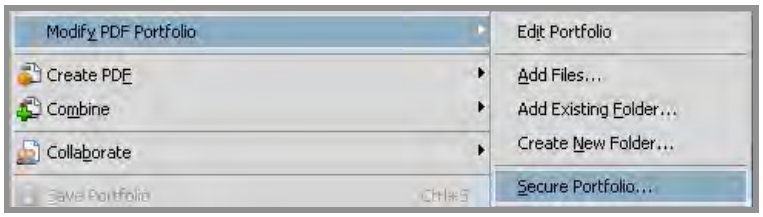
Securing your PDF Portfolio

You can control who has access to your PDF Portfolio, restricting who can open it, print it, edit it, or make other changes to it. Adding a password to a PDF Portfolio is just like adding password protection to any other PDF file. Adobe® Acrobat® 9 offers two forms of password protection: a Document Open password restricts who can open the document, and a Permissions password restricts who can change the permissions, which include the ability to print, edit, or copy data. It's a good idea to keep a back-up copy of the PDF Portfolio that isn't password-protected, just in case you lose the password.

1. Choose to modify the PDF Portfolio.

Open the PDF Portfolio you want to protect, and then choose File > Modify PDF Portfolio > Secure Portfolio.

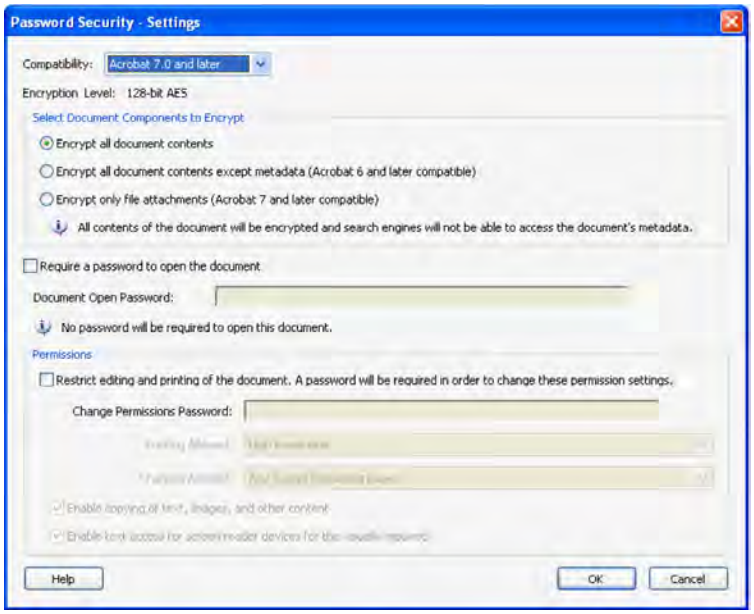


Choose to secure the PDF Portfolio.

Acrobat opens the Security panel in the Document Properties dialog box.

2. Select password protection.

Choose Password Security from the Security Method menu, and then click Change Settings. Acrobat opens the Password Security – Settings dialog box.



Select options in the Password Security –Settings dialog box.

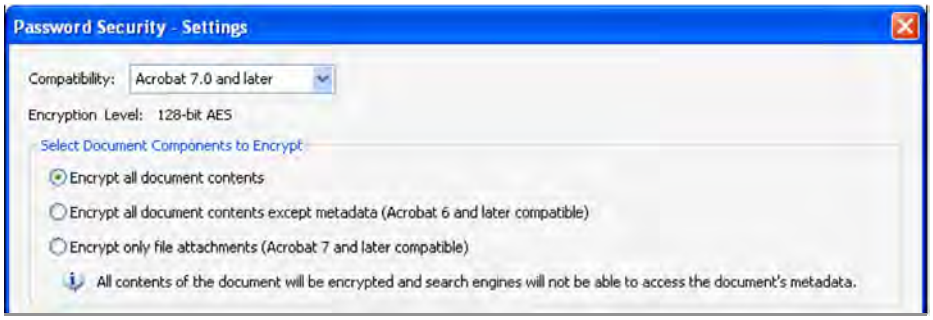
3. Select a compatibility level.

The encryption level and key size are specific to the version of Acrobat, so if you want recipients with an earlier version of Acrobat to be able to use the password, select a compatibility level that will work for them.

Select a compatibility level that is appropriate for your file.

4. Select which components you want to encrypt.

Select whether to encrypt all the contents, everything but the metadata, or only file attachments. If you encrypt all contents in the PDF Portfolio, the metadata (information about the file, such as keywords) won't be available to search engines.

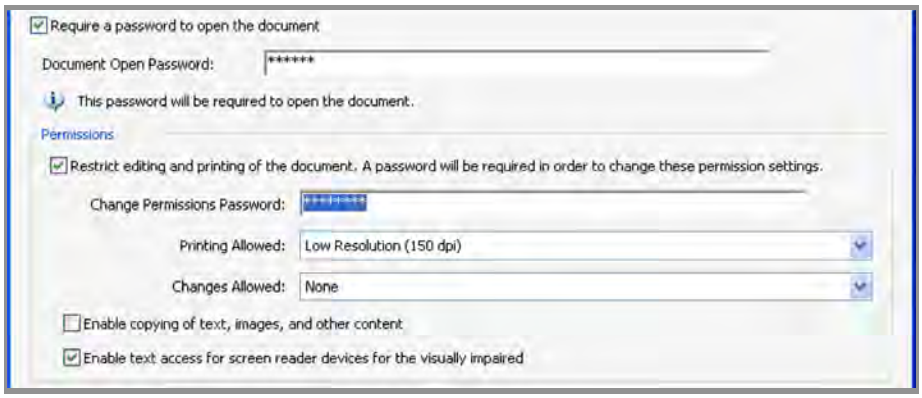


Select which components to encrypt.

5. Enter the password.

Select the type of password to add, and then type the password in the corresponding field.

- You can add either a Document Open password or a Permissions password, or add both. If you set a Permissions password, set the permissions.
- You can specify whether the PDF Portfolio and its components can be printed in high resolution, low resolution, or not at all.
- You can also specify which changes are allowed, including manipulating pages, filling in form fields, commenting, or signing documents.
- Select whether to allow copying and whether to permit text access for screen reader devices, as well. Click OK to close the dialog box.



Enter the appropriate password.

6. Confirm the password.

Retype each password when you're prompted to confirm it, and click OK.

7. Save the PDF Portfolio.

Save your PDF Portfolio to save the security settings.

If you added a Document Open password, you'll need to enter it the next time you open the PDF Portfolio. If you added a Permissions password, you'll need to use it if you want to change permissions. To change the permissions, choose Advanced > Security > Show Security Properties, and then click Change Settings.

Next Steps:

- Distribute the PDF Portfolio.
- Archive the PDF Portfolio.

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