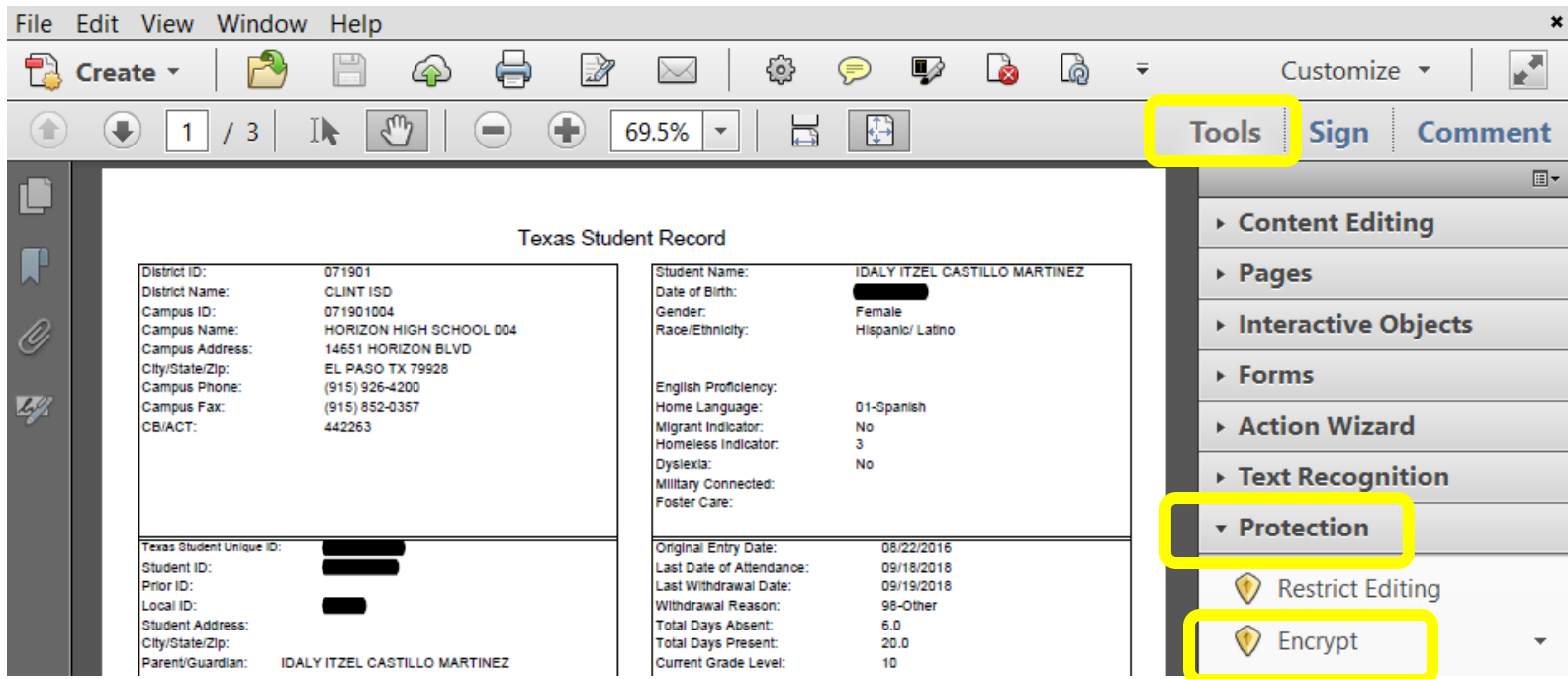


ENCRYPTING A PDF USING ADOBE

- Click Tools > Protection > Encrypt > Encrypt with Password



- Check off the box below, type in a strong password (be sure to send the password in a separate email)

Password Security - Settings

Require a password to open the document

Document Open Password: Best

This password will be required to open the document.

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed:

Changes Allowed:

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password: Not Rated

- Retype password > Click OK (Remember to save your document)