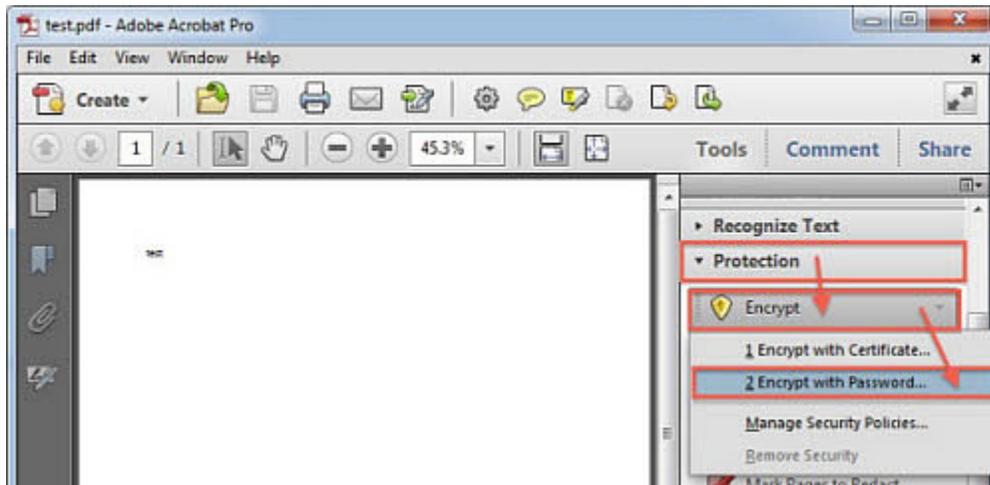
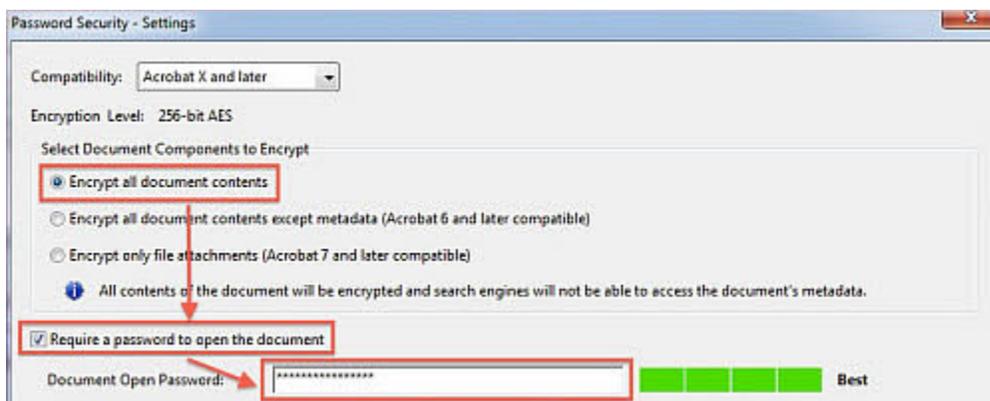


## Encrypt PDF Documents using Acrobat X Pro

1. Open or Create the PDF document
2. Click on "Tools", then choose Protection -> Encrypt -> Encrypt with Password



3. If a dialog box appears asking for "Applying New Security Settings", click "Yes".
  4. Choose "Acrobat X and later" (Recommended Option), if the recipient is using Acrobat X or Acrobat Reader X or later. Otherwise, select "Acrobat 7.0 and later" for better backwards compatibility.
- \* Ensure that "Encrypt all document contents" is selected.
  - \* Ensure that "Require a password to open the document" is checked.
5. Type in a password in the "Document Open Password" field. Then click "OK".



6. Re-enter the password you have chosen and click "OK". If a dialog prompts stating that the security settings will not be applied to the document until you save the document. Click "OK". Then, save the PDF document by clicking on "File" -> "Save". And verify that "(SECURED)" appears in the title bar