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PDF Questions

Portable Document Format (PDF) is commonly used to distribute documents online because it allows readers on different platforms (e.g. Windows, Mac and UNIX) to view files as originally intended by the author.

Important: All manuscripts are delivered to ProQuest as PDF files. It is up to the student to create and verify the PDF file before submission.

Microsoft Word or RTF documents: If your manuscript is a Microsoft Word or RTF file, you can:

- convert the document to PDF before uploading it
- upload your Microsoft Word or RTF file and we will convert it to PDF for you

Others: If you are using a different word processor, or if you choose to create your own PDF, the tips on this page will help you to correctly create PDF files for submission to ProQuest.

- ▶ [What software do I need to create PDF files?](#)
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Answers to General Questions

How soon after I submit my dissertation or thesis will it be available via ProQuest?

After you submit your manuscript, it must be approved by your graduate school before the site administrator sends it to ProQuest Dissertation Publishing. Once we receive the manuscript from your school, it can take 8-12 weeks before it is available online.

If you would like to inquire about the status of your submission after it has been approved and sent by the graduate school, you may contact our Author and School Relations group at disspub@proquest.com or 800-521-0600 x77020. Please include your manuscript ID with your query; the ID was included in the confirmation email sent to you by the ETD Administrator.

Does the author receive a royalty for sales?

If the author selects the Traditional publishing option, yes, the author is eligible for royalties for sales in all formats—print, microfilm and electronic. If the author selects the Open Access Publishing PLUS option, however, the author is not eligible for royalties, as we make the full text available online for free access. Please see the Author Agreement Form for more details.

What are my ownership rights to my thesis/dissertation?

As the author, you retain sole and complete ownership over your dissertation or thesis.

Does ProQuest Dissertation Publishing require exclusive distribution rights?

No, submission to ProQuest Dissertation Publishing is done on a non-exclusive basis.

If I am asked to make changes by the Graduate School or my committee, is there an option to resubmit?

Once the files have been sent by the Graduate School to ProQuest Dissertation Publishing, questions regarding changes can be directed to the Author and School Relations group at disspub@proquest.com or 800-521-0600 x77020.

What is a PDF? How do I produce a version of my thesis/dissertation in PDF? What if I can't do that?

Please see the [PDF Questions section](#) of this FAQ for help.

Where can I learn more about the ProQuest Dissertations & Theses (PQDT) database?

Go to [ProQuest's website](#) to learn more about PQDT, the most comprehensive collection of dissertations and theses in the world.

Is ProQuest Dissertation Publishing still accepting paper submissions?

Yes, as long as they conform to the requirements of your Graduate School. Contact your Graduate School to get the appropriate forms for paper-based submissions.

How can I order additional bound copies?

If you have already completed the submission process and you have received a confirmation email that publication of your work is complete, you may place an order for copies directly through ProQuest. To place your order online via ProQuest and receive an author discount, refer to the "Order Copies" button on your submission details page.

If you are experiencing difficulty with the order button, contact our [Customer Service Department](#).

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Answers to Submission and Technical Support Questions

If I run into problems during the submission process, who can I contact for technical support?

For assistance using ETD Administrator, please [contact Dissertations Support](#). If you have trouble formatting your Microsoft Word document, please review the FAQs on this page to see if a solution to your problem has been included here. Your school's computer or writing centers can often help. For specific questions about using Microsoft Word, see the [Microsoft Knowledge Base](#).

How do I submit a Thesis or Dissertation?

1. Go to <http://www.etsdadmin.com> and choose "Submit my dissertation/thesis".
2. Select your school from the list provided.
3. Create an account or login using an existing account.
4. Once you create an account, ETD Administrator will walk you through a simple process that involves accepting the publishing agreement and uploading the relevant files and information about your submission.
5. After you complete your submission, your graduate school administrator will review the submission before sending it to ProQuest Dissertation Publishing.
6. Note that all dissertations and theses must be submitted as a PDF document. For more information about creating PDF files, please see [PDF Frequently Asked Questions](#).

How do I revise something in my submission?

To revise a submission:

1. Log back into ETD Administrator.
2. Locate your submission in the list provided, and click 'Revise'.
3. Enter your changes in the Revise Submission form, and click 'Submit Revisions' in the left sidebar to submit your changes. (You only need to modify the portion of the form that corresponds to the changes you wish to make).
4. When you have finished making all of your revisions, click 'Submit Revisions'. A confirmation page will display, showing your submission details. If everything is correct, click the 'Submit Revisions' button. Your administrator will be notified via email of your corrections.

Note: you must click the 'Submit Revisions' button on the confirmation screen for your revisions to be submitted and for your administrator to be notified of the update(s).

How can I combine multiple files into a single PDF?

Your thesis/dissertation must be submitted as a single file.

To make one PDF file from multiple files:

1. Open the first PDF file in Adobe Acrobat.
2. Select Document>Insert Pages to insert the second file (indicate it should go after the last page of the first file).
3. Repeat until all of the separate files are combined into one single PDF.

See [Adobe's Acrobat Help documentation](#) for more details.

How do I change the format of the page numbers for different sections in my Microsoft Word document?

Your manuscript must be submitted as one file. So, to create different formats of page numbers or to restart page numbering in the document you'll need to divide your document into "sections", then change the page number format for each section. *(Note that specific steps will vary for different versions of Microsoft Word.)*

1. If you haven't already done so, insert a section break where you want to change the page numbers. To do this, click where you want to insert a section break. On the Insert menu, point to Break, and then click the type of section break you want to insert.
2. With the cursor in a particular section, go to the Insert menu and choose Page Numbers.
3. Choose the page number options you want (click Format and change the page number format), and click OK.
4. Repeat that for each section in the document.

How do I add a portrait page number to a landscape page in Microsoft Word?

From Microsoft Word's Knowledge Base: If a page of your document is formatted with landscape orientation, the header and footer of the page are also formatted with landscape orientation. This article describes how to use rotated text in a text box or table to add a page number in portrait orientation to the header or footer layer of a landscape-oriented page.

<http://support.microsoft.com/?kbid=211930>.

I want to submit a dissertation in a non-PDF format (e.g. audio file, video file, etc.). How can I do that?

To do this using ETD Administrator, please upload a PDF containing the title of your graduate work and any other relevant written material in the "PDF" section of the site. In the "Supplemental Files" section, please upload the non-PDF component of your graduate work. (You may upload multiple files as needed in the "Supplemental Files" section).

How can I include related files (sound clips, data sets, etc.) that are a critical part of my dissertation or thesis?

The Supplementary Files step of the submission process lets you upload supporting files like sound clips and data sets. These files will be submitted to ProQuest Dissertation Publishing along with the PDF version of your dissertation/thesis. You will be able to upload multiple files, and we ask that you include a description of each file (or set of files, if more appropriate) in your abstract.

If you are having issues uploading your supplementary files due to a slow connection or other impediment.: deliver them on a CD, DVD or USB jump drive to your graduate school administrators for approval.

Note: the instructions will vary depending on whether the file is your dissertation/thesis or a supplemental file.

For all files:

On your CD, DVD or USB jump drive include the following:

1. The oversized file(s)
2. A separate information file describing your dissertation/thesis, including:
 - Your name
 - Your school

- The title of your dissertation/thesis
- The ETD submission ID (your submission ID will be sent to you in an email after you submit your dissertation/thesis in the ETD Administrator).

In the ETD Administrator, go to Notes and enter a message to your graduate school administrators, explaining that a file is being submitted separately because of issues uploading it.

For very large dissertation/thesis PDF files:

1. Create and upload a PDF file of just the title page of your dissertation/thesis into your ETD submission. This is necessary because each ETD submission needs to have a PDF file in order to allow it to be submitted.
2. Copy your dissertation/thesis PDF file along with the information file onto a CD, DVD or USB jump drive and deliver it to your graduate school.

For very large supplemental files:

1. Create a list of your supplemental files (Microsoft Word, Microsoft Excel or text file) that includes:
 - Each supplementary file name.
 - A brief description of each supplemental file.
2. Copy the supplementary files, the list above and the information file onto a CD, DVD or USB jump drive and deliver it to your graduate school.

For administrators:

When the student's ETD submission has been approved and delivered to ProQuest for publishing, please mail the CD, DVD or USB jump drive to the following address, along with a printout of the information file that includes the student's name, school, dissertation/thesis title and submission ID to:

Attn: Lewis Kreutzer ProQuest Dissertation Publishing
 ProQuest
 789 E. Eisenhower Parkway
 P.O. Box 1346
 Ann Arbor, MI 48106-1346

How do I credit multiple authors for the same dissertation or thesis?

Authors should submit individually to ensure all parties receive acknowledgment for their work. ProQuest does not accept multiple author submissions.

What if I am having issues submitting my dissertation or thesis online (e.g., due to a slow connection)?

Deliver them on a CD, DVD or USB jump drive to your graduate school administrators for approval.

Note: the instructions will vary depending on whether the file is your dissertation/thesis or a supplemental file.

For all files:

On your CD, DVD or USB jump drive include the following:

1. The file(s) that you are having issues uploading
2. A separate information file describing your dissertation/thesis, including:
 - Your name
 - Your school
 - The title of your dissertation/thesis
 - The ETD submission ID (your submission ID will be sent to you in an email after you submit your

dissertation or thesis in the ETD Administrator).

In the ETD Administrator, go to Notes and enter a message to your graduate school administrators, explaining that the file(s) that could not be uploaded are being submitted separately.

For very large dissertation/thesis PDF files:

1. Create and upload a PDF file of just the title page of your dissertation/thesis into your ETD submission. This is necessary because each ETD submission needs to have a PDF file in order to allow it to be submitted.
2. Copy your dissertation/thesis PDF file along with the information file onto a CD, DVD or USB jump drive and deliver it to your graduate school.

For very large supplemental files:

1. Create a list of your supplemental files (Microsoft Word, Microsoft Excel or text file) that includes:
 - Each supplementary file name.
 - A brief description of each supplemental file.
2. Copy the supplementary files, the list above and the information file onto a CD, DVD or USB jump drive and deliver it to your graduate school.

For administrators:

When the student's ETD submission has been approved and delivered to ProQuest for publishing, please mail the CD, DVD or USB jump drive to the following address, along with a printout of the information file that includes the student's name, school, dissertation/thesis title and submission ID to:

Attn: Lewis Kreutzer ProQuest Dissertation Publishing
ProQuest
789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106-1346

When I copy and paste abstracts into the Submit form, some text is missing, quotes look odd, or strange characters appear in the abstract. What's going on?

When copying abstracts from a word processing file or a PDF file, and pasting the text into the submission form, you are taking text from an environment that may support fonts, and special characters like symbols or "smart quotes". Please read through any abstract that you copy and paste from a word processing file or PDF file. Look for how single and double quotes appear, usage of special symbols, and incorrect conversion of glyphs from PDF files (e.g. "ff", "fi", or "fi" might disappear causing a word like "difficult" to change to "di cult").

Does ProQuest have a DTD that describes the XML feed delivered to universities?

Yes, the DTD can be accessed here: <http://www.etdadmin.com/dtds/etd.dtd>

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Answers to PDF Questions

What software do I need to create PDF files?

Many tools are available to create PDF files. For example:

- One of the most common products for creating PDF files is **Adobe Acrobat**, which includes Acrobat Distiller for writing PDF files. You can purchase Adobe Acrobat at most software retailers or at [\[Adobe's website\]](#). Most college bookstores offer educational discounts to associated faculty and students. Adobe also offers site licenses and other discounts to educational institutions.
- **ETD Administrator** (free) - Upload your Microsoft Word or RTF document at the PDF Submission Step and we will convert

it into PDF (and embed fonts) for you.

- Your version of Microsoft Word or other program that you used to create your document may have a built-in 'Save to PDF' feature.
- [\[OpenOffice\]](#)

The following sites provide additional resources:

Postscript to PDF:

- [Babinszki Distiller](#): A server which runs Adobe Distiller continuously, converting any uploaded files to PDF. The directions for use are thorough and straightforward. The one requirement to use this service is that the files you upload to the Net Distillery server must be in Postscript format
- [Ghostscript home page](#): Freeware that converts Postscript files to PDF.
- [PS2PDF](#): A free online service for converting Postscript files to PDF.

TeX/LaTeX to PDF:

- [LaTeX2PDF](#)
- [PDF-LaTeX](#)
- [Ghostscript](#) - compiles TeX and LaTeX files directly into PDF.
- [PDFTeX](#) - compiles TeX and LaTeX files directly into PDF.
- [dvipdfm](#) - converts DVI files (TeX or LaTeX) output into PDF.

Do I have to do anything differently when writing my manuscript?

You simply write your document as you normally would in your word processor, keeping a few tips in mind to improve the quality of the PDF document:

- **Spacing and pagination:** Use tabs instead of a series of spaces to align text. Insert page breaks instead of a series of paragraphs to start a new page. Use section breaks to change the format between pages in the document. Use your word processor's tools for creating tables of contents and cross references to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.
- **Fonts:** We recommend using standard fonts such as Times New Roman or Arial. If using unusual fonts, be sure to use embeddable Type 1 or TrueType fonts.
- **Graphics:** It's best to use EPS (Encapsulated PostScript) files rather than bitmaps, GIFs, or JPEG images. Use a high resolution such as 600-dpi. Avoid using graphic editors that are part of a word processor.
- **Equations:** Microsoft Word users should NOT use Microsoft Word's Equation Editor. Instead, use italic Times Roman font and Symbol font, along with superscripts and subscripts to create equations.

What settings should I choose when creating the PDF file?

Though each version of the PDF creation software will differ slightly in how you create the file, you should always choose the following options:

- **Embed all fonts (VERY IMPORTANT!)**
- Print optimized
- Minimum of 600 dpi resolution
- Do not encrypt the file. Encrypted PDF files will not be accepted. The text cannot be extracted from them for full text indexing or storage.

Other important tips for creating the best PDF files:

- If you are using Adobe products, use Acrobat Distiller to create the highest quality PDF files. **Do not use Adobe Acrobat Writer** to create the files. (Distiller comes with the full version of Adobe Acrobat.)
- Create the PDF file on the same machine where the original document was created to ensure that the fonts necessary for

viewing and printing the resulting PDF file are available during PDF creation. If you create the file on a different computer, please examine the final PDF file to verify that the correct fonts were used throughout the document.

What does "embed all fonts" mean?

When fonts are embedded, readers of your work will be able to see your document as you intended, with the same fonts that you used.

If you do not embed all of your fonts, and those fonts are not available on the reader's computer, Adobe Acrobat will make its best guess at what font it should use as a substitute. This can result in significant differences between your original document and what the reader sees (particularly with symbol fonts).

How do I embed my fonts?

These instructions differ depending on whether you are using a [PC](#) or a [Mac](#)

Using Microsoft Word on a PC

(go to [Using Microsoft Word on a Mac](#))

To embed your fonts in Microsoft Word 2010:

1. Create your manuscript using a TrueType font. Recommended fonts include Times-Roman and Helvetica.
2. In the File pull-down menu click on Options.
3. Choose Save on the left sidebar.
4. Check the box next to Embed fonts in the file.
5. Click the OK button.
6. Save the document.

To embed your fonts in Microsoft Word 2007:

1. Create your manuscript using a TrueType font. Recommended fonts include Times-Roman and Helvetica.
2. Click the circular **Office button** in the upper left corner of Microsoft Word.
3. A new window will display. In the bottom right corner is a button, Word options. Click the **Word Options** button.
4. Choose **Save** from the left sidebar.
5. Check the box next to **Embed fonts in the file**.
6. Click the **OK** button.
7. Save the document.

To embed your fonts in earlier versions of Microsoft Word:

1. Create your manuscript using a TrueType font. Recommended fonts include Times-Roman and Helvetica.
2. On the **Tools** menu, choose **Options**
3. Click the **Save** tab.
4. Select the **Embed TrueType fonts** check box.
5. Save the document.

Using Microsoft Word on a Mac

Microsoft Word 2008 on a Mac OS X computer will automatically embed your fonts while converting your document to a PDF file.

Please note that previous versions on Microsoft Word on a Mac are not able to embed fonts.

Another option you might consider is using [OpenOffice](#) (which embeds fonts automatically while converting to PDF) or using a PC to embed fonts in your manuscript.

Using Adobe Acrobat Professional

Alternatively, if you have Adobe Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

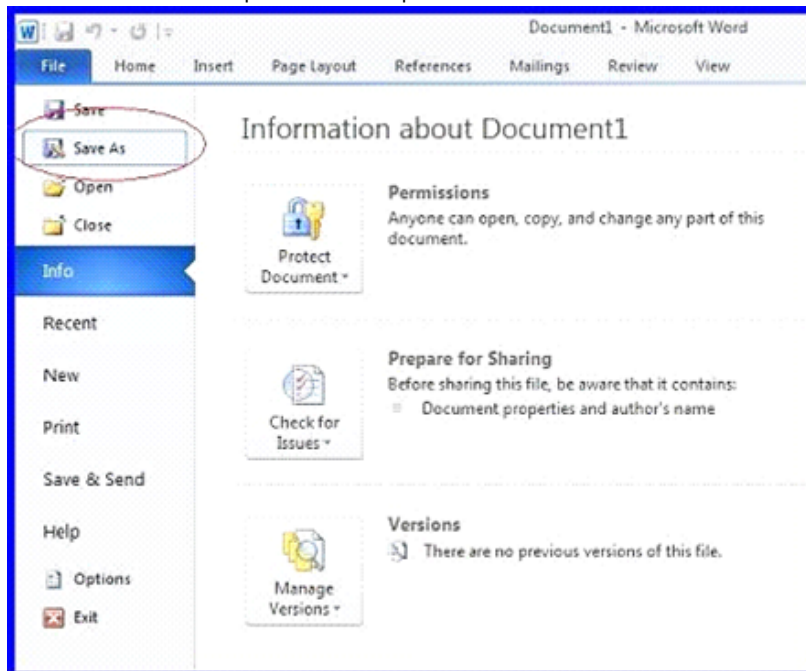
1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select Change Conversion Settings.
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the Never Embed box. Then click OK.
If prompted to save these new settings, save them as "Embed all fonts."
5. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click OK again.
6. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
7. After your document is converted, select the File menu at the top of the page. Then select Document Properties.
8. Click on the Fonts tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.
9. If you see "(Embedded Subset)" after all fonts, you have succeeded.

How do I create PDF files from Microsoft Word documents?

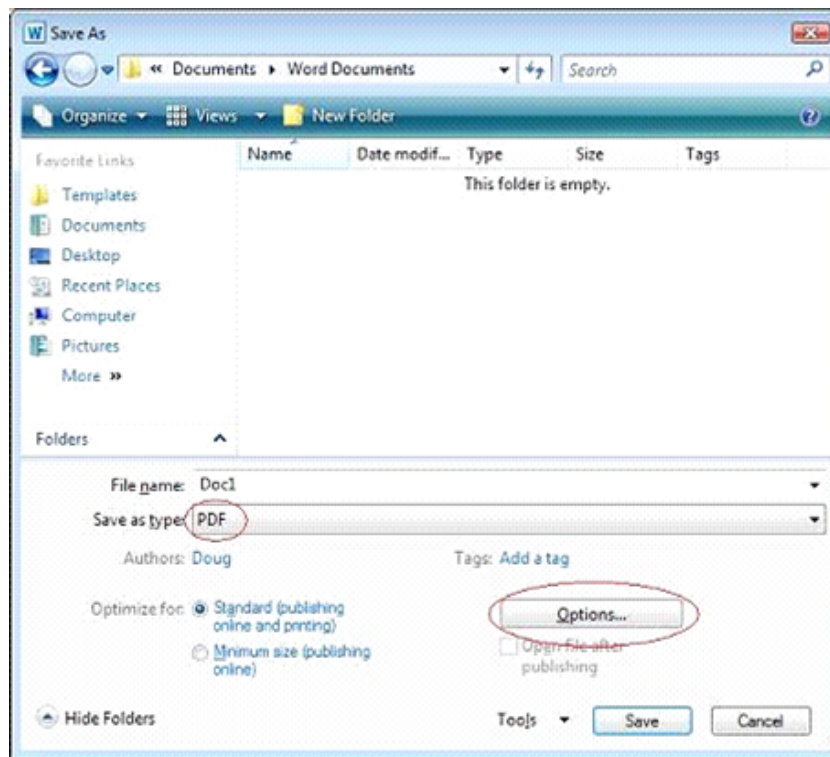
Creating a PDF file from a word processing document is fairly straightforward. Once you have installed the software necessary to write PDF files (for example, Adobe Acrobat Distiller), you can essentially print to a PDF file instead of printing to paper.

If you are using Microsoft Word 2010 to create your PDF, please do the following:

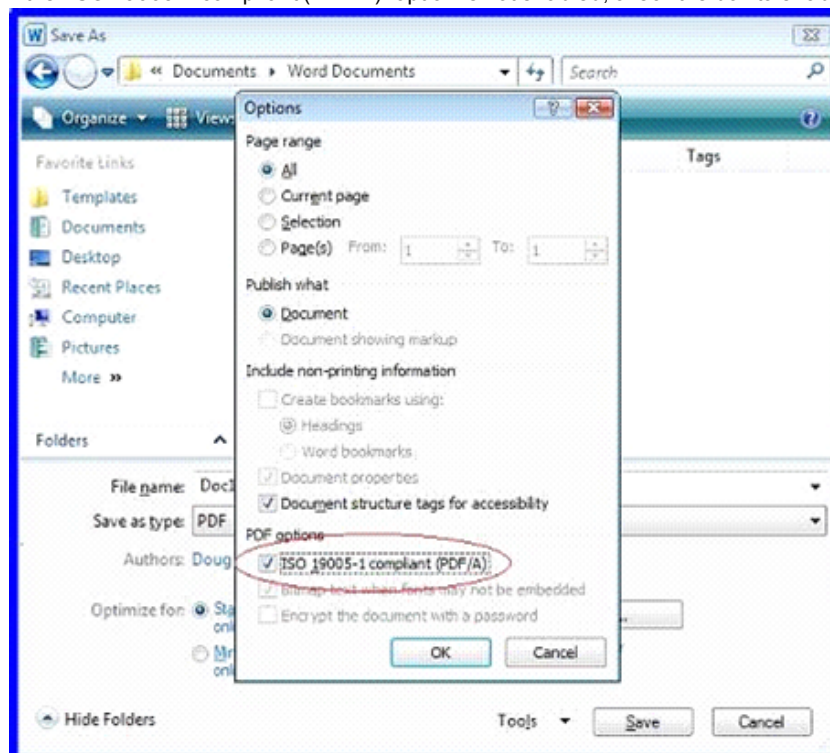
1. Click on the "Save As" option in the File pull-down menu:



2. Select "PDF" as the "Save as type:" and click the Options button:



3. If the "ISO 19005-1 compliant (PDF/A)" option is not enabled, check the box to enable it. Press the OK button.

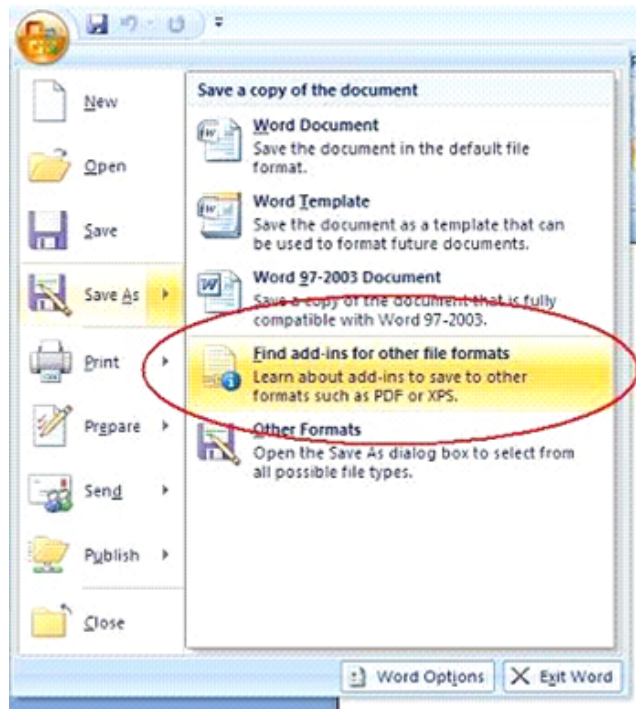


4. Press the Save button to create the PDF file.

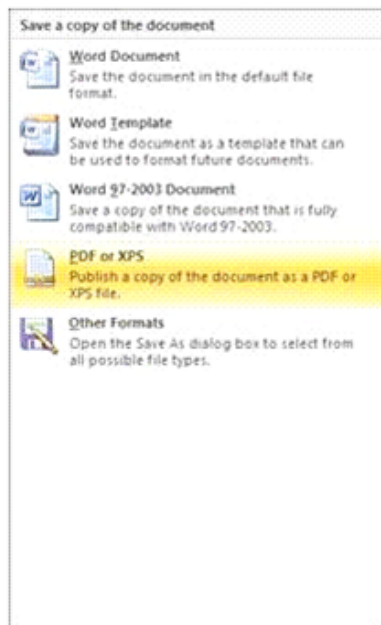
If you are using Microsoft Word 2007 to create your PDF, please do the following:

1. In Microsoft Word 2007 when you select "Save as" you have the option to save the file as a PDF or XMS file. Click the "PDF or XPS" option. If the add-in has not been installed yet in your version of Microsoft Word it will provide directions on how to install it.

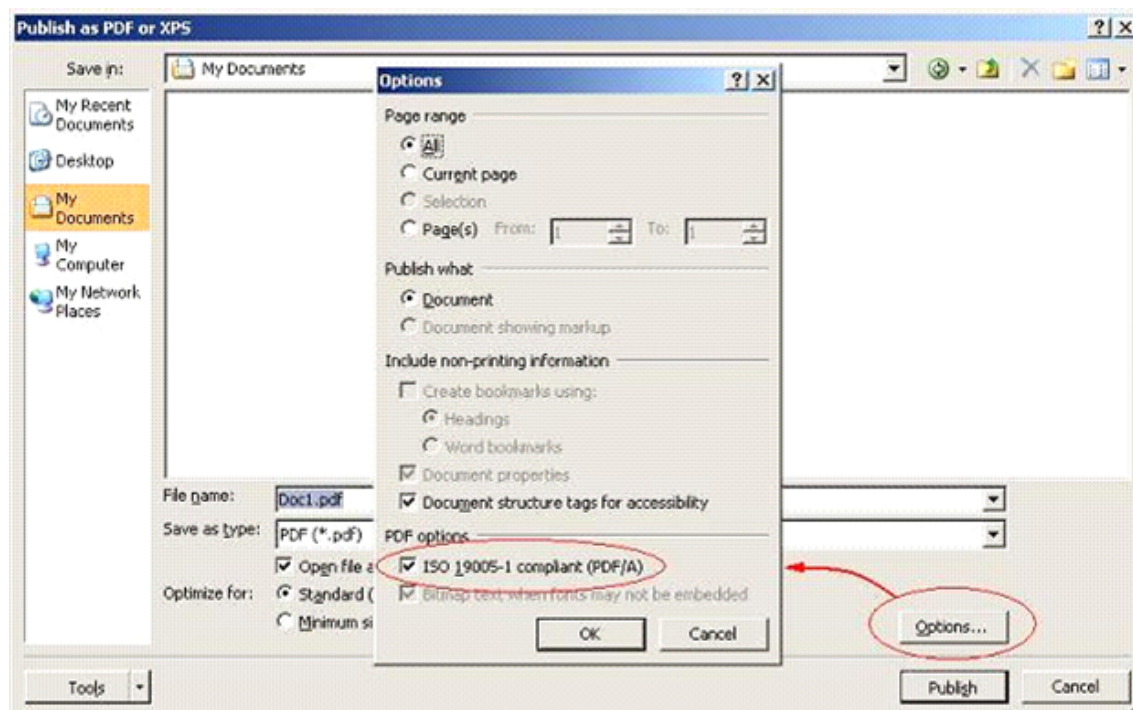
If the add-in has not been installed:



If the add-in has been installed:



2. When the "Publish as PDF or XPS" window opens up press the Options button found near the Publish and Cancel buttons. When the Options window opens up there is an checkbox near the bottom of the list that needs to be checked off called "ISO 19005-1 compliant". Check that option and press the OK button:



3. If desired you can then change the name of the file and the location you are going to save the file to and press the Publish button.
4. Once the file has been created, go back into the ETD Administrator and upload this file in the PDF submission step.

If you are using Adobe Acrobat Distiller and Microsoft Word, the best way to go about creating the PDF file is:

1. From the Microsoft Word File menu choose Print.
2. Select Distiller (or "Create Adobe PDF") as the printer by choosing it from the "Name" (or "Printer") drop down list at the top of the Print dialog.
3. Choose "Print Optimized" as the job option.
4. Click OK (or "Save") to create the PDF file. You will be prompted to name the file and choose where it is saved. Do so, and click Save. (If you're not prompted to choose the name and location, make note of where the file is being saved as indicated in the Print dialog.)

What if my manuscript is made up of multiple files?

If your submission consists of multiple documents (such as a word processing file, graphics, spreadsheets, etc.), it is best to consolidate them first in one document and then print that file as a PDF document. If you aren't able to consolidate the files before creating the PDF file, it is possible to combine PDF files using the commands in Adobe Acrobat.

1. Open the main PDF file in Adobe Acrobat.
2. Go to the page where you want to insert the additional page or pages.
3. Choose "Insert Pages" from the Document menu.
4. Select and open the PDF file that contains the pages to be inserted.
5. Verify the settings in the dialog to be sure that you're inserting the pages in the correct location, and click OK.

How can I check my PDF file to make sure I did it right?

Please do your best to follow these guidelines when creating PDF files to be submitted to ProQuest, and check your results.

To check your file:

1. Open the file open in Adobe Acrobat.

2. Choose File>Document Info>Fonts.
3. In the window that opens, choose List All Fonts and you should see a table of fonts.
4. Verify that all entries in the Type column are either Type 1 or TrueType fonts.
5. In the Used Font column, you should see Embedded Subset for all fonts with the possible exception of "Times", "Arial/Helvetica", and "Courier").
6. Select OK to close the Font window
7. From the View menu, choose Use Local Fonts to turn this option off (the check mark should disappear). Select OK to close the Font window.
8. Page through your PDF file to visually inspect each page as it would appear on another computer without the same fonts as yours.
9. Print a copy of your file and verify that everything prints as expected.

If you encounter problems while checking your file, please consult the following resource:

► Adobe's troubleshooting page: www.adobe.com/support/products/acrobat.html

What if I run into problems printing a PDF file?

If you are having trouble printing a PDF file, first be sure that you have the appropriate software (Adobe Acrobat or Adobe Acrobat Reader). Adobe Acrobat Reader is available for free from Adobe. You can [download Adobe Acrobat Reader here](#).

If you can view the manuscript correctly on screen but it fails to print correctly, you should do the following:

1. With the PDF file open in Adobe Acrobat or Adobe Acrobat Reader, choose Print from the File menu.
 - Windows Users: Check the "Print as Image" option in the Print dialog.
 - Macintosh Users: Change the setting for the popup menu at the top of the dialog from General to Acrobat, and select Print as Image as the print method.
2. Click Print.

If you don't see the option to "Print as Image" be sure that you have the latest version of Adobe Acrobat Reader (available free from Adobe).

[Visit adobe.com](http://adobe.com) to learn more about troubleshooting PDF printing problems.

How can I view or change the security settings of my PDF in Adobe Acrobat / Acrobat Reader?

Depending on the version of Adobe Acrobat you are using, open the document and do one of the following:

- Adobe Acrobat 8
 1. Select **Properties** from the **File** menu.
 2. Click the **Security** tab.
 3. Select **No Security** from the **Security Method** drop-down.
 4. Click **OK**.
- Previous Adobe Acrobat versions
 1. Select **Secure** from the **Document** menu.
 2. Select **Show Security Settings for This Document**.
 3. Select **No Security** from the **Security Method** drop-down.
 4. Click **OK**.

