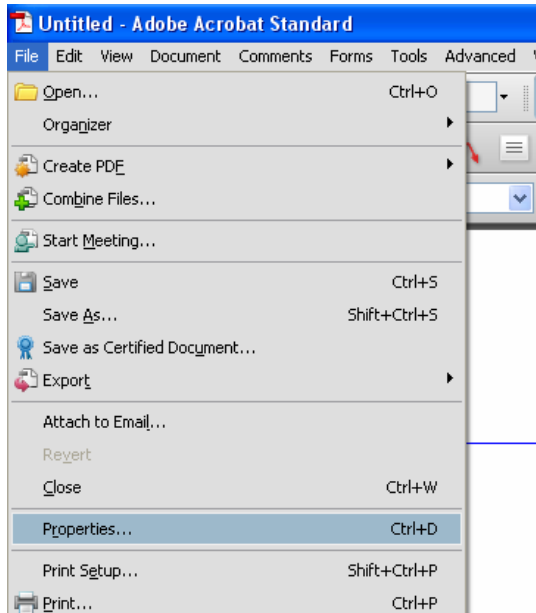




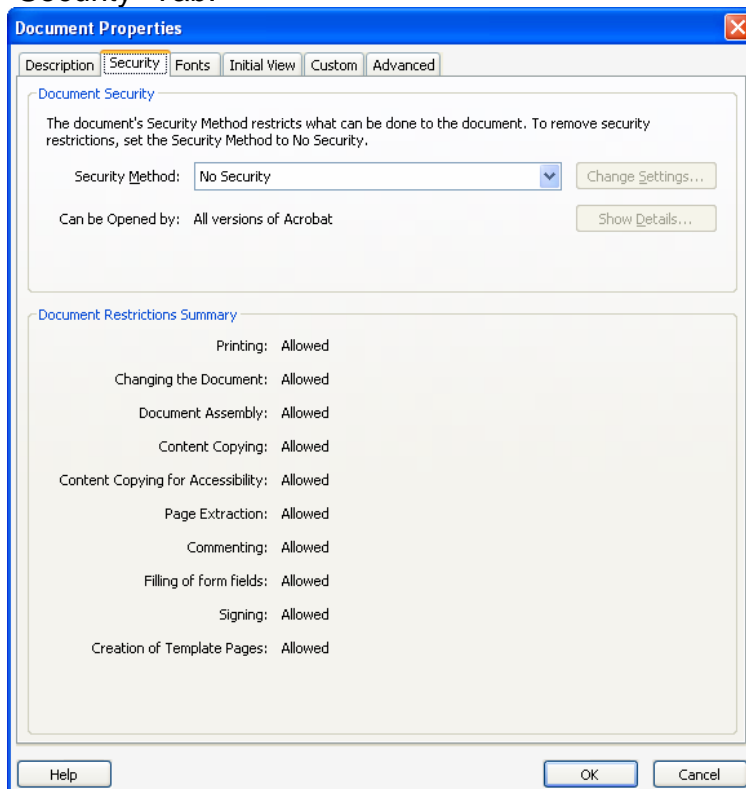
# Lock That .Pdf!

A BDN Firm guide on how to lock an Adobe Standard File

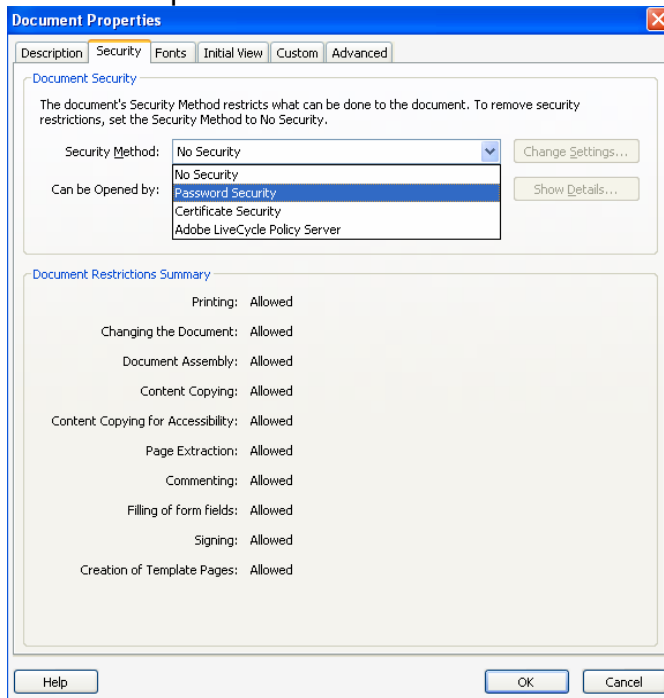
1. Go to “File” on the menu bar and select “Properties...”



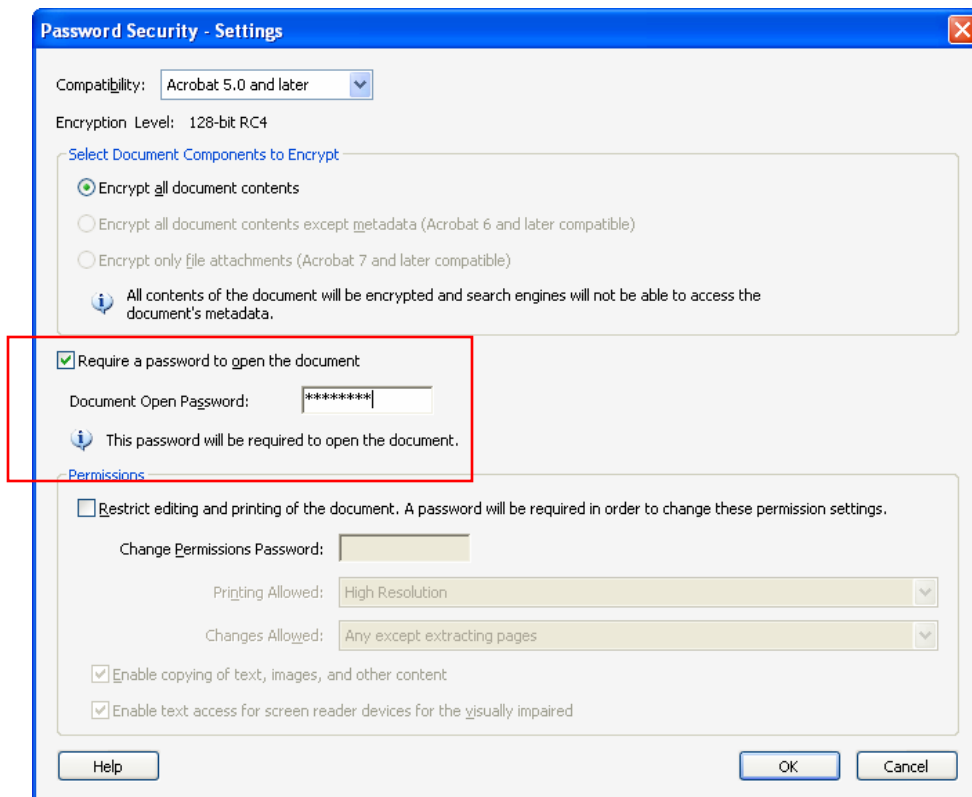
2. This will bring up a multi-tabbed window, “Document Properties”, select the “Security” Tab.



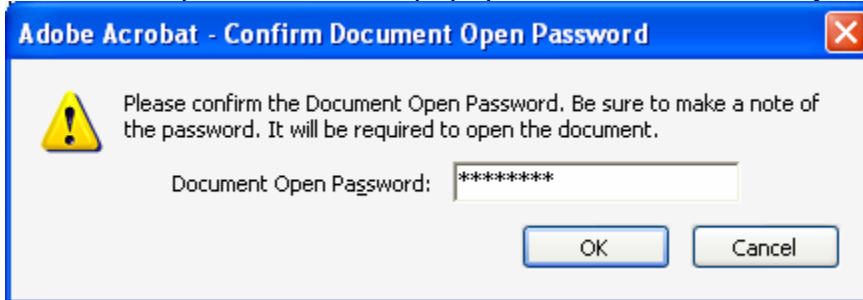
3. On the “Security” Tab there is a section named “Document Security,” under which a drop down menu should be available. Select Password Security.



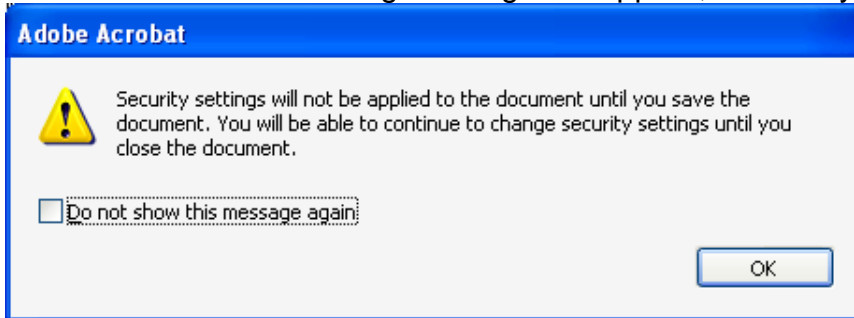
4. Now, **Lock That .Pdf!** The next pop up box is the important one. Leave the compatibility section as it defaults. Select “Require a password to open the document” as seen emphasized by our red box.



5. Select a secure password to open the document and click okay. It is very important that you remember what this password is because once secured, it will only open with that password.
6. Reenter the password in the popup window and click okay.



In some cases the following message will appear, click okay.



7. At this point you will be brought back to the original "Document Properties" window. Click okay.
8. Save the document, and close.
9. **Verify it!** This is the most important step. Verify that the document is locked. When you try and reopen the document it should prompt you to enter the password. If not, try repeating the steps. If you are still having difficulties do not be afraid to contact Alison.

***Thanks for helping to keep your information secure!***