

How to take a locked pdf file and make it a static pdf file for merging, appending, or archiving to other unlocked pdf files, yet retain your data and signatures

Check to see if you have the 'Microsoft XPS Document Writer' print driver prior to printing to pdf.

You can go to 'Start', 'Devices and Printers', or click on the 'Control Panel', and then under 'Hardware and Sound', you will see 'View devices and printers' or 'Devices and Printers'. Or, you can simply print the file and select the 'Microsoft XPS Document Writer' as your print driver.

The instructions below will show you how to take a locked pdf file, or a signed pdf file that is locked, and to create a new unlocked static pdf file for merging, appending, or archiving into other unlocked pdf files.

- 1) Open the locked pdf file. This form will be converted to an XPS file. Click on the print button in the locked pdf file. Select the 'Microsoft XPS Document Writer' from the list.

The screenshot shows the Adobe Acrobat Pro interface with a signed PDF document open. The document is titled '(UNCLASSIFIED)' and contains a form with the following sections:

- 14. LEAD AGENCY STAFF COORDINATION**: A table with columns for TITLE, INITIAL, TYPE OR PRINT NAME, and DATE (YYYYMMDD). The table is mostly empty, with a row for 'ACTION OFFICER (Signature)' containing the name 'SABOURIN,BRIAN.1367417800' and the date '20150212'.
- 15. STAFF**: A section with a sub-section 'CONCUR' and a table with columns for NAME and CO.

A print dialog box is open over the form, showing the following settings:

- Printer: Microsoft XPS Document Writer
- Copies: 1
- Pages to Print: All
- Page Sizing & Handling: Fit, 8.5 x 11 Inches, Scale: 100%

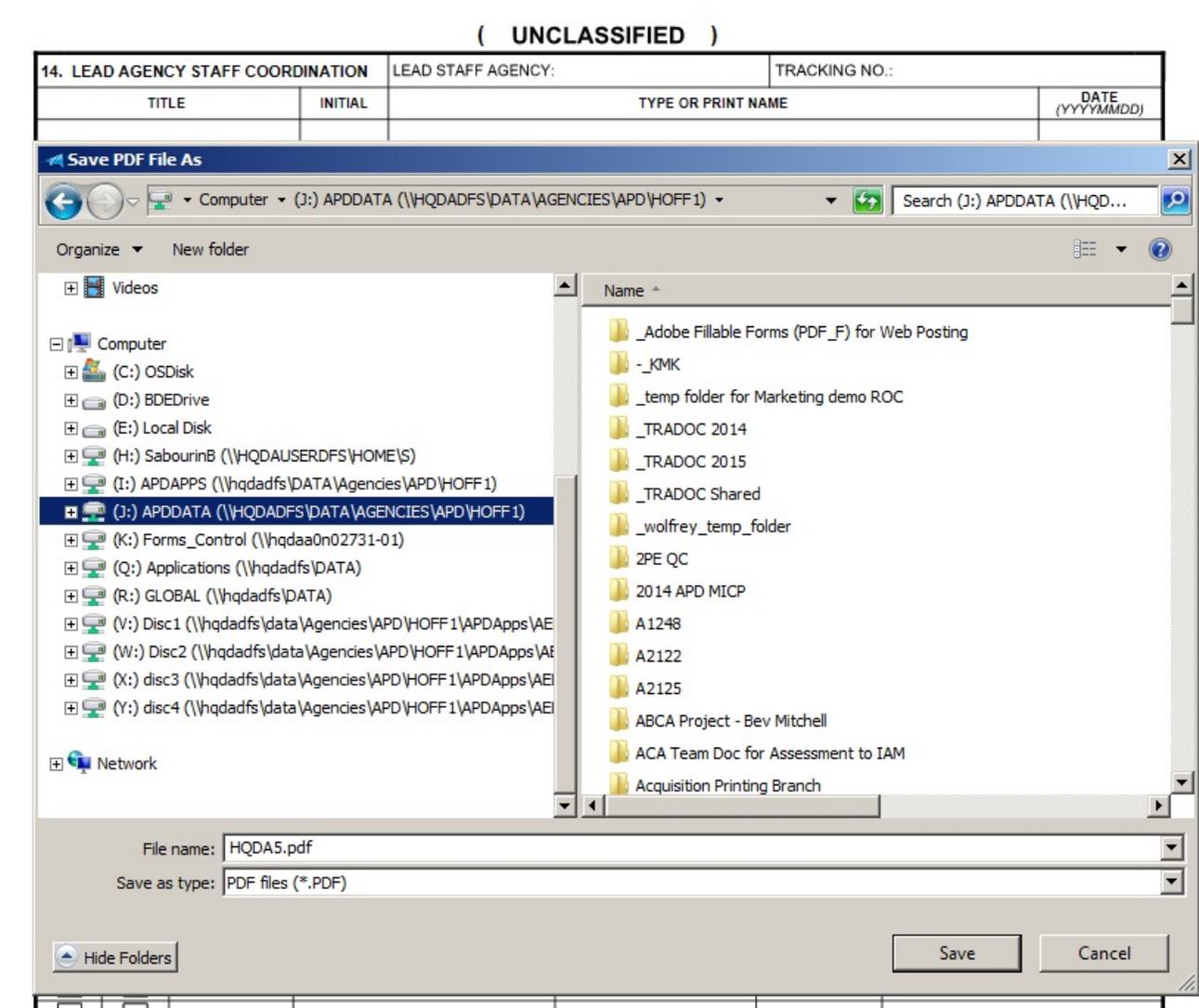
2) When prompted to save the file, give it a file name, and save the file to a location that is easily accessible (i.e....the desktop).

The screenshot shows the Adobe Acrobat Pro interface with a 'Save the file as' dialog box open. The dialog box is configured to save the file to the Desktop with the filename 'HQDAS' and the file type 'XPS Document (*.xps)'. The background document is a form titled '14. LEAD AG' with a table containing tracking information. The table has the following structure:

CONCUR	CONCUR	AGENCY	NAME (TITLE, LAST NAME)	(XXX) XXX-XXXX	(YYYYMMDD)	REMARKS
		OGC				
		OTJAG				
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Additional details from the screenshot include a 'Print' dialog box for 'Microsoft XPS Document Writer' and a 'TRACKING NO.: IE' field with a 'DATE (YYYYMMDD)' field containing the value '20150212'.

5) Now print to pdf and give a file name for your static unlocked pdf file.



6) You have successfully created an unlocked static pdf that captures your data and signatures, yet allows you to merge, attach, or append to other unlocked pdf files.