

## ***ITTE Addendum for Posting PDFs on a Secure Server***

This document serves as an addendum to the Indiana University UITS IT Training & Education (ITTE) [License Agreement](#). That license agreement, when signed by your organization and ITTE, enables your organization to use ITTE training materials in training delivery. All restrictions within that license agreement still apply if this addendum is signed. This addendum, when signed by your organization and ITTE, grants additional restricted permission to post PDF versions of ITTE materials on a secure Web server for use by members of your organization or institution.

With explicit written permission from ITTE, you may make protected PDF versions of ITTE training materials available to members of your organization or institution via a secure server. This form, when signed by a qualified representative of ITTE, qualifies as explicit permission.

To publish ITTE training materials on a secure server, as either PDFs made by ITTE or created from your own customized FrameMaker versions, you must follow all of the points contained in the below.

1. If you have the Framemaker materials and are using them to create customized PDFs, the PDFs must be created using Adobe Acrobat Distiller v5.x or higher, and must use the Acrobat 5.0 format (PDF1.4), which requires Acrobat Standard Security, with the following settings:

<b>Format</b>	<b>Setting</b>	<b>Required</b>	<b>Optional</b>
Security	Acrobat Standard	X	
Opening access	User password		X
Changing access	Master password	X	
Printing	Fully allowed		X
Changing document	Not allowed	X	
Content copying or extraction	Not allowed	X	
Authoring comments and forms fields	Allowed	X	
Form fields fill-in or signing	Allowed		X
Content accessibility	Must be disabled	X	
Encryptions	128-bit RC4, Acrobat 5.0	X	

NOTE: The PDFs IT Training & Education creates are already in this format so you do not need to make any changes to their structure to be able to post them.

2. If you are modifying our materials in FrameMaker and then generating PDFs from the edited materials, you must generate them in Adobe Acrobat Distiller and apply the security settings as described in Step 1 above. Saving them directly as PDFs from FrameMaker will not satisfy the above security requirements.
3. The server directory in which the files are placed must be restricted so that only individuals associated with your institution can access them. This directory must require a username and password as assigned by your institution to restrict access to members of your institution only. In addition, access to the directory must be limited to valid IP numbers at your institution. This directory must also have a robot.txt entry to prevent indexing by search engines.

4. Your site must clearly display a copyright statement describing the contents of the PDFs as protected. For example, a copyright license for unchanged PDFs could read: “These materials are for personal use only and may not be copied or distributed. They are provided only for use by members of the *Your Institution here* community. Copyright 200X—The Trustees of Indiana University.” If you are publishing modified materials, you could modify the copyright statement at the end to read “Original copyright 200X – The Trustees of Indiana University.”
5. If you are generating your own PDFs from modified materials, you must submit with this license an electronic copy of at least one secure PDF document so that we can ensure that the materials are being properly encrypted. We reserve the right to request additional copies as well. By signing and submitting this document, you will be stating that all other PDFs you have created from our materials at your institution have been generated with these same security settings.
6. You agree to provide ITTE with the URL where the PDFs are located.

Permission as granted by this document is provisional and assumes that electronic copies will not be made available via a secure server until said permission is given. In addition, distribution of any electronic PDF in ways not described above will be considered a violation of this distribution agreement.

By signing this addendum, I assert, on behalf of my institution, that we have met all guidelines and requirements as stipulated above regarding the distribution of electronic PDF copies of ITTE’s training materials via a secure server.

If you, on behalf of your educational institution, organization or business, agree to all of the conditions outlined above, please fill out the information and sign the document below.

**Customer Information**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization or institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax : \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 URL where files are posted: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Verified on behalf of ITTE:**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_