

## About Security

You can secure a PDF using any of the following security methods:

- Add passwords and set security options to restrict opening, editing, and printing PDFs.
- Encrypt a document so that only a specified set of users has access to it.
- **NOTE: the passwords control who can open the document or change the restrictions, the restrictions cannot be bypassed using a password. RCC**

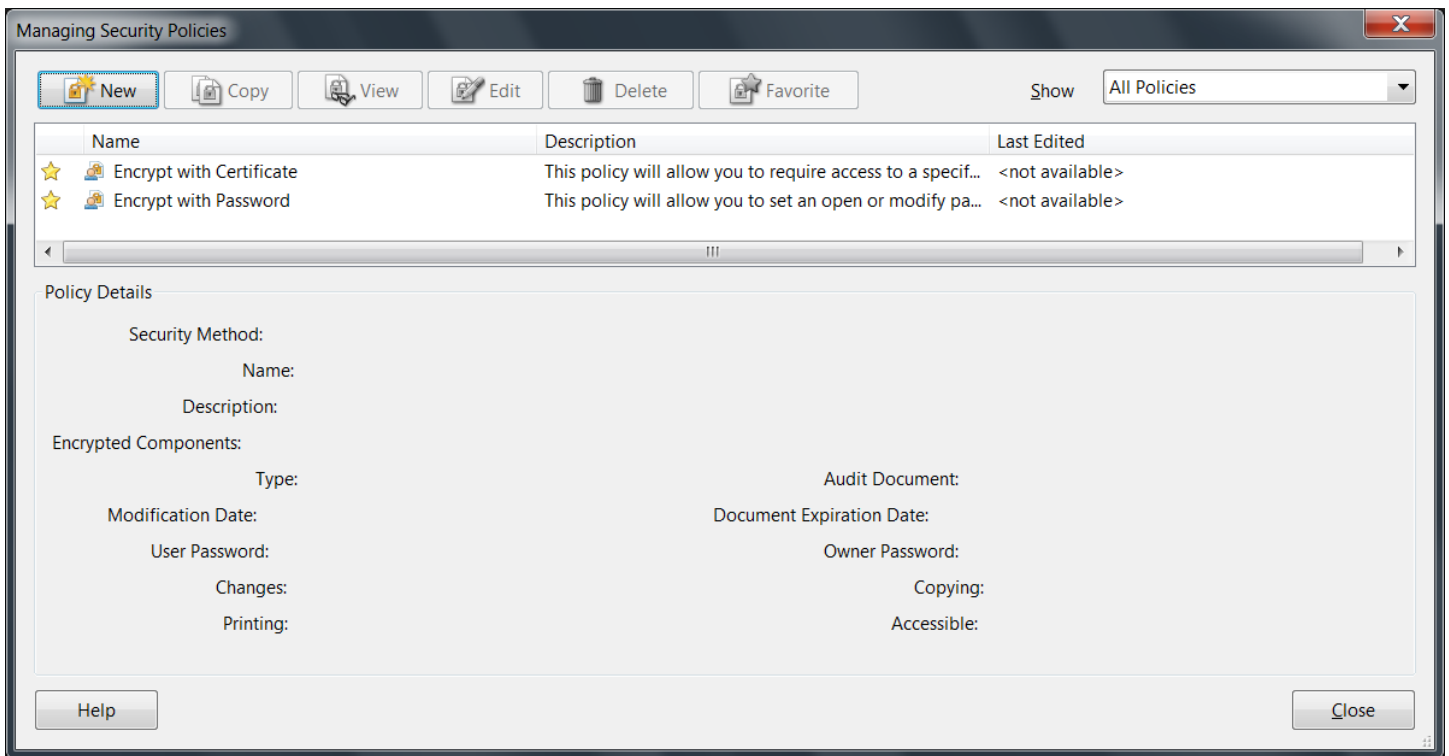
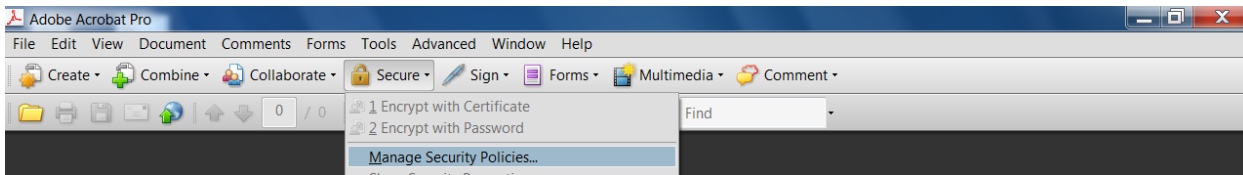
R. Craig Collins

## Note: Security has changed quite a bit since Acrobat 8 (some say it is weaker now...)

### Security Policies and options

A document does not need to be open in order to create, edit or delete policies.

Once created, a policy then can be applied to a document, rather than having to manually add the passwords and features.



## Choose New

The screenshot shows the 'New Security Policy' dialog box. On the left, a 'Steps' sidebar lists 'Select the type of security' (highlighted with a star), 'General settings', and 'Summary'. The main area is titled 'How would you like to protect your documents?' and contains the following text: 'Security policies are a collection of reusable security settings.' Below this are three radio button options: 'Use passwords' (selected), 'Use public key certificates', and 'Use Adobe LiveCycle Rights Management'. Each option has a brief description. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

**Steps**

- Select the type of security
- General settings
- Summary

**How would you like to protect your documents?**

Security policies are a collection of reusable security settings.

Use passwords

Require a password when opening a document or restrict document rights, such as the ability to edit or print.

Use public key certificates

You can use someone's public key certificate to encrypt documents so that only they may open the document. Certificates can be found in your trusted identities list, or using a directory search.

Use Adobe LiveCycle Rights Management

If you have access to an Adobe LiveCycle Rights Management Server, you can restrict document access and rights using the user names of people or groups registered with this server.

Cancel < Back Next >

## Choose Next, then add the following

The screenshot shows the 'New Security Policy' dialog box at the 'General settings' step. The 'Steps' sidebar now highlights 'General settings'. The main area is titled 'Enter general information for this Password Security policy. You must enter at least the name to continue.' It contains two radio button options: 'Save these settings as a policy' (selected) and 'Discard these settings after applying'. Below are two text input fields: 'Policy name' with the value 'no-print' and a 'max. 50 Characters' limit, and 'Description' with the value 'Allows copy, and edit, but not print' and a 'max. 250 Characters' limit. A checked checkbox 'Save passwords with the policy' is also present. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

**Steps**

- Select the type of security
- General settings
- Summary

**Enter general information for this Password Security policy. You must enter at least the name to continue.**

Save these settings as a policy

Discard these settings after applying

Policy name: no-print max. 50 Characters

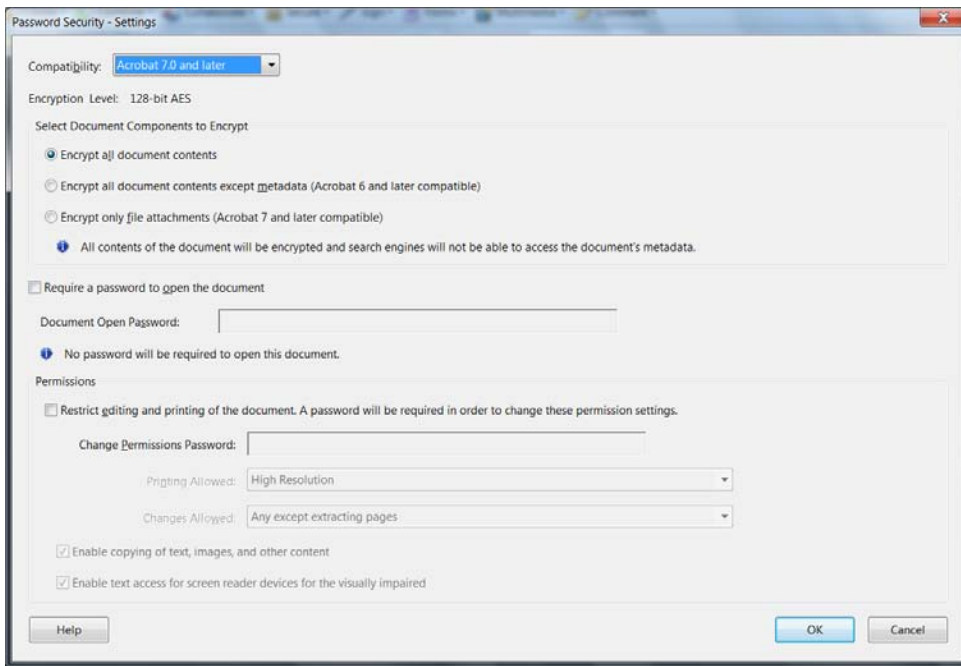
Description: Allows copy, and edit, but not print max. 250 Characters

Save passwords with the policy

Cancel < Back Next >

## Choose Next

## Review the screen



## Notes

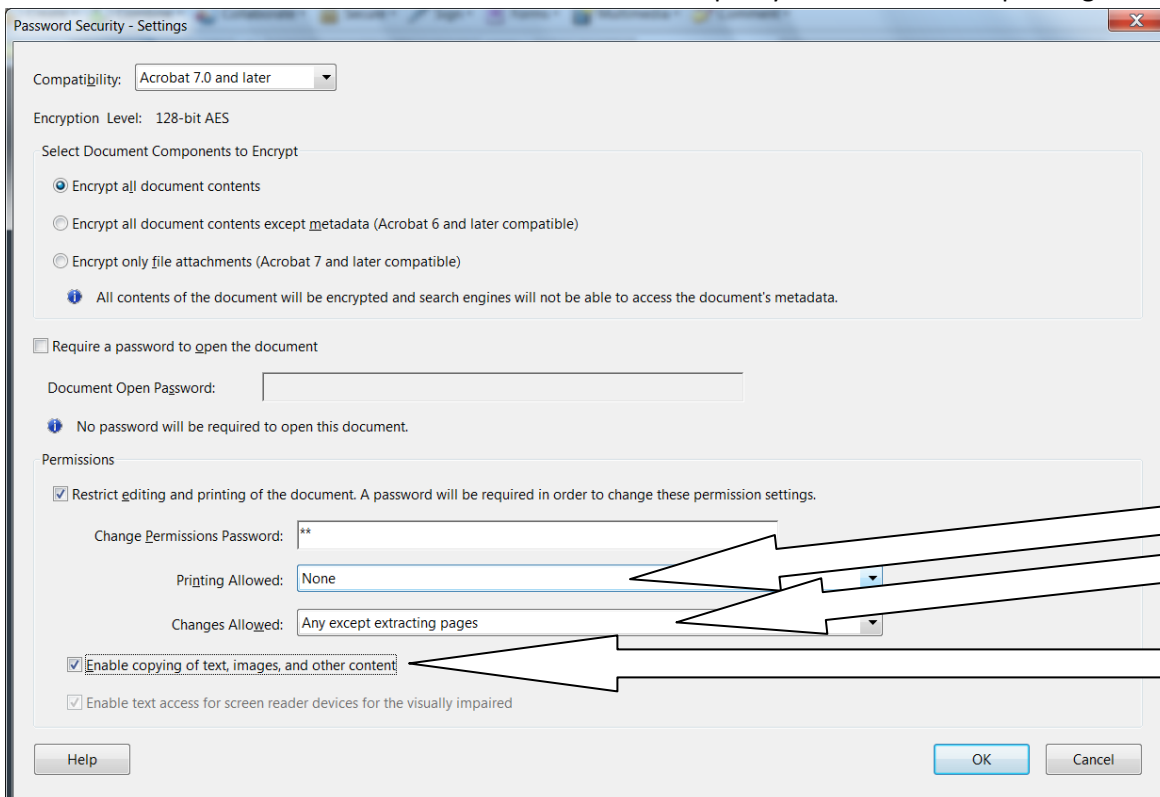
- 1) You may require a password to open the document.
- 2) The focus of this activity is to limit access in a policy that could be applied to a future document.
- 3) The Open document password and the Restrict password must be different

## Choose under Permissions

[ ] Restrict editing...

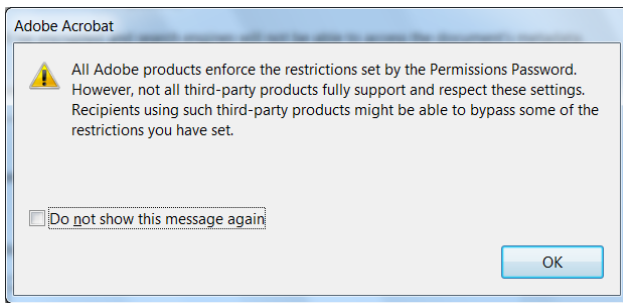
Enter a password (the password is later disguised).

WRITE DOWN THE PASSWORD FOR THIS POLICY. Recall this policy will ONLY restrict printing.

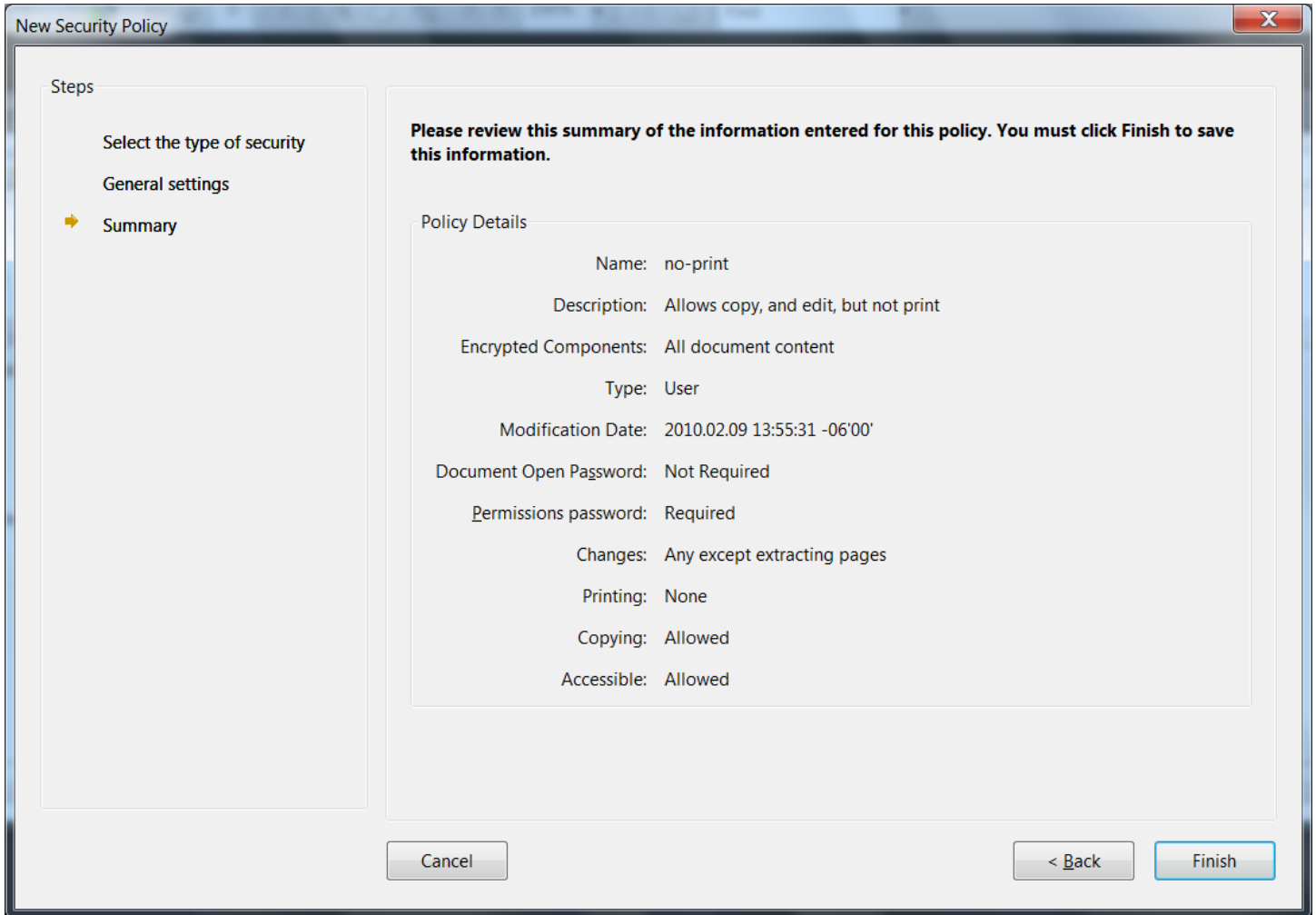
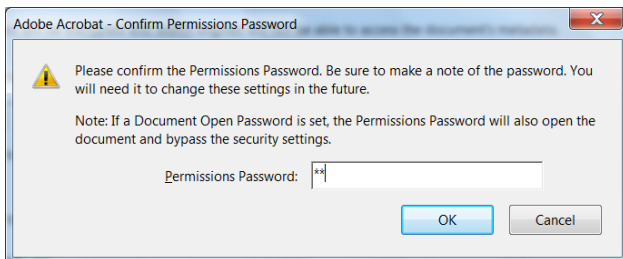


1 restrict print  
2 allow changes  
3 allow copy

## Click OK

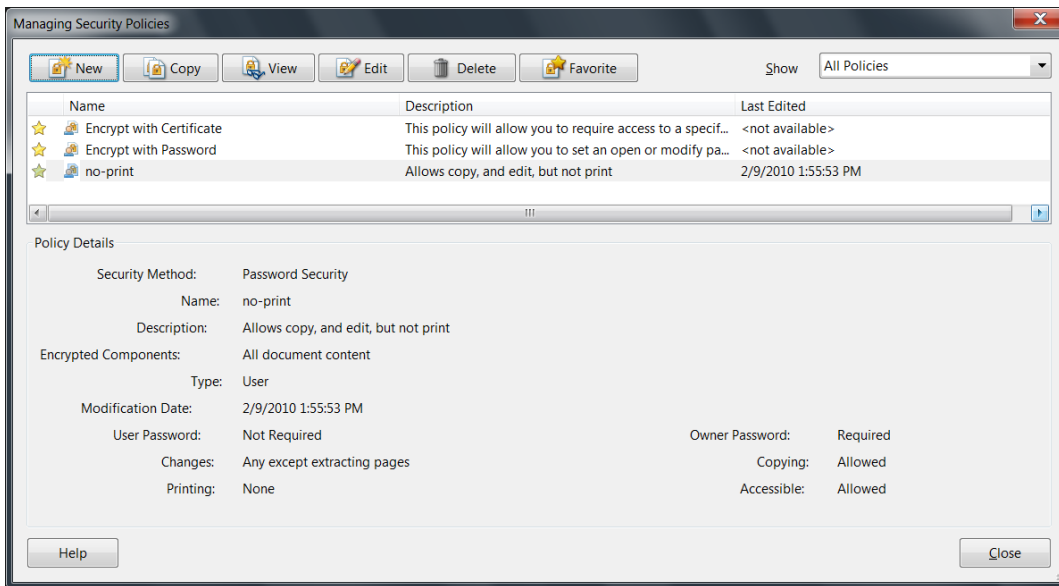


## Click OK

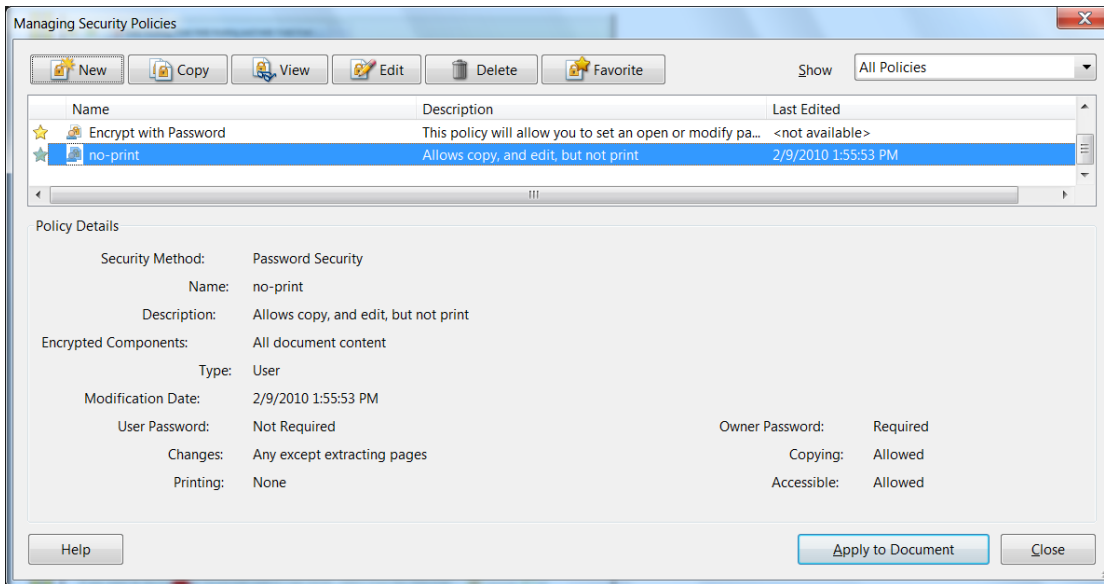


## Click Finish

You now have a policy that can be added to a document.

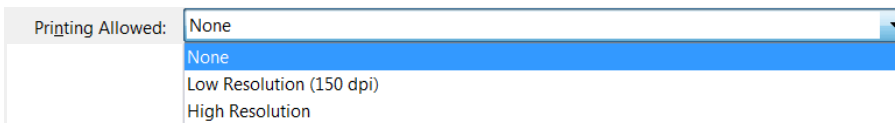


To add to a document, open a document, choose to Manage Security Policies, click on the 'no-print' policy, and select Apply to Document

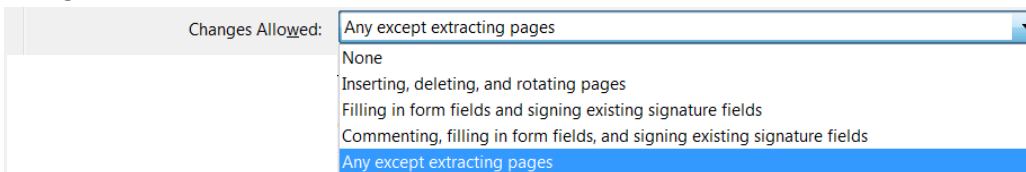


## Options

### Printing



### Changes



### Copying

