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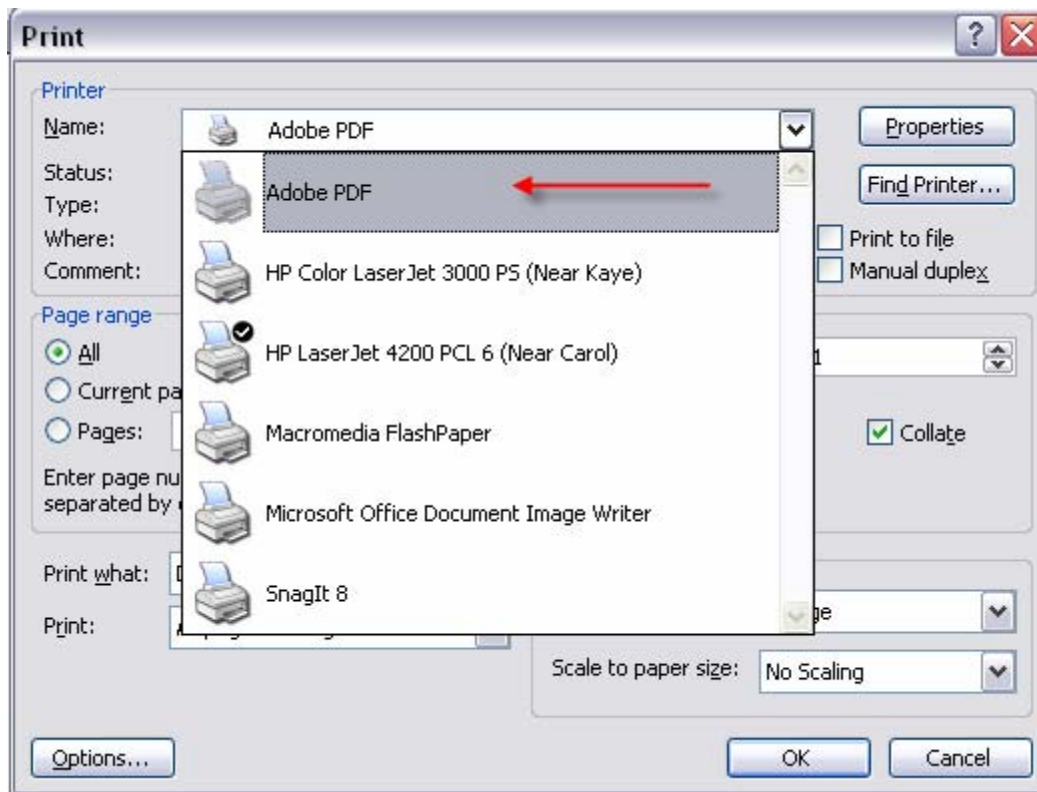
Password Protect Your PDF Document

Adobe PDF is the best format for sharing official documents via email or the internet. Feel confident in distributing information in this format without the concern that your material will be altered and misrepresented. It's easy with these simple steps to convert your document to PDF and password protecting the document if needed.

Step 1 – Convert to PDF

When Adobe writer is installed on your workstation, an Adobe PDF printer is available.

- From Word, Excel etc., print to the Adobe PDF printer instead of a local or network printer.
- This printing process converts your document to PDF.
- A dialog box will appear prompting for a place to save the converted document.
- Select a location (e.g. hard drive or network share drive).

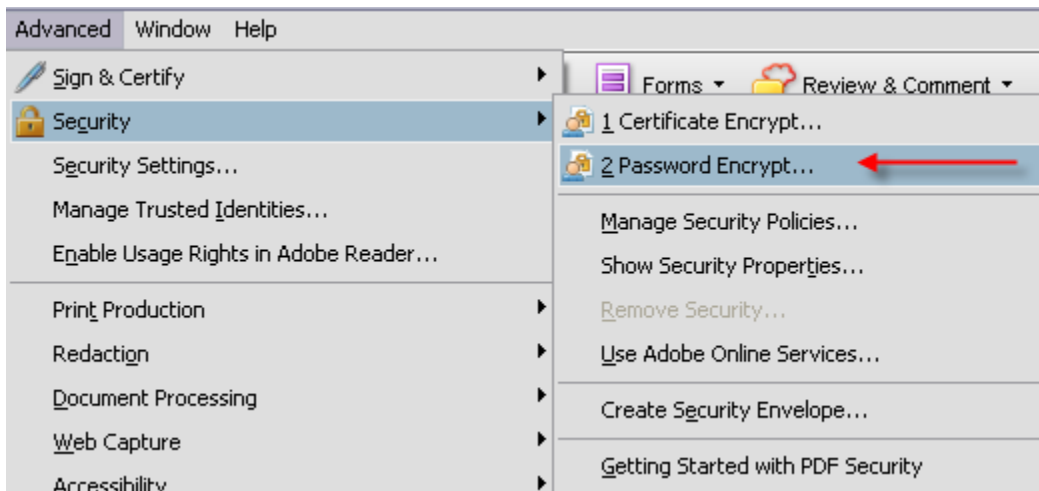


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Password Protect Your PDF Document

Step 2 – Password Protect Your PDF Document

- If Adobe is not started with the document open that needs to be password protected, start Adobe writer and open the document that was converted to PDF.
- From the menu bar, click Advanced
- Click Security
- Click Password Encrypt and a Dialog Box Appears
- Click Yes



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Password Protect Your PDF Document

Step 3 – Set Security Options

- Leave Compatibility at 5.0 to reach the largest audience.
- Do not check “Require a password to open the document.”
- Check restrict editing and printing of the document. A password will be required in order
- Enter Change Permissions Password
- Select High Resolution for Printing Allowed
- Select None for Changes Allowed
- Click OK

Password Security - Settings

Compatibility: Acrobat 5.0 and later

Encryption Level: 128-bit RC4

Select Document Components to Encrypt

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access document's metadata.

Require a password to open the document

Document Open Password:

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order

Change Permissions Password: *****

Printing Allowed: High Resolution

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Help