

How to Lock-in Electronic Signatures and Other Data in PDFs

We often encounter issues when trying to combine PDF documents that contain electronic signatures or other data. The documents are designed not to be altered once signed in order to protect the integrity of the document. As a result, sometimes these documents cannot be edited or combined, or if combined/alterd the signatures are removed to ensure that someone has not signed something they have not agreed to.

Here are some tips to allow us to do what we need to do.

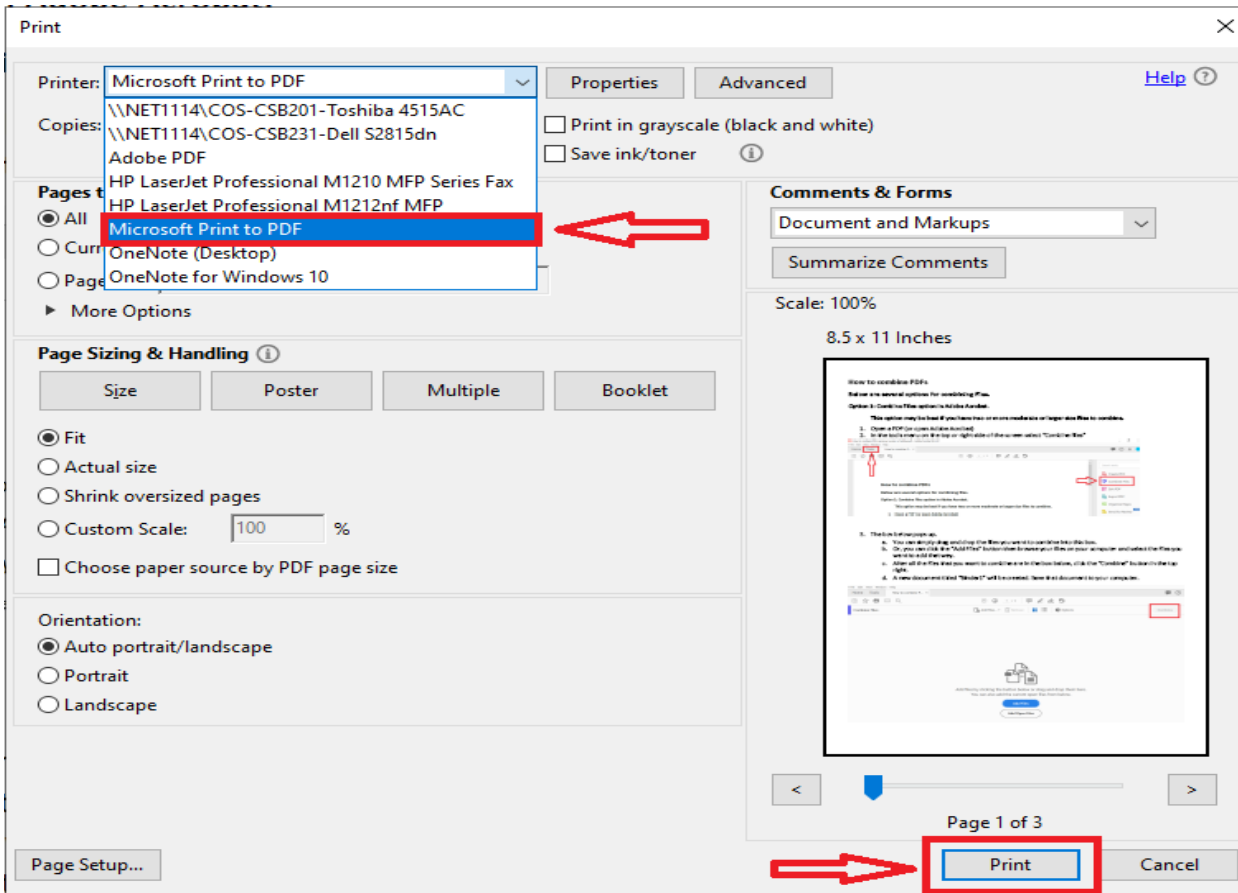
Option 1: Print to PDF

In most cases this is the easiest and most effective option.

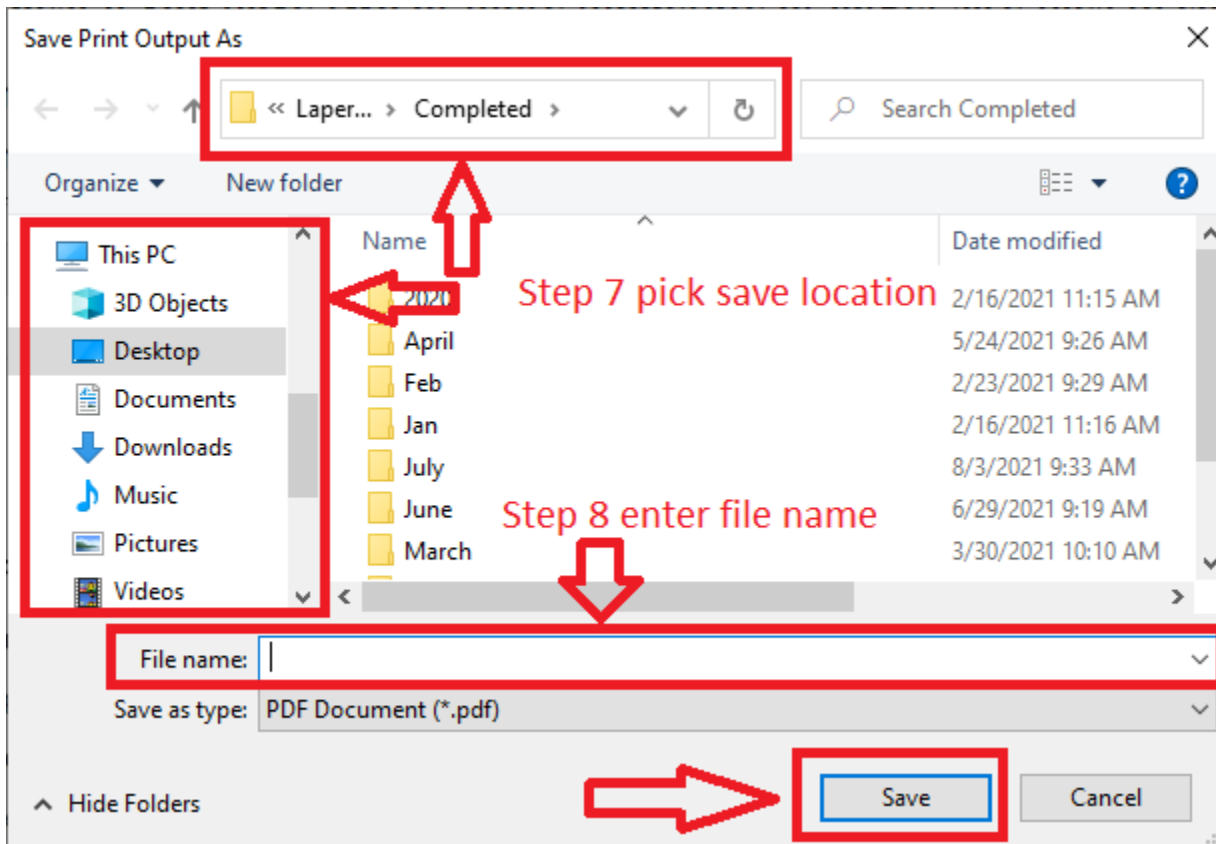
1. Open the PDF document that has an electronic signature or other data that needs to be locked in place.
2. Click the "Print" icon or go to "File" in the top left and select "Print" from that menu.



3. The printer options box will pop up.
4. From the Printer selection drop down menu at the top, select "Microsoft Print to PDF".
5. Click the "Print" button at the bottom of the box.



6. The save dialog box will pop up.
7. Select the location in which you want to save the file using the location bar at the top or the location menu on the left.
8. Type in a name for the new file.
9. Click "Save"



10. A new "printed" copy of the document will now be save in the selected location.
 This process acts as if you printed the document and then scanned it back into your computer while taking out the middle steps of actually having to physically print and scan the document.
 This should flatten the document and lock in any signatures or other such data.

Other Options: (These are less ideal, especially if the documents have multiple pages, and some are un-tested but they may be options if "print to PDF" does not work.

- Try saving the document as a reduced size PDF.
- Try saving the document as an image file like a .JPEG
- Try taking a screenshot of the document which will essentially save it as an image file.
- If necessary, you can physically print the document then scan it.