



## Encrypting an Adobe document

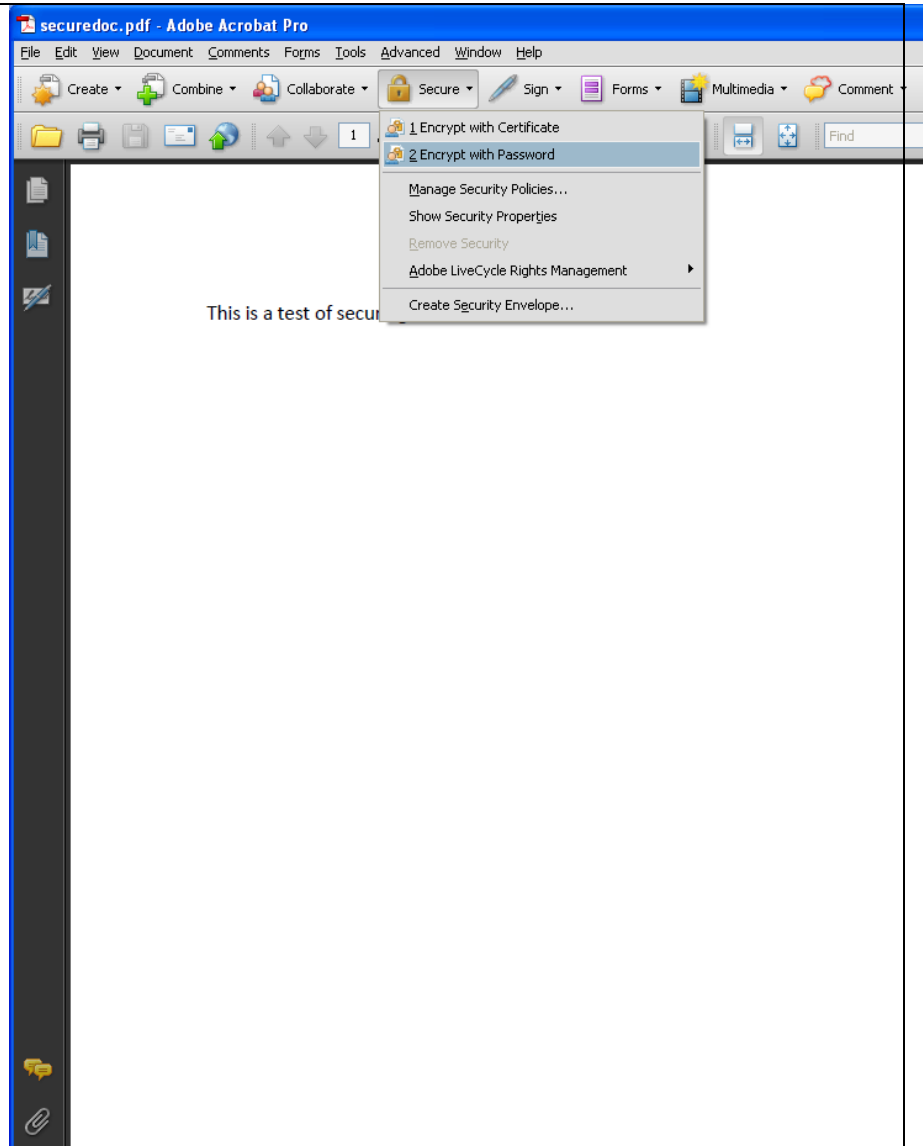
To encrypt the Adobe document

Click on **Secure** then click on *Encrypt with Password*

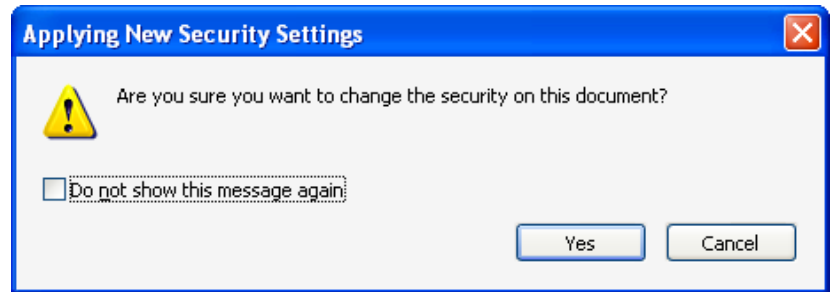
or

In the menu bar click on

Advanced>Security>Encrypt with Password



Select Yes

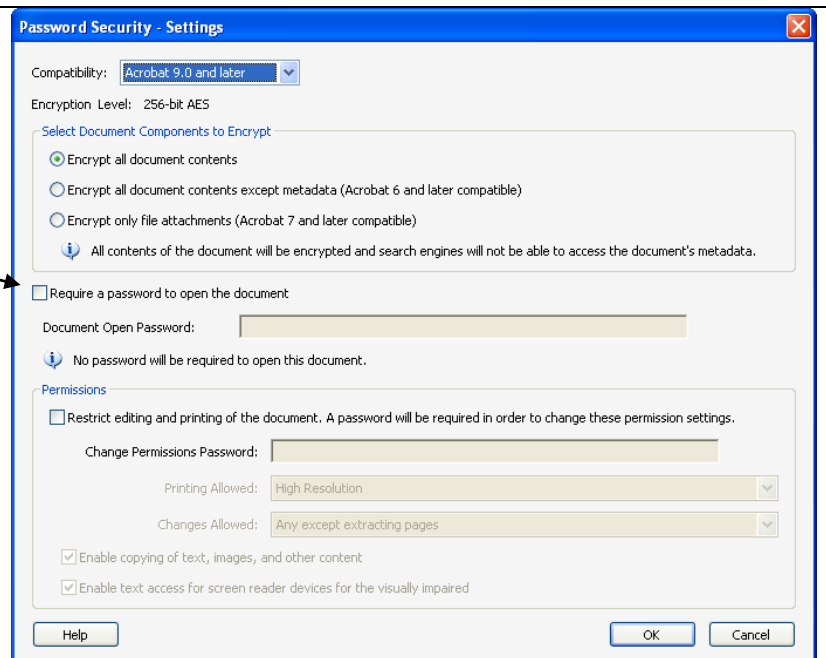


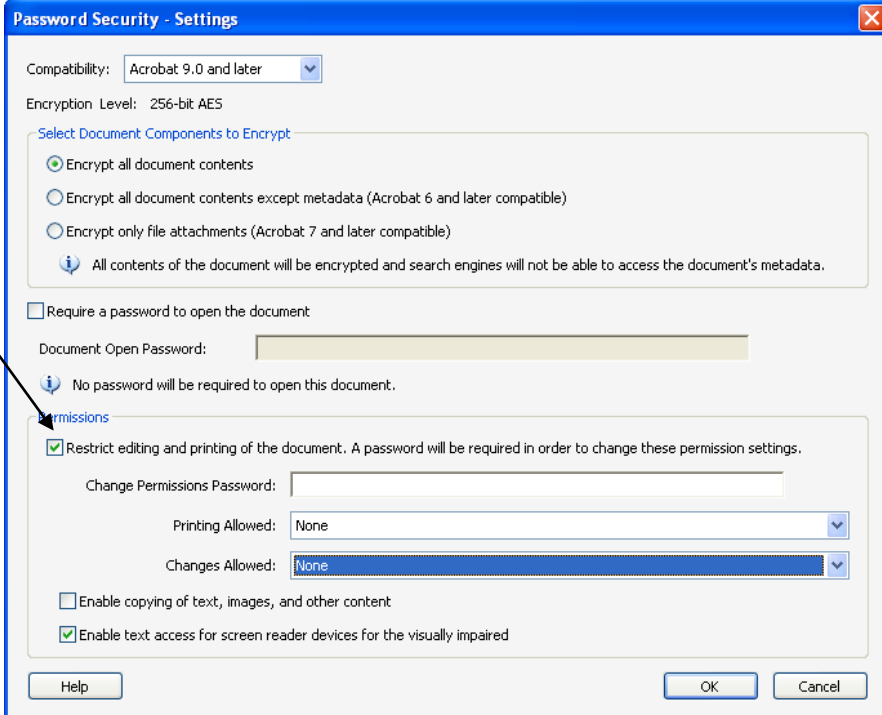


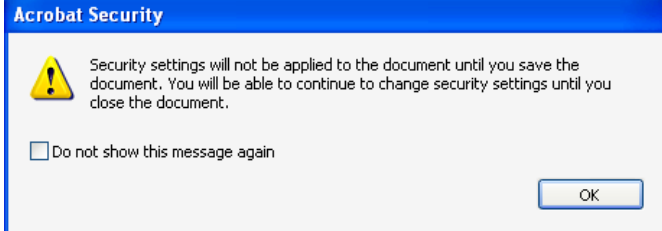
Choose either:

Document Open Password – this password will open the document, put a check mark in the Requires Password to open the Document

Then click OK

If you want to set the Change permissions password see the following box



<p>Change Permissions Password – this password will change the permissions setting of the Adobe document whether you will allow the document to be printed and what changes can be made.</p> <p>Enter the password in the password field</p> <p>Use the pull down menu to change the parameters for printing and what changes are allowed</p> <p>After setting the parameters</p> <p>Click OK</p>	
<p>When this dialog box displays click OK</p>	
<p>Enter the password again to confirm</p>	
<p>Select OK</p> <p>The password has been set</p>	
<p>Remove Encryption Settings</p> <ol style="list-style-type: none"> <li>1. Open the PDF</li> <li>2. Select Advanced&gt;Security&gt;Remove Security</li> <li>3. Enter the password if prompted</li> </ol>	