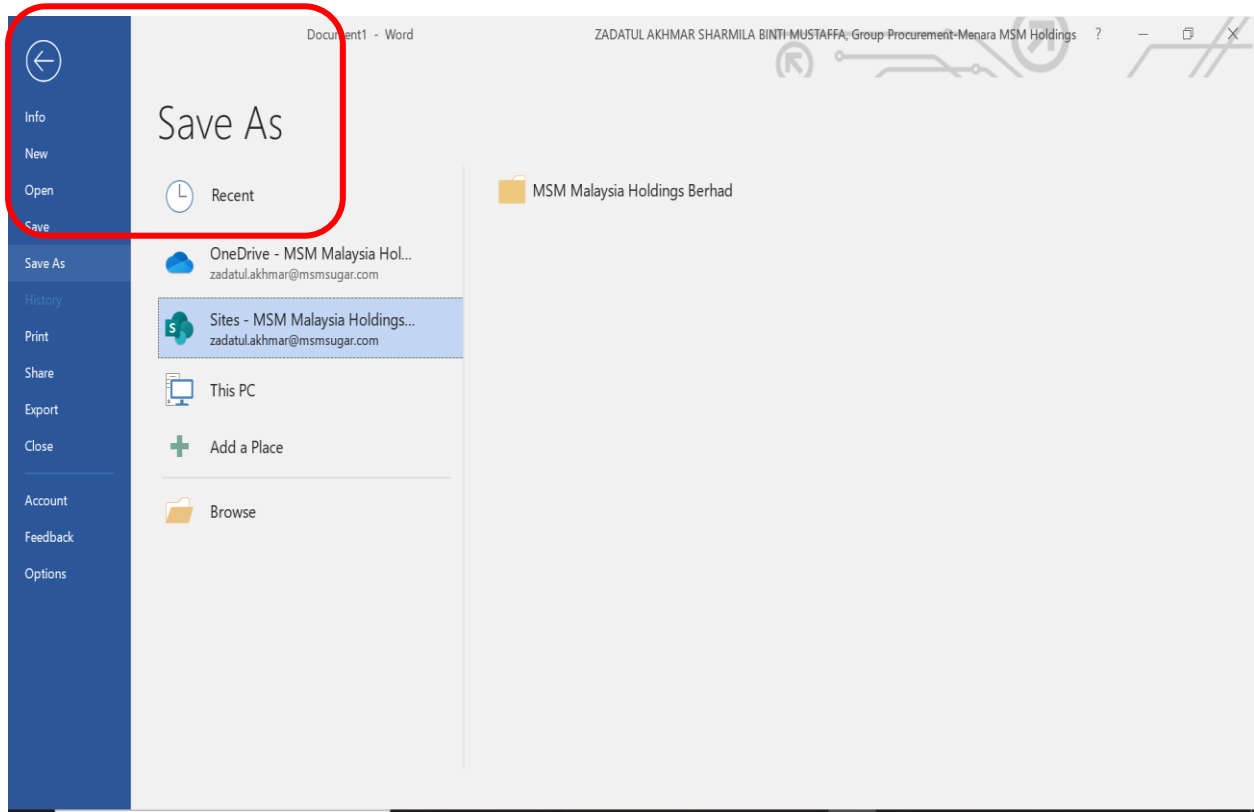


HOW TO CREATE PROTECTED PDF DOCUMENTS

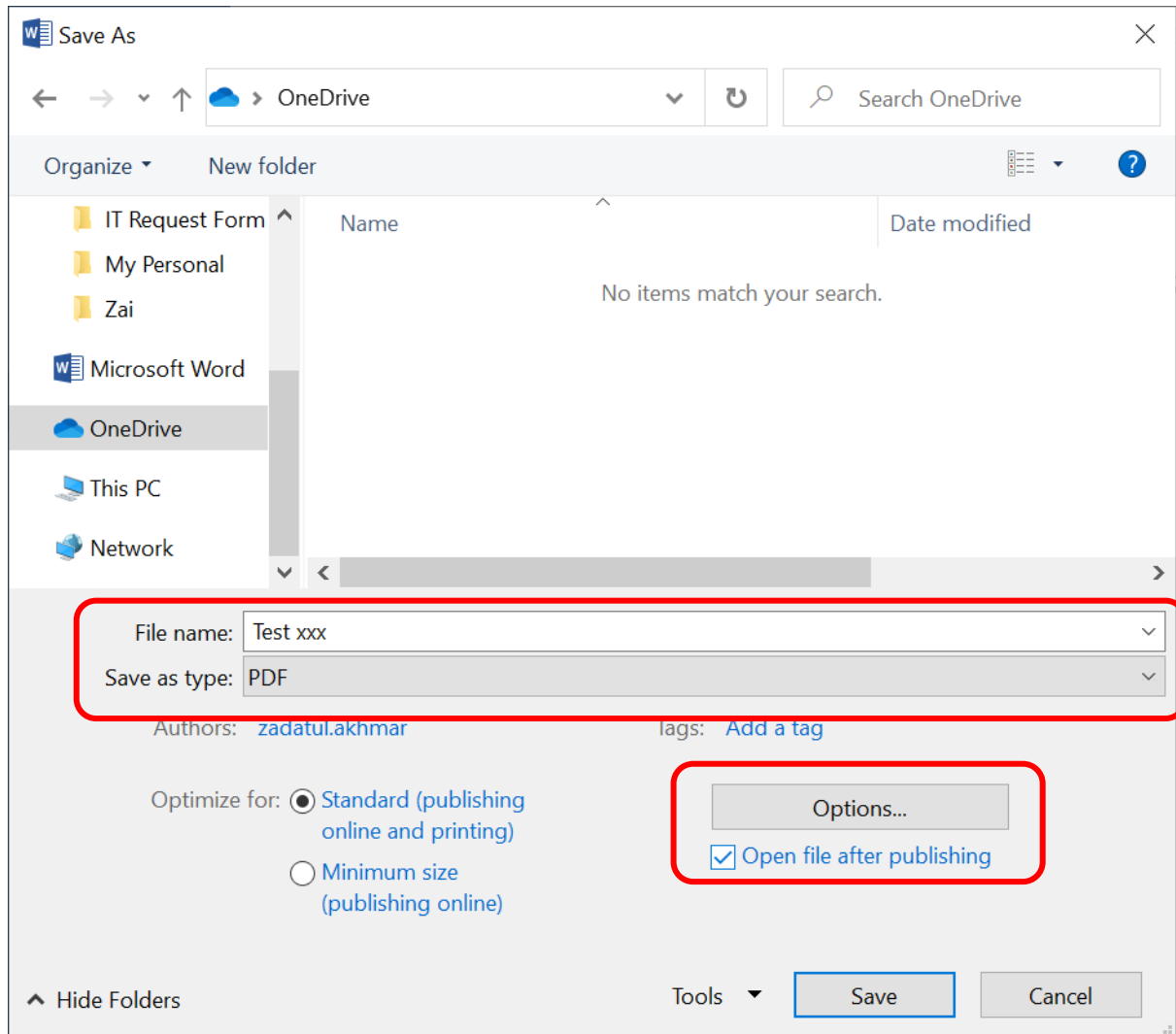
Step 1 :

Click “Save As”



Step 2

Type the name of the file and choose Save as type → “PDF” then click the “Options”. Click Save.



Step 3

Once click the “Options” → choose PDF Options → Encrypt the document with a password. Click OK.

The screenshot shows the 'Options' dialog box with the following settings:

- Page range:**
 - ☒ All
 - ☐ Current page
 - ☐ Selection
 - ☐ Page(s) From: 1 To: 1
- Publish what:**
 - ☒ Document
 - ☐ Document showing markup
- Include non-printing information:**
 - ☐ Create bookmarks using:
 - ☒ Headings
 - ☐ Word bookmarks
 - ☒ Document properties
 - ☒ Document structure tags for accessibility
- PDF options:**
 - ☐ PDF/A compliant
 - ☒ Bitmap text when fonts may not be embedded
 - ☒ Encrypt the document with a password

At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

Step 4

Key in the password in the box provided (min 6 characters and maximum 32 characters). Click OK.

Encrypt PDF Document

Encrypt the document upon saving.

Password:

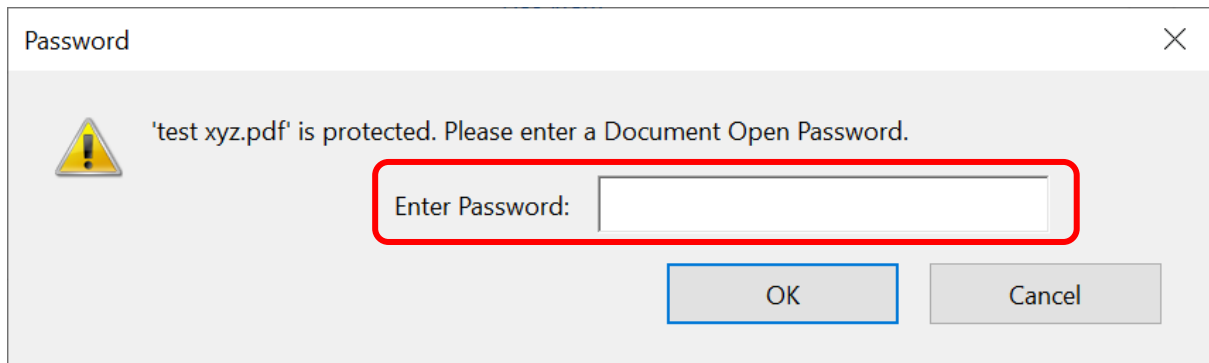
Reenter password:

Passwords must be between 6 characters and 32 characters in length.

OK Cancel

Step 5

To open the PDF file, key in the password created in Step 4. Click OK



A screenshot of a 'Password' dialog box. The title bar says 'Password' with a close button (X) on the right. The main area contains a yellow warning triangle icon on the left. To its right, the text reads: "'test xyz.pdf' is protected. Please enter a Document Open Password." Below this text, there is a text input field preceded by the label 'Enter Password:'. The entire 'Enter Password:' label and the input field are enclosed in a red rectangular border. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.