

## Adobe Acrobat PDF Tips and Tricks – Password protection

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Let's say your sending a pdf document that you just scanned in and created with your new Fujitsu ScanSnap Scanner with the Instant PDF Creation feature and you want to send it to a client via email. Afterall, you want to do your part to protect the environment and be known as a green business so why make another copy and use snail mail when you can email an electronic file? What's the carbon footprint of such outdated practices anyway?

However, you're worried that email poses some security risks so you want to protect yourself and your client. You come up with the idea to password protect your PDF document. How do you go about doing it?

password1



We open up our document in Adobe Acrobat Pro, proceed to the File menu and select – Properties.

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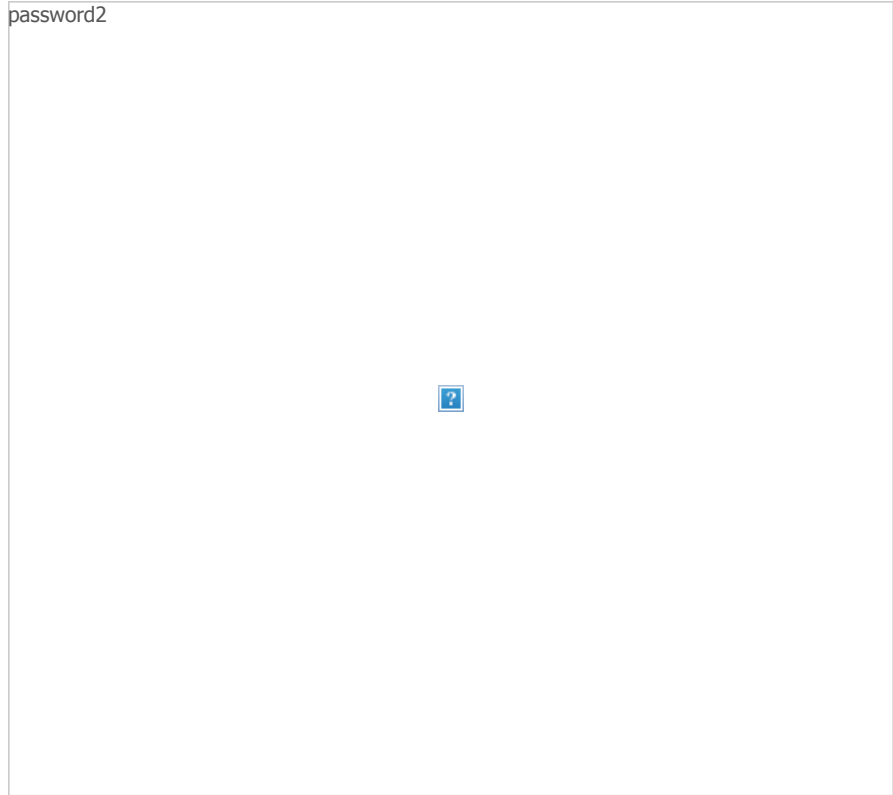
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From here, we select – Security.



We select – Password Security to protect our document with a password.



Finally we set our security options and we're good to go. Just don't let your client know the password via the same email that contains the document.

### Law Office Technology

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