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| **How-To Include an Expiration Time-Stamp When Printing a PDF**  (and how-to host it securely) | |
| Open the target doc in Adobe Acrobat Standard X (or Pro) and navigate to **Tools** (just above the right pane) |  |
| Expand **Forms** and select **Create** |  |
| Click **Next** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML23c40a.PNG |
| Click **Next** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML5646d1.PNG |
| Under **Add New Field** |  |
| select **Text Field** |  |
| Draw your text field where you want the printed text to appear: |  |
| Enter a **Field Name** (no spaces) and select **All Properties** |  |
| In the **Form Field** drop-down menu – select **Hidden but printable** and then select **Read Only:** |  |
| Navigate to the **Appearance** tab in order to format the printed text as desired: |  |
| Navigate to the **Options** tab in order to change the alignment of the text as desired and select **Close**: | (NOTE: Alignment changed to **Right**) |
| To apply the field to all pages of the PDF: Navigate to the right pane and right click **PrintField** under Sort By. |  |
| Select **Duplicate** |  |
| Verify that **All** is selected and click **OK** | (**NOTE**: It may take clicking on All, even if it is already selected, for this to apply – retry until the duplication is seen for all fields) |
| Now the form field will be in the exact location with the same dimensions and configurations as the first page you created the form on. |  |
| From the right pane, select **Close Form Editing** |  |
| From the **Tools** menu, verify that **JavaScript** tab has been selected for viewing: |  |
| Select the **JavaScript** tab and then select **Set Document Actions:** |  |
| Under the **When this happens…** field, highlight the **Document Will Print** and select **Edit** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML1f83ebf9.PNG |
| Copy and paste the JavaScript command to the right in the JavaScript Editor.  *(Note: This script will add the date when the document is printed, but will remain hidden while open.)* | var f = this.getField("PrintField");  f.hidden = false;  var m\_names = new Array("JAN", "FEB", "MAR",  "APR", "MAY", "JUN", "JUL", "AUG", "SEP",  "OCT", "NOV", "DEC");  var d = new Date();  var curr\_date = d.getDate();  var curr\_month = d.getMonth();  var curr\_year = d.getFullYear();  f.value = (" Printed document expires by end of day " + curr\_date + m\_names[curr\_month] + curr\_year.toString().substr(-2)); |
| Select **OK** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML6456d05.PNG |
| Under the **When this happens…** field, highlight the **Document Did Print** and select **Edit** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML1f8592e1.PNG |
| Copy and paste the JavaScript command to the right in the JavaScript Editor.  *(Note: This script will clear the form after printing.)* | this.resetForm() ; |
| Select **OK** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML67028e5.PNG |
| Under the **When this happens…** field, highlight the **Document Will Save** and select **Edit** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML28eb7fc0.PNG |
| Copy and paste the JavaScript command to the right in the JavaScript Editor.  *(Note: This script will insert a warning message when a user attempts to save a copy of the document)* | // Test field value for numeric value  event.rc = !isNaN(event.value);  if(!event.rc && !this.hideWarning1) {  // Only show alert box when hideWarning is undefined or false  // First setup the check box object literal  var oCk = {bAfterValue:false};  // Display Alert box  app.alert({cMsg:"Do NOT save a local copy of this document to your workstation", nIcon:1, oCheckbox:oCk});  // Set hideWarning to value of checkbox, for next time  //hideWarning1 = oCk.bAfterValue;  } |
| Select **OK** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML28ec2580.PNG |
| Select **OK** | C:\Users\kburris\AppData\Local\Temp\SNAGHTML28ec7313.PNG |
| Your document will now include a time-stamp with expiration message when printed: | (Original) (Doc with Form) |
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| Now that the document will print with a time-stamp – we need to ready the doc to be put on SharePoint so it cannot be edited:  We are going to make a copy of the document that will be uploaded to SharePoint and is compatible with reader. (Note: the document will be able to be opened with Acrobat (Standard or Pro), but the JavaScript cannot be edited unless the user makes a copy) | |
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| Go to **File**   * **Save As**   + **Reader Extended PDF**     - **Enable Forms Fill-In & Save in Adobe Reader** | |
| Select **Save Now** at the prompt | C:\Users\kburris\AppData\Local\Temp\SNAGHTML40f882.PNG |
| Here you can either write over the existing file with you changes – or you can create a separate copy [suggested] | (Note: I added “sp” to my title designating the document intended to be included on SharePoint) |
| Navigate to SharePoint, and go to the location where you want to upload your document and select **+ Add Document**: |  |
| **Browse** to your file and then select **OK** |  |
| **Title** your document and click **Save** |  |
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| What happens when a user wants to open the document from SharePoint?  The document will open in Reader or Acrobat (depending on which version is installed and/or whichever is the local default PDF viewer) | |
| The user selects the file and receives the **Open Document** prompt |  |
| When **Read Only** is selected – the following will pop-up: | |
| The user is asked how they would like to open the document |  |
| The user can now open the document as **Read Only** |  |
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| When **Check Out and Edit** is selected – the following will occur: | |
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| If the document opens with Adobe Reader – the user will be unable to modify the document and will print with the expiration time-stamp.  If the document is opened with Adobe Acrobat – the following will occur when they attempt to go to **Tools** and **Edit** the form: | |
| When the user attempts to go to **Tools** and **Edit** in Acrobat – the following will be displayed | C:\Users\kburris\AppData\Local\Temp\SNAGHTML4a1871.PNG |
| When **Save a Copy** is selected: |  |
| When **Cancel** is selected: | C:\Users\kburris\AppData\Local\Temp\SNAGHTML4a5792.PNG |
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| The original document cannot be modified at this point and will always print with an expiration time-stamp as desired. | |  |