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".

ompatibility: Acrobat)	and later	•				
ncryption Level: 256-bit	AES					
Select Document Compo	nents to Encryp	e				
Encrypt all document	t contents					
Encrypt all document	contents exce	pt metadata (A	robat 6 and later	compatible)		
C Encrypt only file atta	chments (Acroit	at 7 and later o	ompatible)			
All contents of t	e document w	ill be encrypted	and search engin	es will not be able to	access the document	l's metadata.
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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