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 ubiob filo io th kno SO

you know which life is the copy.		Save <u>A</u> s	Shift+Ctrl+S
ave a Copy is only available and visable (in the File dropdown)		Save As Ot <u>h</u> er	•
r forms that have been Reader Extended		Send Fi <u>l</u> e	
		Get Dest Signed	
		Save a Cop <u>y</u>	
		Reven	
		<u>C</u> lose	Ctrl+W
Filene: Title-SC.pdf		Prop <u>e</u> rties	Ctrl+D
Save as typ Adobe PDF Files			Ctrl+P
	Save to Online Account	E <u>x</u> it	
∧ Hide Folders	Save to Online Account		

Title-RE.pdf - Adobe Acrobat Pro

Window

Help

Ctrl+O

Ctrl+S

۲

View

File Edit

2 Open...

🔁 C<u>r</u>eate

Save

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

Document Properties	
Descrip Security Fors Initial View Co	ustom Ad
Document Security	
The document's Security Method restrict security restrictions, set the Security Met	ssword Security - Settings
Security Method: No Security	Document Open
	Require a password to open the document
	Document Open Password:
	This password will be required to open the document.