

Procedures: Protecting Documents (PDF)

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

Your evaluations should be protected from change, and your e-signature should be protected from manipulation. When you complete your documents, save them in an appropriate file, and then protect them by saving them into PDF format before distributing or sharing.

There are several free PDF converters that can be found on the internet. Below is one example, but you may use any of your choice.

Downloading PDF Converter “Primo”

1. Type www.Primopdf.com into your internet browser.
2. Select the “Download Free” icon.
3. Select the “Download now” icon that appears in a second internet browser window.
4. Select “Run.”
5. If a security warning appears, select “Run.”
6. Follow the installation prompts presented.

Converting Word Document to PDF

1. Save the Word document to your “My Documents” folder.
2. If your computer has an Adobe Acrobat icon in the Microsoft Word toolbar, click to convert the Word document to Adobe PDF. If your computer does not have the Adobe Acrobat icon, select “Print” from the “File” menu and select Adobe PDF or Primo PDF from the drop down menu and click “Print.”
3. Select the location that you would like to save the PDF document to and click “Save.”
4. E-mail the PDF document to the Office Administrator, the IEP Holder, the IFSP Holder, and the therapist assistant if needed.
5. Print a copy of the PDF document for your records.