Restricting access and document permissions

You can control who can open, edit, print, or copy information from your PDF document.
Adobe® Acrobat® offers two forms of password protection:

- Document Open restricts who can open the document.
- Permissions restricts who can change the permissions, which include the ability to print, edit, or copy data.

You can add password protection to any PDF document that you have the right to edit, but it's a good idea to keep a back-up copy of the document that isn't password-protected, just in case you lose the password.

1. Choose to encrypt the document with a password.

Open the PDF document you want to protect, and then choose open the Tool pane by clicking on "Tools" on the right-hand side of the menu bar. Select Protection, and then select Encrypt to see encryption options. Select Encrypt With Password.

Choose Tools > Protection > Encrypt to start the process.

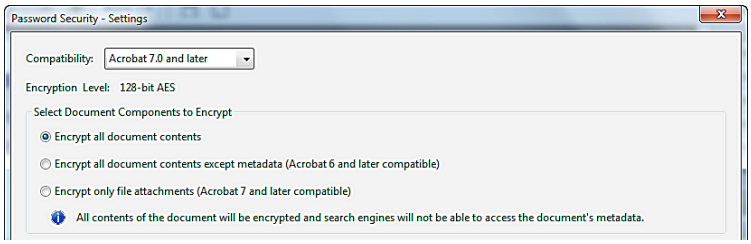
Click Yes when you're asked whether you want to change the security settings for the document. Acrobat opens the Password Security – Settings dialog box.

2. Select a compatibility level.

The encryption level and key size are specific to the version of Acrobat, so if you want recipients with an earlier version of Acrobat to be able to use the password, select a compatibility level that will work for them.

3. Select which components you want to encrypt.

If you encrypt all contents in the document, the metadata (information about the file, such as keywords) won't be available to search engines.

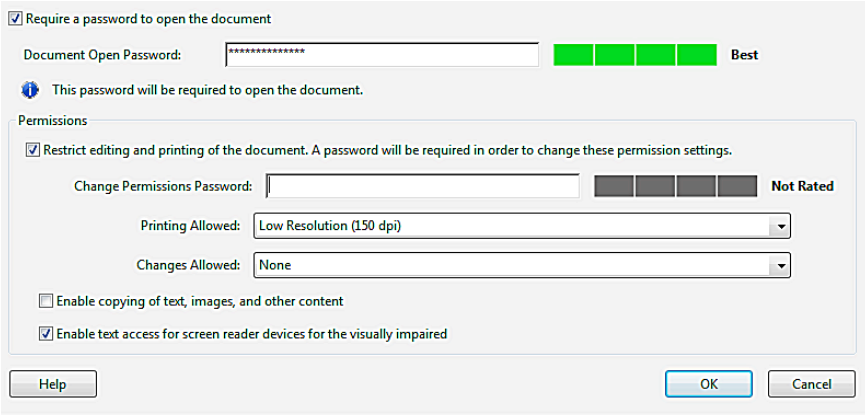


Decide which components to encrypt.

4. Enter a password.

Select the type of password to add: a Document Open password, Permission password, or both. Then type the password in the corresponding field.

If you enter a Permissions password, set the permissions. You can specify whether a file can be printed in high resolution, low resolution, or not at all. You can also select which changes are allowed, including manipulating pages, filling in form fields, commenting, or signing documents. Select whether to allow copying and whether to permit text access for screen reader devices, as well. Click OK to close the dialog box.



Enter the appropriate password.

5. Confirm the password.

Retype each password when you're prompted to confirm it, and click OK.

6. Save the document.

To save the security settings, save the document. Choose File > Save As and give the document a new name if you want preserve the unsecured version of the original.

If you added a Document Open password, you'll need to enter it the next time you open the document. If you added a Permissions password, you'll need to use it if you want to change permissions. To change permissions, choose Advanced > Security > Show Security Properties, and then click Change Settings.

Next Steps:

- Publish the document.
- Archive the document.

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