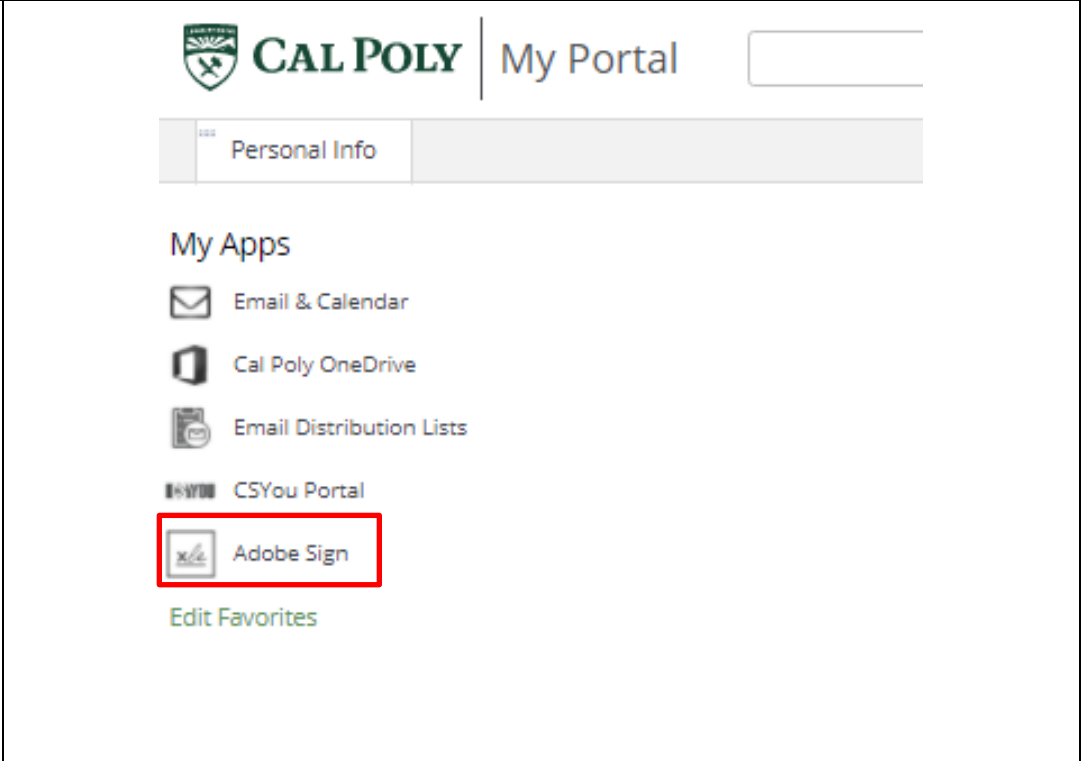


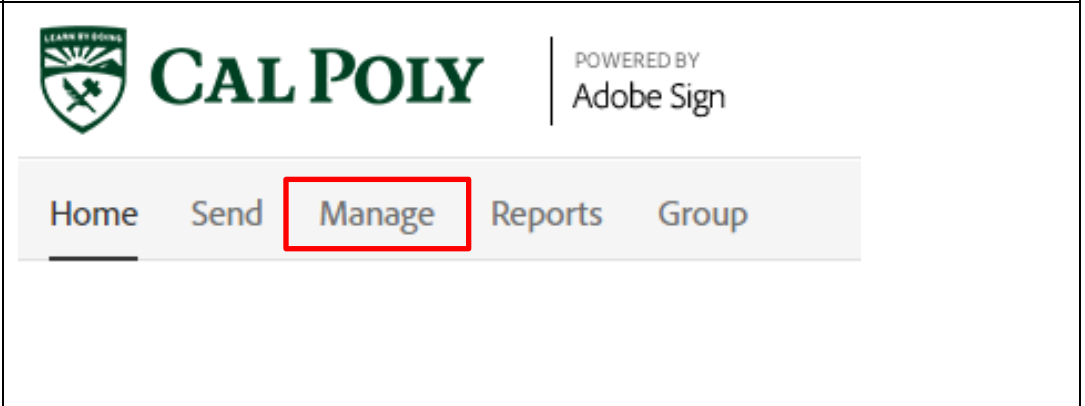
Instruction	Screenshot/Details
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Removing Security/Encryption from Adobe Signed Document-Before Uploading into Interfolio

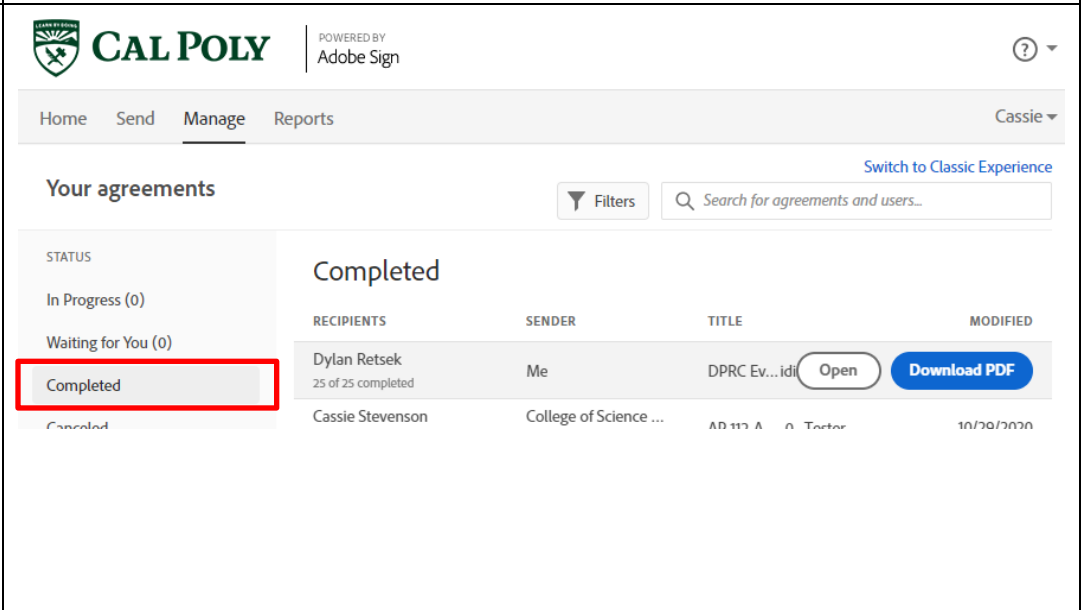
1) Once your AP 109 has all the signatures and is ready to be uploaded into Interfolio, you must download it from Adobe Sign. Select the "Adobe Sign" link from under "My Apps" in your Cal Poly Portal.



2) Once Adobe Sign is open, select "Manage".



3) Select "Completed" on the left-hand menu bar.
 4) Hover over the completely signed evaluation/AP 109 and select "Download PDF."

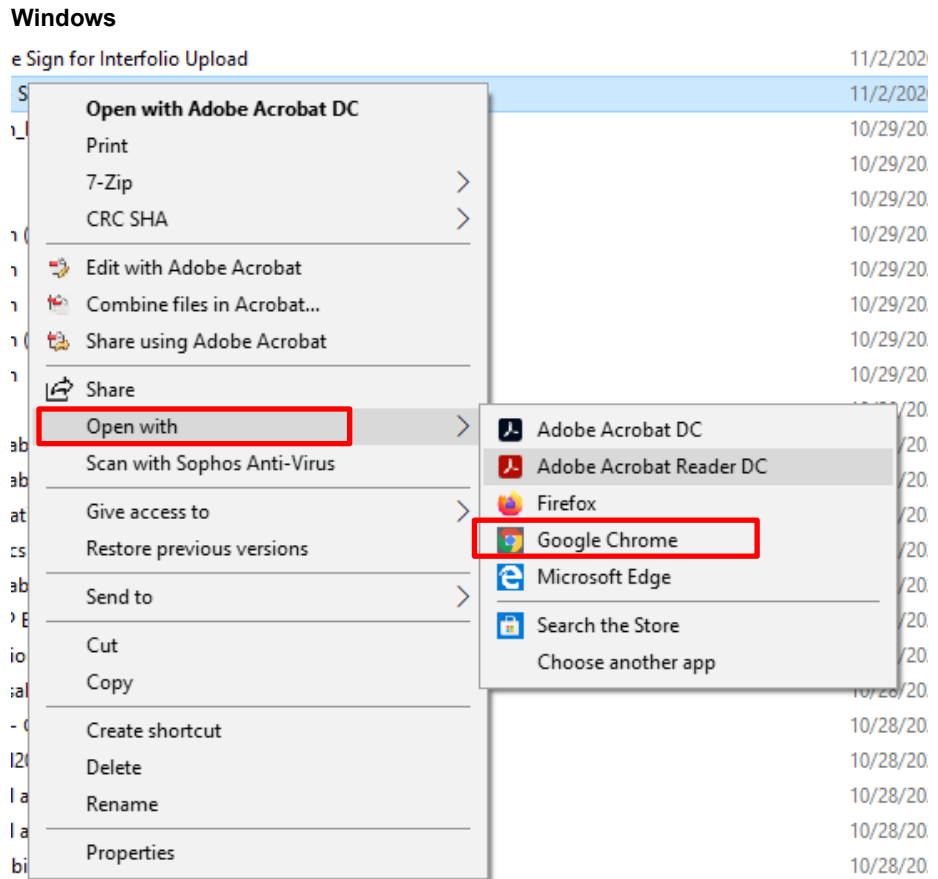
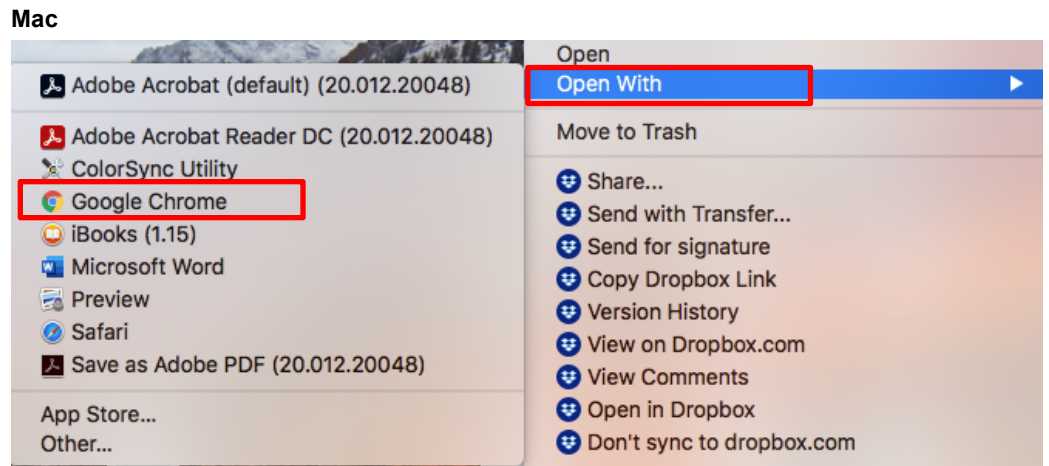


5) **On a Mac**, open your Finder and select “Downloads.” Then find the document you need to unsecure.

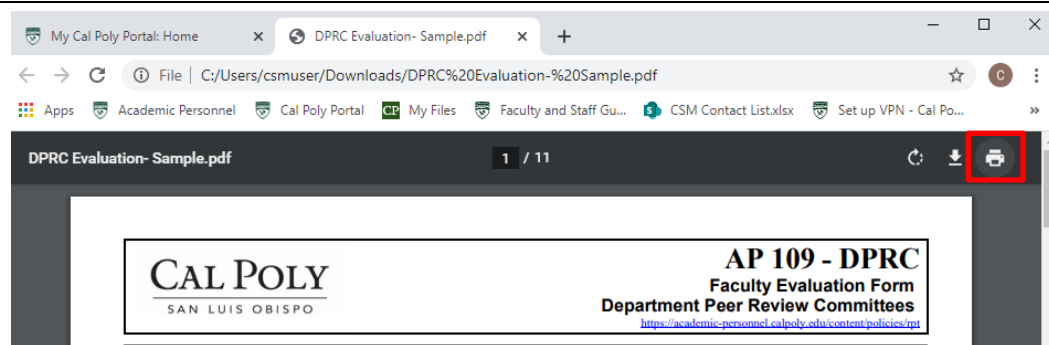
On a Windows computer, open your file explorer window and select “Downloads.” Then find the document you need to unsecure.

Right click the document and select “Open with” then select “Google Chrome.”

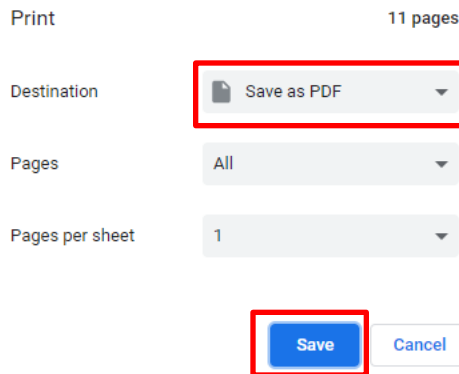
We want to force the document to open in the Google Chrome web browser instead of opening in Adobe Acrobat or Preview.



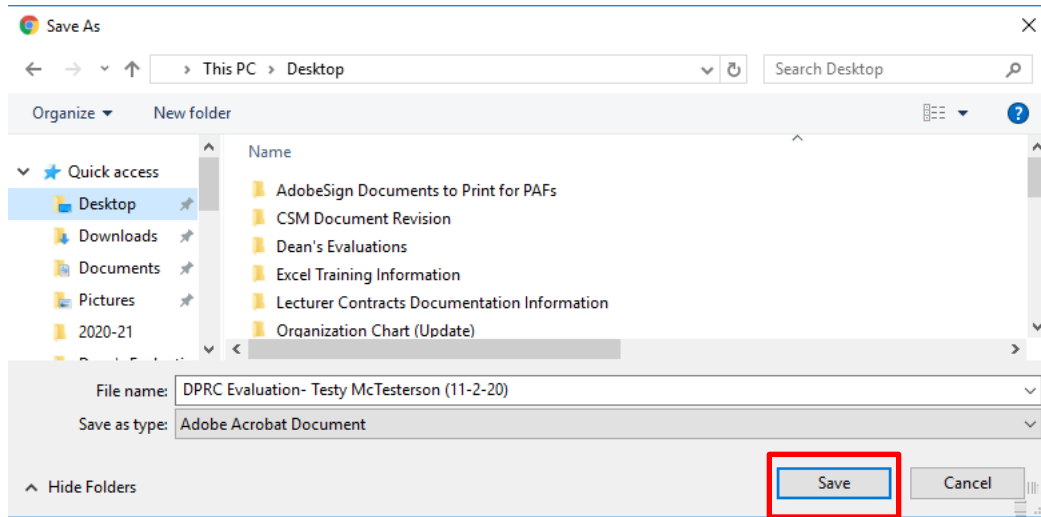
6) Once the secured PDF is open in Google Chrome, the steps are the same for both a Mac and Windows computer user. Select the printer icon in the upper right-hand corner on the dark grey/black menu bar that appears when you hover your mouse there.



7) The print window will appear, select "Save as PDF" as the "Destination". Then click "Save."



8) Next choose the location where you wish the "unsecured" PDF to be saved, name the document appropriately and select "Save."



9) Now when you open this document, there is no longer a lock symbol and it doesn't have "(SECURED)" as part of the PDF name.

