

In Adobe Pro

1. From the File Menu, select Document Properties
2. Click the Security Tab
3. Choose Security Method; *“Password Security”*
4. Under Permissions, Check the box for; *“Restrict editing and printing of the document.”*
5. Enter a password.
6. Make the sure that the *“Enable copying of text, images, and other content”* box is unchecked.

The screenshot shows the 'Password Security - Settings' dialog box. At the top, the title bar reads 'Password Security - Settings'. Below the title bar, there are several sections:

- Compatibility:** A dropdown menu set to 'Acrobat 5.0 and later'.
- Encryption Level:** Set to 'High (128-bit RC4)'.
- Select Document Components to Encrypt:** A section with three radio buttons:
 - Encrypt all document contents
 - Encrypt all document contents except metadata (Acrobat 6 and later compatible)
 - Encrypt only file attachments (Acrobat 7 and later compatible)An information icon (i) is next to the text: 'All contents of the document will be encrypted and search engines will not be able to access the document's metadata.'
- Require a password to open the document:** An unchecked checkbox. Below it is a text field for 'Document Open Password' which is empty. An information icon (i) is next to the text: 'No password will be required to open this document.'
- Permissions:** A section with a checked checkbox: 'Restrict editing and printing of the document. A password will be required in order to change these permission settings.' Below this are three fields:
 - 'Change Permissions Password:' followed by an empty text field.
 - 'Printing Allowed:' followed by a dropdown menu set to 'None'.
 - 'Changes Allowed:' followed by a dropdown menu set to 'None'.At the bottom of the Permissions section are two checkboxes:
 - Enable copying of text, images, and other content
 - Enable text access for screen reader devices for the visually impaired

At the bottom of the dialog box are three buttons: 'Help', 'OK', and 'Cancel'.