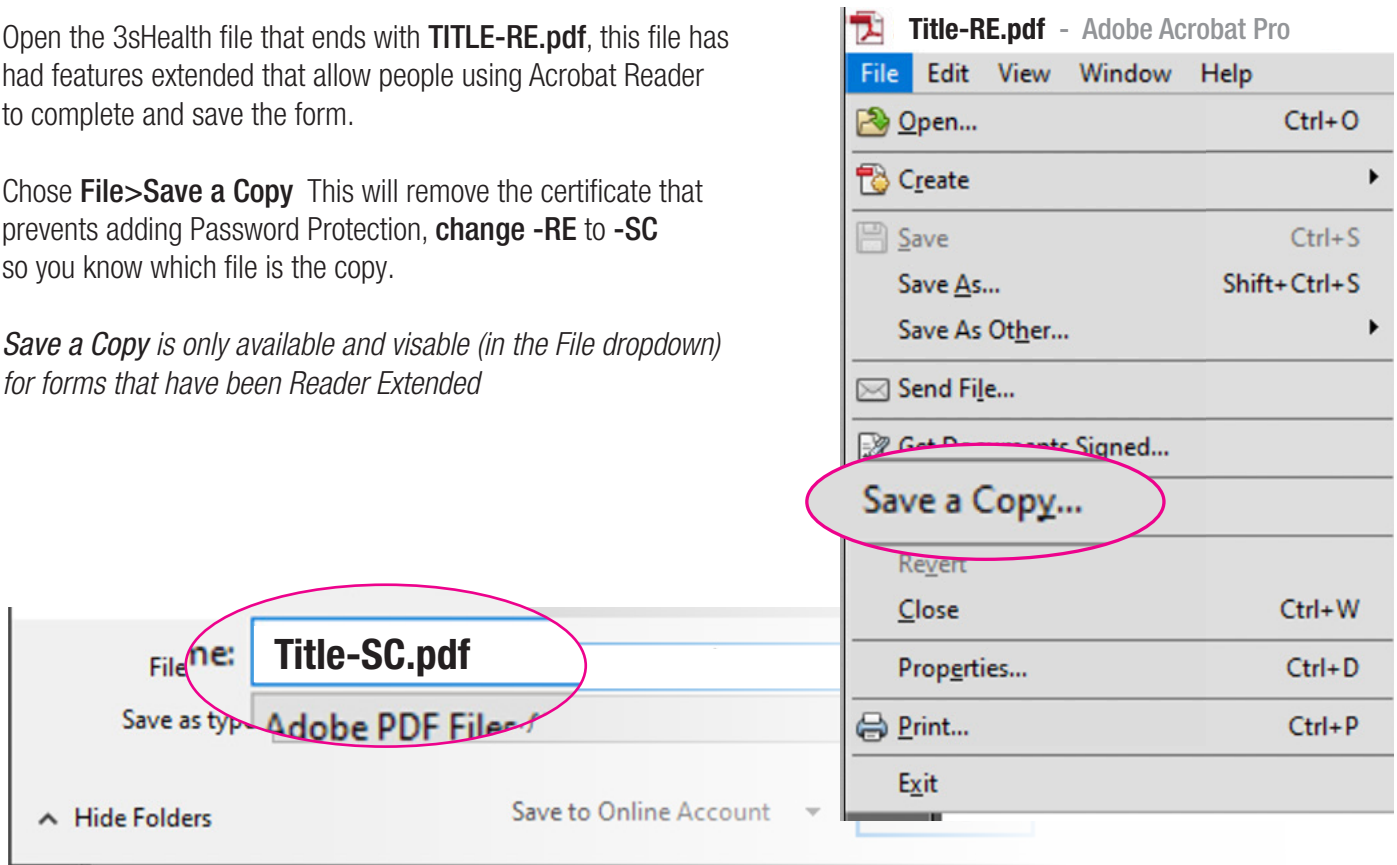


Password Protect a PDF Document

1. Open the 3sHealth file that ends with **TITLE-RE.pdf**, this file has had features extended that allow people using Acrobat Reader to complete and save the form.
2. Chose **File>Save a Copy** This will remove the certificate that prevents adding Password Protection, **change -RE to -SC** so you know which file is the copy.

Save a Copy is only available and visible (in the File dropdown) for forms that have been Reader Extended



3. **Close** the open file **TITLE-RE.pdf**
4. **Open** the copy you just saved **TITLE-SC.pdf**
5. You can now complete the form and apply security to restrict document opening using **Ctrl+D** or **File>Properties** and selecting **Security**

