

Acrobat For Educators Quick Reference Sheet Securing a PDF File

Adding a document password

1. With the PDF document open, choose Document > Security > Restrict Opening and Editing.
 2. In the Password Security dialog box, select which version of Acrobat is required to read the document.
 3. Select Require a Password to Open the Document.
 4. In the Document Open Password box, type the password (case-sensitive), and then click OK.
 5. Type the same password to confirm, and then click OK.
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Restricting printing or changes to a document

1. With the PDF document open, choose Document > Security > Restrict Opening and Editing.
 2. In the Password Security dialog box, select which version of Acrobat is required to read the document.
 3. Select the check box under Permissions, and then type a Permissions password. This password is not required to open the document, only to change the security settings. It must be different from the Document Open password.
 4. Specify which printing and editing changes are restricted or allowed, and then click OK.
 5. Confirm the Permissions password, and then click OK.
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Creating a Digital ID

A Digital ID is required whenever you certify or sign a PDF. A digital ID contains your signature information. If you don't already have a digital ID, you can obtain one from a third-party signature handler, or you can create a self-signed digital ID.

Do any of the following:

- To select a password-protected digital ID file, choose Advanced > Manage Digital IDs > My Digital ID Files > Select My Digital ID File. Select your digital ID, type the password, and click OK. To create a self-signed digital ID, choose New Digital ID File, and follow the prompts.
 - If you use Windows Certificate Security, choose Advanced > Manage Digital IDs > My Digital ID. Select your Windows digital ID from the list. To add a digital ID, click Add, and follow the prompts.
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Sharing certificate information

To verify your digital signature or to enable others to encrypt documents for you, other users need access to your digital ID certificate. If you have created a self-signed digital ID, or if other users can't access your certificate, you can send it to them.


Do one of the following:

- For password-protected digital ID files, choose Advanced > Manage Digital IDs > My Digital ID Files > My Digital ID File Settings. If prompted, select your digital ID, type the password, and click OK.
 - If you use Windows Certificate Security, choose Advanced > Manage Digital IDs > My Digital ID.
1. Select the digital ID file, and click Export.
 2. Select whether you want to e-mail the signature information or save it to a file that you can send later.
 3. Follow the steps to send or save the file.
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Signing a document

Make sure that you have finished making changes to the document.

Do one of the following:

- If the document includes a signature field, use the Hand tool  to click it.
- On the toolbar, choose Sign > Sign This Document.

If the document has not been signed, you're asked whether you want to certify the document or continue signing. To sign the document, choose Continue Signing, and follow the steps.

Creating a certified document

When you create a certified document, you indicate to others that you approve of its content. You can also specify the types of changes permitted for the document to remain certified. Detection of unwanted changes will be provided when the user signs the document. Therefore, in order to protect the document, only the changes you wish to allow will be included.

1. Make sure that you have finished making changes to the PDF document.
2. Choose File > Save as Certified Document.
3. Do one of the following:
 - Choose Get Digital ID from Adobe Partner to obtain digital ID information from the Adobe Web site.
 - Click OK to use an existing digital ID or to create a self-signed digital ID.
4. From the Allowable Actions menu, select which actions to allow for this document to remain certified, and then click Next.
5. Follow the steps to certify the document, and then choose Sign & Save As to save the certified document. Close the document without making further changes.

For more detailed information on securing Adobe PDF files, go to the Acrobat application Help file and choose "Adding Security To PDF Documents" from the Contents Tab.

Adobe Acrobat 6.0 Professional



Acrobat For Educators

