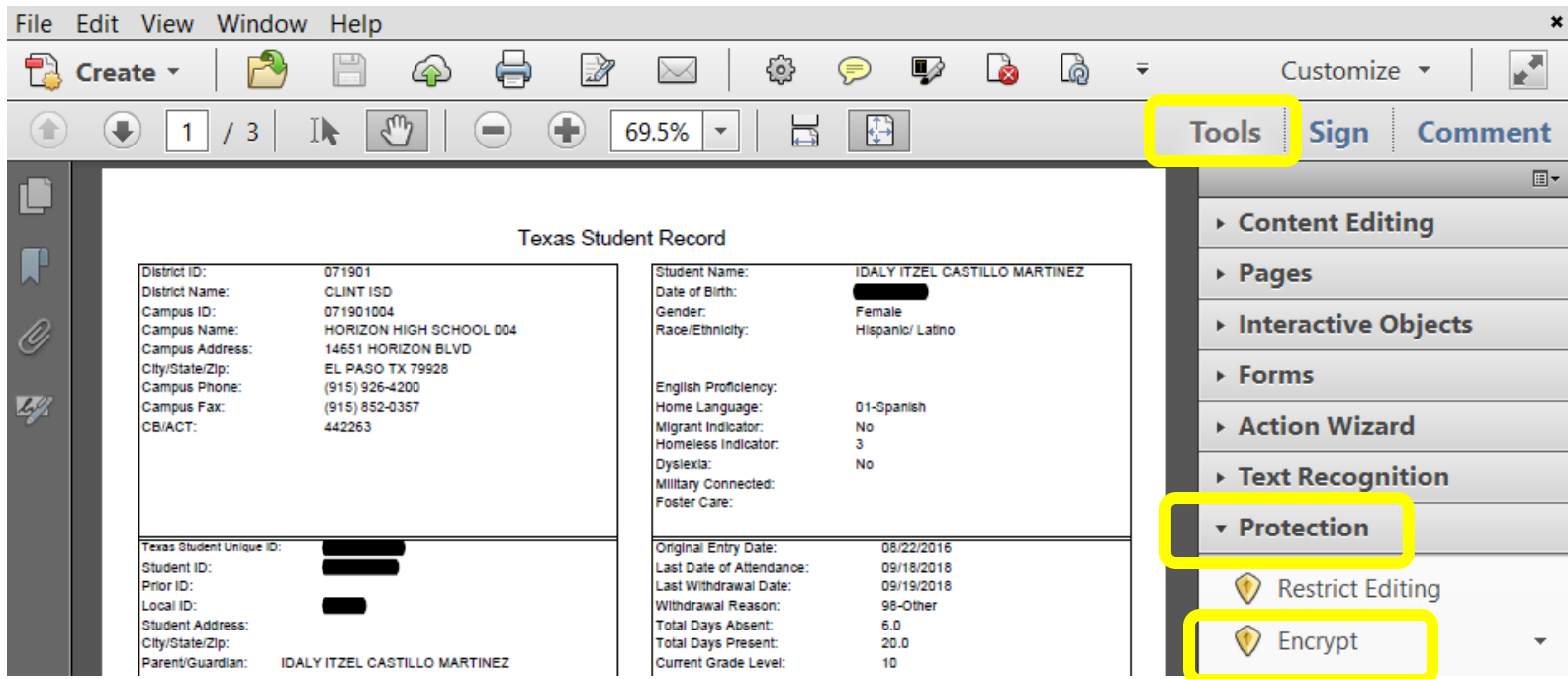# ENCRYPTING A PDF USING ADOBE

- **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)**

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