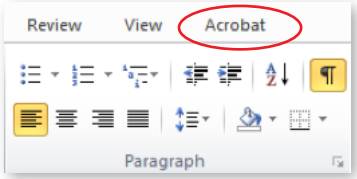
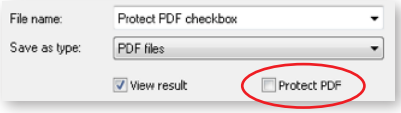
Create and protect your PDF file in select Office apps with Adobe® Acrobat® XI Pro

Check the Protect PDF box while creating PDF files from within Microsoft Word, Excel, Outlook, or PowerPoint applications* to help prevent your PDF files from being edited by others.

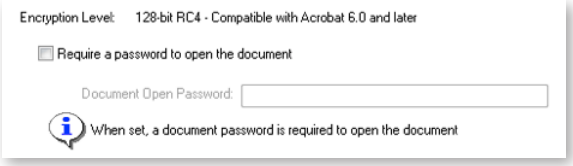
1. Click the Acrobat menu at the end of your Office application Ribbon to display the task ribbon.



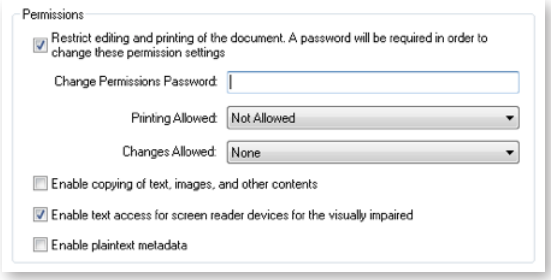
2. Click Create PDF. Under the filename, select Protect PDF.



3. In the Security dialog box, you can add two types of passwords.
   a. The Document Open password restricts who can open the document.



   b. The Permissions password restricts printing, editing, and copying based on your selections.



4. Click OK and confirm the passwords chosen.
5. Type a name for your file, and click Save.
6. Acrobat creates the protected PDF file.

Tip: To learn how to restrict options in an existing PDF file, see ***Restrict others from editing your PDF file with Acrobat XI****. To add other restrictions, see* ***Protect your PDF file with permissions with Acrobat XI****.*

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