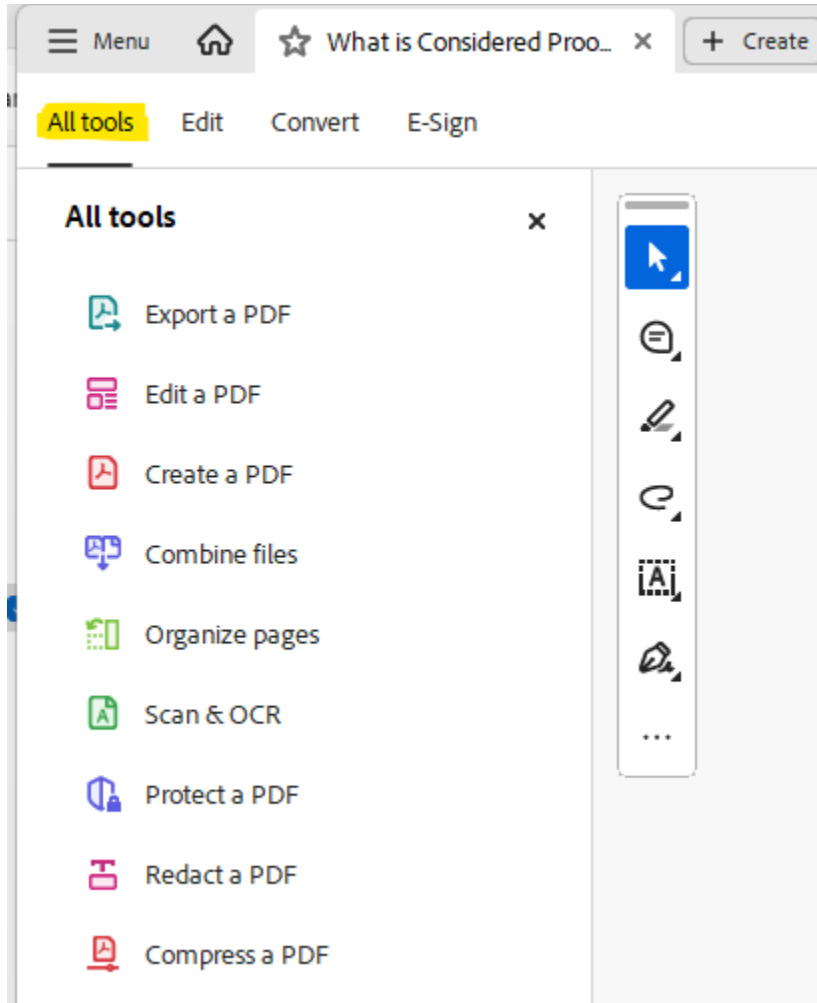
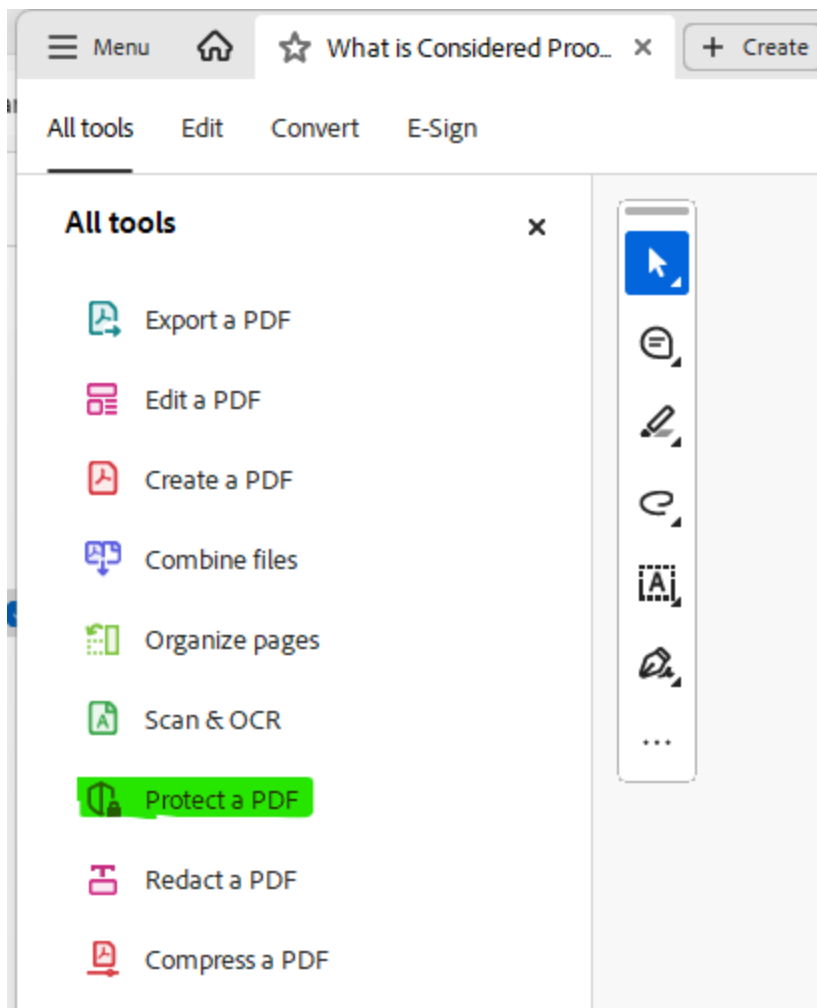


Encrypting Adobe PDF documents

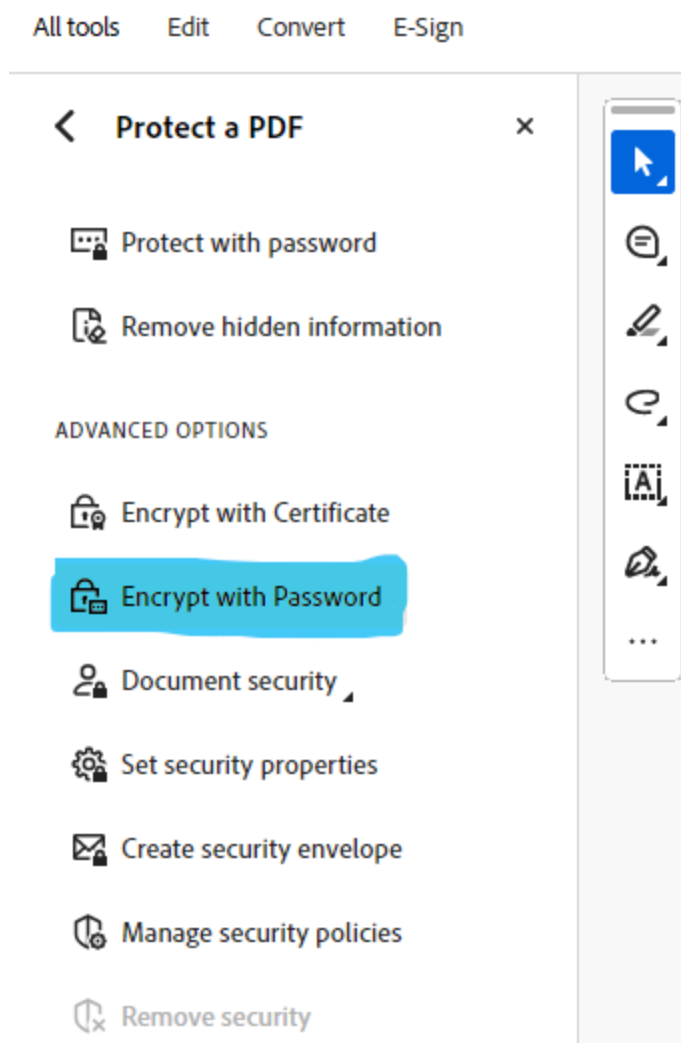
1. Go to “All Tools” in the top left corner of the document



- 2) Next Select “Protect a PDF”

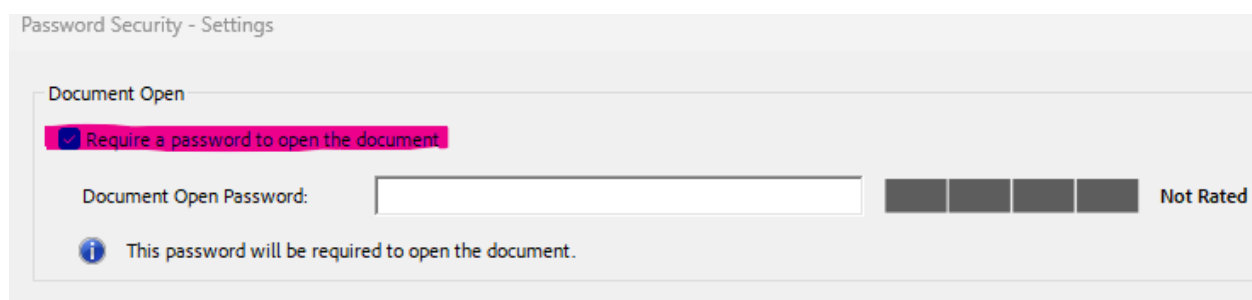


3) Select “Encrypt with Password”



4) You will then be asked, “Are you sure you want to change the security on this document?” Select “Yes”

5) Next check the box “require a password to open the document”



6) Input a password, and then you will be asked to re-enter the password.

7) You will then be informed the change will not take place until the document is saved. I recommend saving the password protected PDF under a different name than the original PDF. Example: TCS_original and also have a file name TCS_pwprotected

8) Once you save the password protected PDF please verify the password before sending the document.