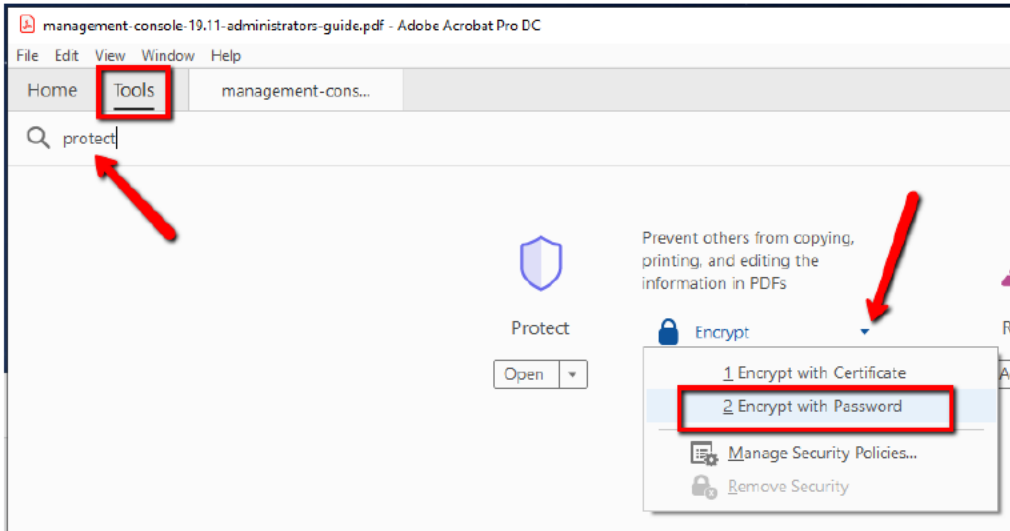
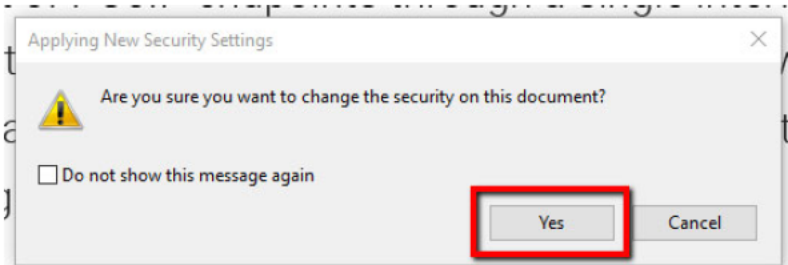


## How To – Protect PDF with Password

1. Open the PDF document with Adobe Acrobat (this should be the default application)
2. Click Tools menu > Search “protect” > Click Encrypt drop down menu > Click Encrypt with Password.



3. You will receive a pop-up box verifying that you want to protect the document; click Yes.



4. Once you click Yes, you will be presented with several protection options for the document.
  - a. Select the box to Require a password to open the document.
  - b. Create a unique password that you keep somewhere else as there will be no way to recover the password if it is lost or forgotten.
  - c. Type in the secure password.
  - d. Click OK

INSTRUCTIONS CONTINUE ON THE FOLLOWING PAGE

Document Open

Require a password to open the document

Document Open Password: [password field] [strength indicator] Best

*This password will be required to open the document.*

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [password field] Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

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 the document's metadata.*

Help OK Cancel

Enter the password here.

Click OK

5. Re-enter the secure password in the text box that immediately pops up.

**!** Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document.

Document Open Password: [password field]

OK Cancel

6. You must save the document in order to activate the new security settings. This dialog box is confirming that you understand this step in the process. Click OK to move on and save the document.

**!** Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document.

Do not show this message again

OK

7. The next time you open the document, you will be presented with a field to enter the secure password before the document will open.

**!** 'management-console-19.11...' is protected. Please enter a Document Open Password.

Enter Password: [password field]

OK Cancel

8. Assuming the document will be emailed, please be sure to share the password with the recipient in a separate form of communication.