document after signing it, follow the instructions given below:

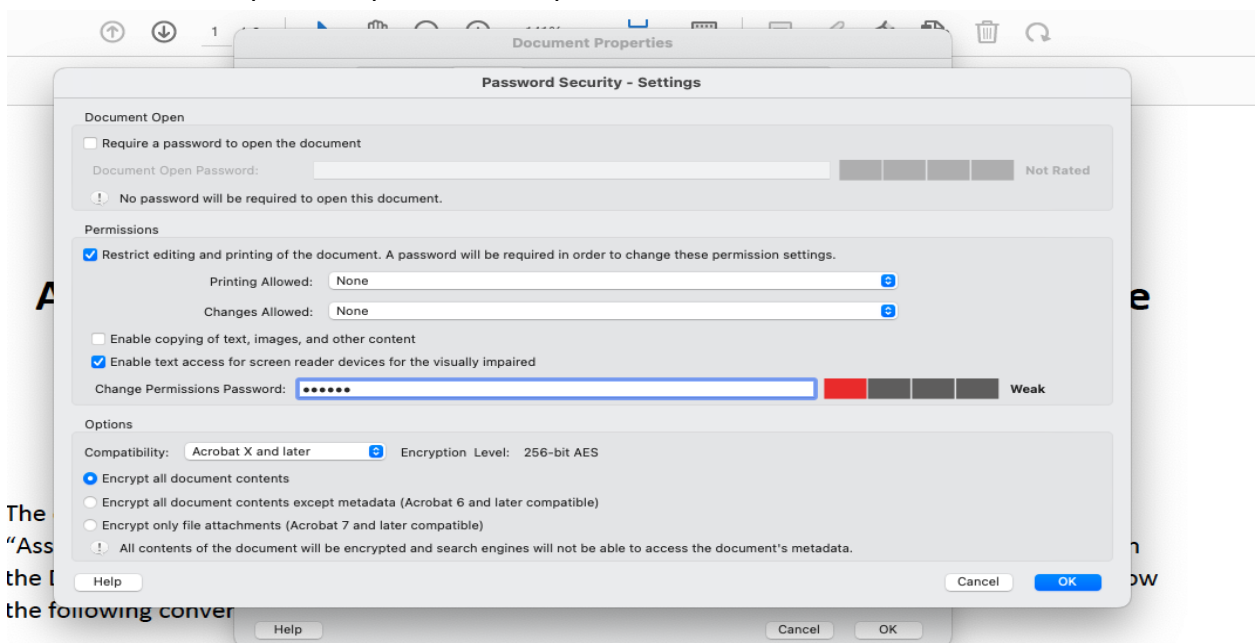
1. Open the file using Adobe Reader
2. Select 'Properties' from the 'File' menu



3. Select 'Security' tab from the document properties and select 'Password Security' as shown below:

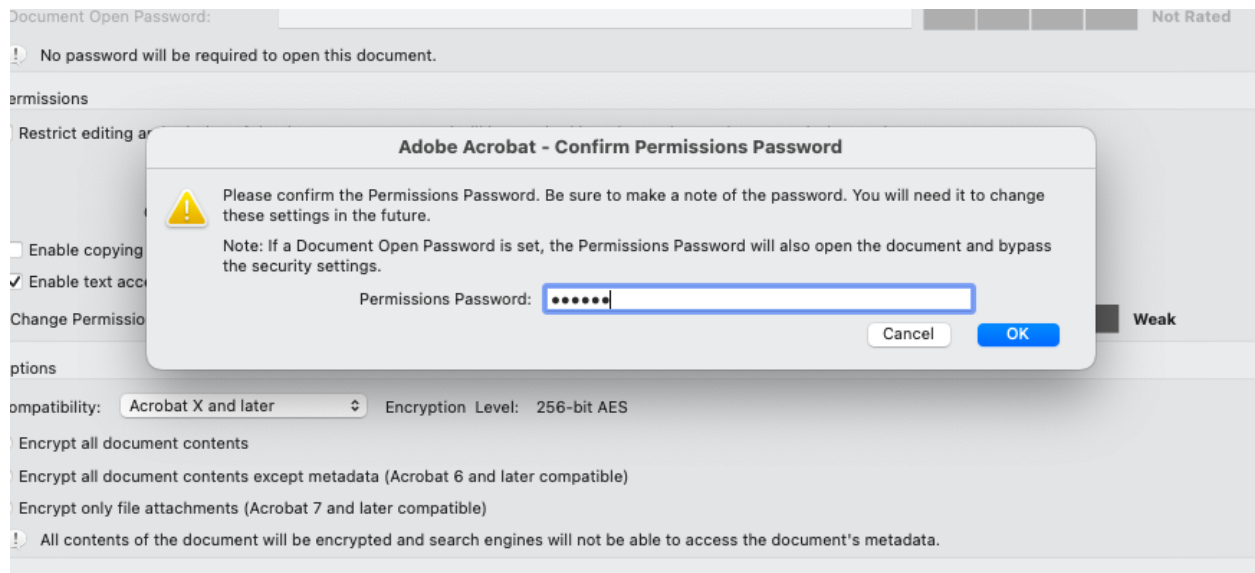


4. Further click on the 'Change Settings' tab alongside and unselect 'Require a password to open the document' option. This allows anyone to view the document without a password
5. Select 'Restrict editing and printing of the document'. Also unselect the checkbox for enabling copying of text, image and other content. Provide a password for the document. Click 'OK' and complete the process as depicted below.



Overview:

6. Re-enter the document password in the Confirm Permissions Password dialog box as shown below and click 'OK'



7. Save the document.
8. The document is locked such that it can only be viewed and requires a password for editing, printing, etc.

Video tutorial

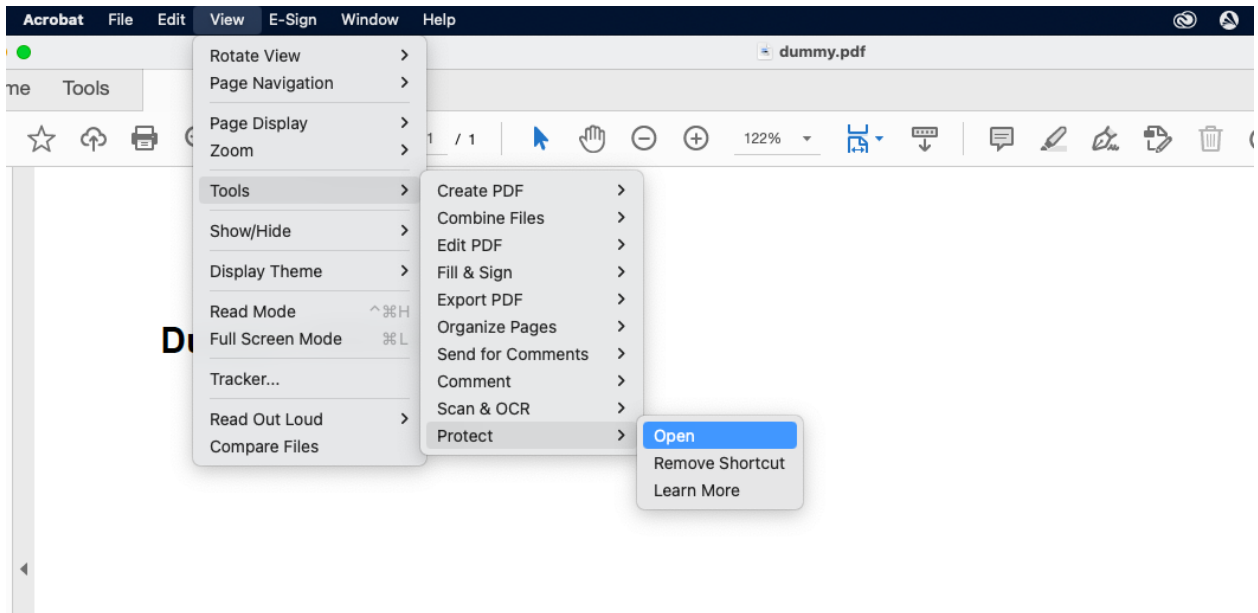
Find the video tutorial for the same at:

<https://www.youtube.com/watch?v=bAdKMn9WYtk&t=60s>

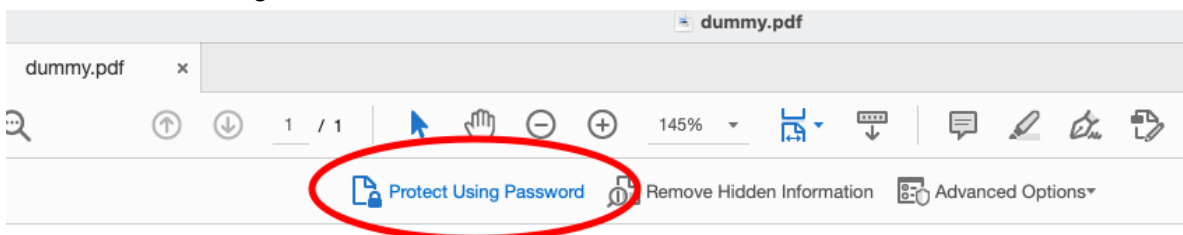
Enterprise version: For users using paid enterprise version Adobe Acrobat

Instructions

1. Open a file in Acrobat and choose “Tools” > “Protect.”

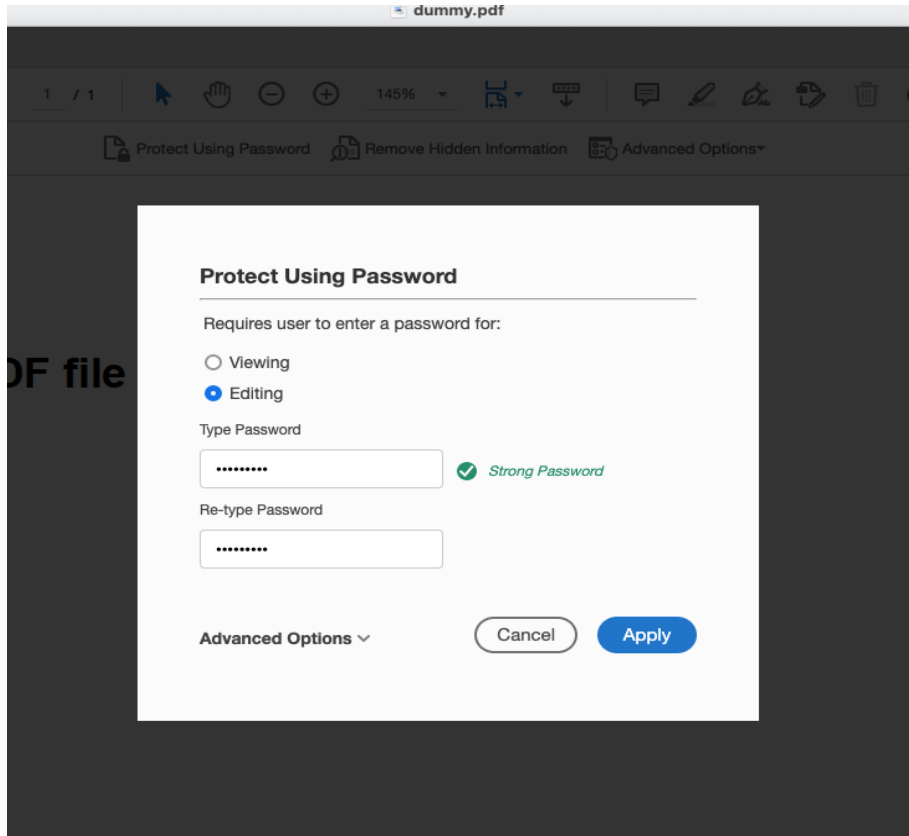


2. Select 'Protect using Password'.



Dummy PDF file

3. Select password for editing option and set password as desired.



4. Click “Apply” and then click “Save.”

Video tutorial

Find the video tutorial for the same at:

<https://www.youtube.com/watch?v=nS2p2WJ0L44>

Read Only Mode

Alternatively, the PDF can be set to read-only mode through the operating system's basic tools.

Windows

1. Right-click your PDF.
2. Select Properties.
3. Choose Read-only.
4. Click OK.

Mac

Open Preview app

1. In the Preview app on your Mac, [open the PDF or image](#).
2. Move the pointer next to the document's name in the title bar, click the arrow that appears, then select or deselect the Locked checkbox.

Tip: To lock or unlock a file in the Finder, select the file, choose File > Get Info, then select or deselect the Locked checkbox.

Install updates (Trouble-shooting)

Kindly ensure that you have the **latest version** of Adobe Reader or Adobe Acrobat. To install Adobe Reader and Acrobat updates from Adobe Updater, do the following:

1. Launch Adobe Reader or Acrobat.
2. Choose Help > Check for Updates.
3. Follow the steps in the Updater window to download and install the latest updates.

Video tutorial

Find the video tutorial for the same at:

<https://youtu.be/uV62OJws-QA?t=28>