Sign PDFs Without Locking the PDF

Scope:
This procedure applies to all vendors who are required to sign PDF documents for Manteca Unified School District.

1. **Preparation**:
    - Ensure you have the necessary software to open and edit PDF documents, such as Adobe Acrobat Reader or any other PDF editing tool.
2. **Opening the PDF**:
    - Open the PDF document that requires your signature using your preferred PDF editing software.
3. **Adding Your Signature**:
    - Navigate to the section of the document where your signature is required.
    - Use the "Fill & Sign" tool or equivalent feature in your PDF software to add your signature. This can usually be done by selecting "Sign" or "Add Signature" and then either typing, drawing, or uploading an image of your signature.
4. **Saving the Document**:
    - Once you have added your signature, save the document. Ensure you save it in a way that does not apply any security settings or restrictions.
    - In Adobe Acrobat, you can do this by selecting "File" > "Save As" and choosing the desired location to save the signed document.
    - Do not **lock** the document after signing.
5. **Verifying the Document**:
    - After saving, reopen the document to ensure that your signature has been correctly applied and that the document is not locked or restricted.
    - Verify that all other content in the document remains unchanged and accessible.

Important Notes:

- Do not apply any password protection or encryption to the document unless specifically instructed to do so by Manteca Unified School District.
- Ensure that the document remains editable and accessible for any further processing or review.

3/21/2025