



Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web

Course Development

Presented by Troy Herring

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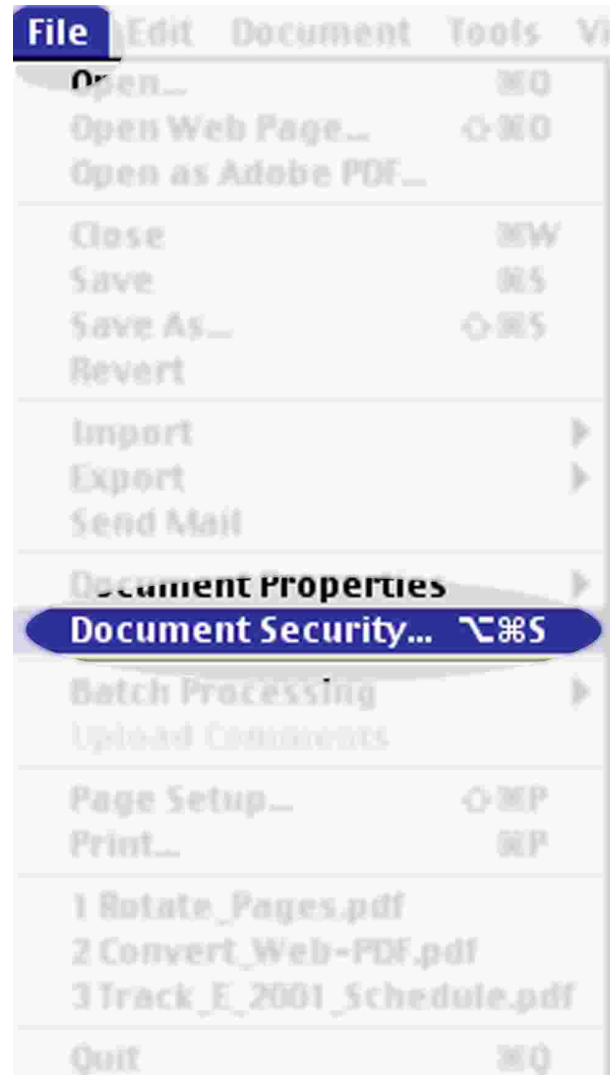
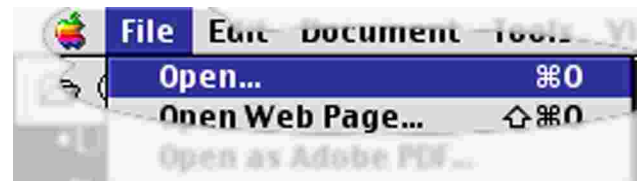
Adding security options to your Acrobat PDF file

You can limit access to all Adobe PDF files created by Distiller by giving the files passwords and restricting certain features such as printing and editing. You can limit the access when you first create a PDF file or any time you save the file in Acrobat. When files have restricted features, any tools and menu items related to those features are dimmed.

A PDF file can have an **open document password (user password)** and a **change security settings password (master password)**. If the file has both passwords, it can be opened with either one. When a file is opened with an **open document password**, the security restrictions are temporarily disabled.

Steps to Add security options to your Acrobat PDF File

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) choose **File > Document Security.**





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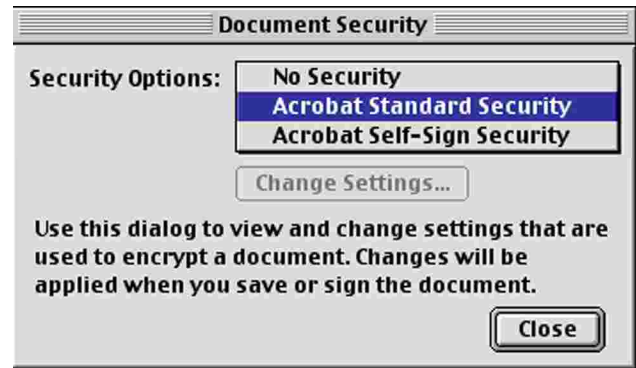
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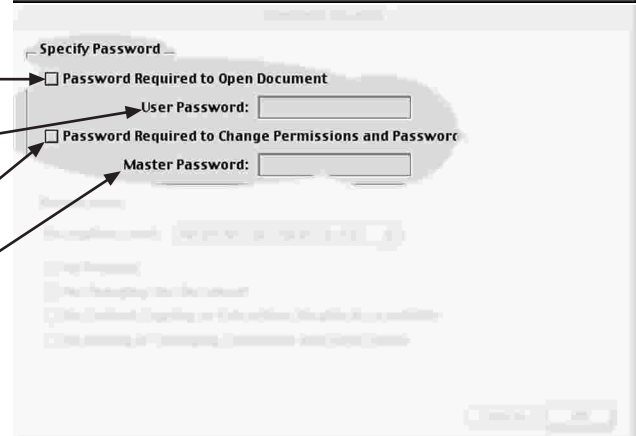


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- 4) In the **Document Security dialog box**, choose a security option. **Acrobat Standard Security** is the default security handler that is automatically installed with a typical installation of Acrobat.



- 5) In the **Security dialog box**, specify any password protection you want:
- A) Select **Password Required to Open Document**
 - B) in the **User Password** text box, enter the password users must enter before they can open the file.
 - C) Select **Password Required to Change Permissions and Passwords**
 - D) In the **Master Password** text box, enter the password users must enter before they can set or change any security options.

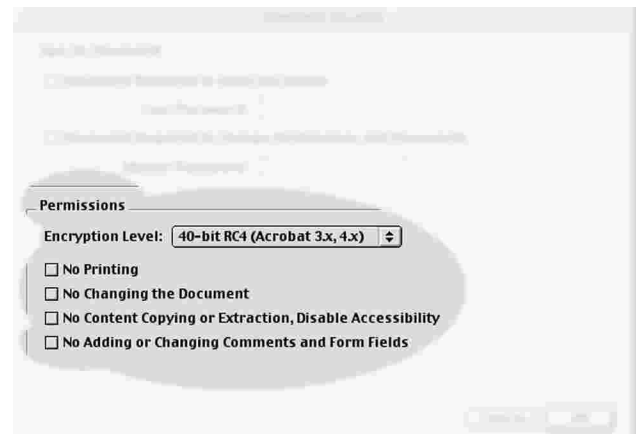


NOTE: You cannot use the same password in both boxes.

- 6) Choose the **Encryption Level**
- A) The encryption level is set by the compatibility level selected in the General Job options panel. The **40-bit RC4 (Acrobat 3.x, 4.x Compatible)** encryption level has a lower level of security, but **is** compatible with **Acrobat 3 and 4**.
 - B) The **128-bit RC4 (Acrobat 5 Only)** encryption level has a higher level of security, but is compatible **only** with **Acrobat 5**. (for a better listing of the options available with this option see the user guide page 66)



- 7) Choose an option from the Changes Allowed menu to describe the kind of changes you'll allow users to make on the PDF document:
- A) **No Printing** to prevent users from printing the file.
 - B) **No Changing the Document** to prevent





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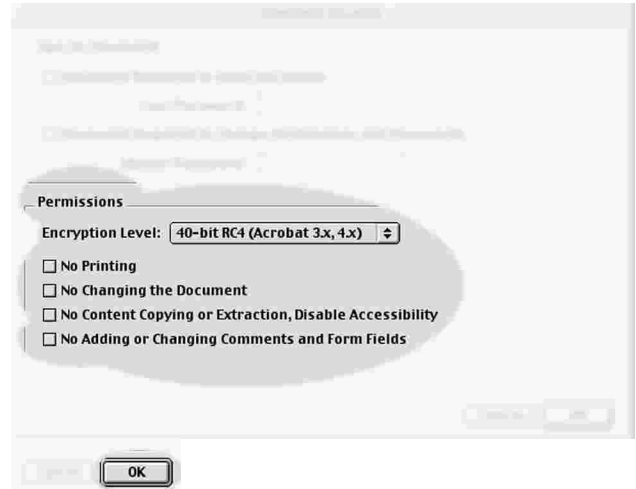
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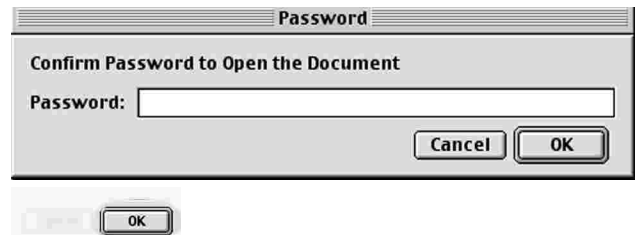
users from creating form fields, as well as making any other changes.

- C) **No Content Copying or Extraction, Disable Accessibility** to prevent user from copying text and graphics, and disabling the accessibility interface.
- D) **No Adding or Changing Comments and Form Fields** to prevent users from adding or changing these areas. (Users can fill in the fields.)



8) Press the **OK** button

9) reenter the password to confirm the decision



9) Press the **OK** button