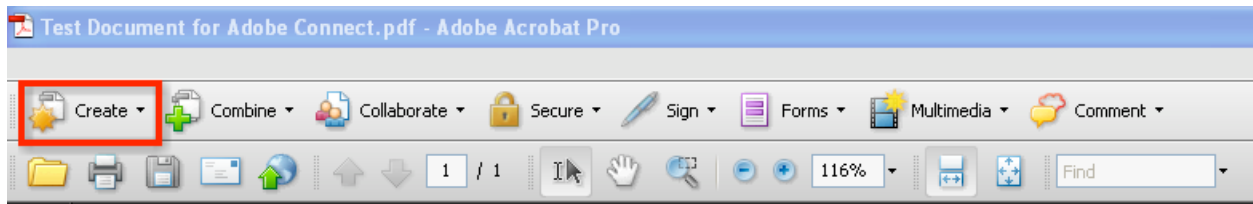


Protect Printing with Adobe Acrobat Professional

In order to protect printing for copyrighted works it is necessary to have a copy of Adobe Acrobat Professional, which can be obtained by contacting our Faculty Staff Helpdesk. Please keep in mind that there is a lot of freeware out on the market that allows users to capture an image of the document and still print the document, so there is no solution that limits this, however we suggest these steps deter the average user from just clicking on “print”. Using Adobe Acrobat Professional (version 8 and above) follow these steps outlines below to protect printing of your documents.

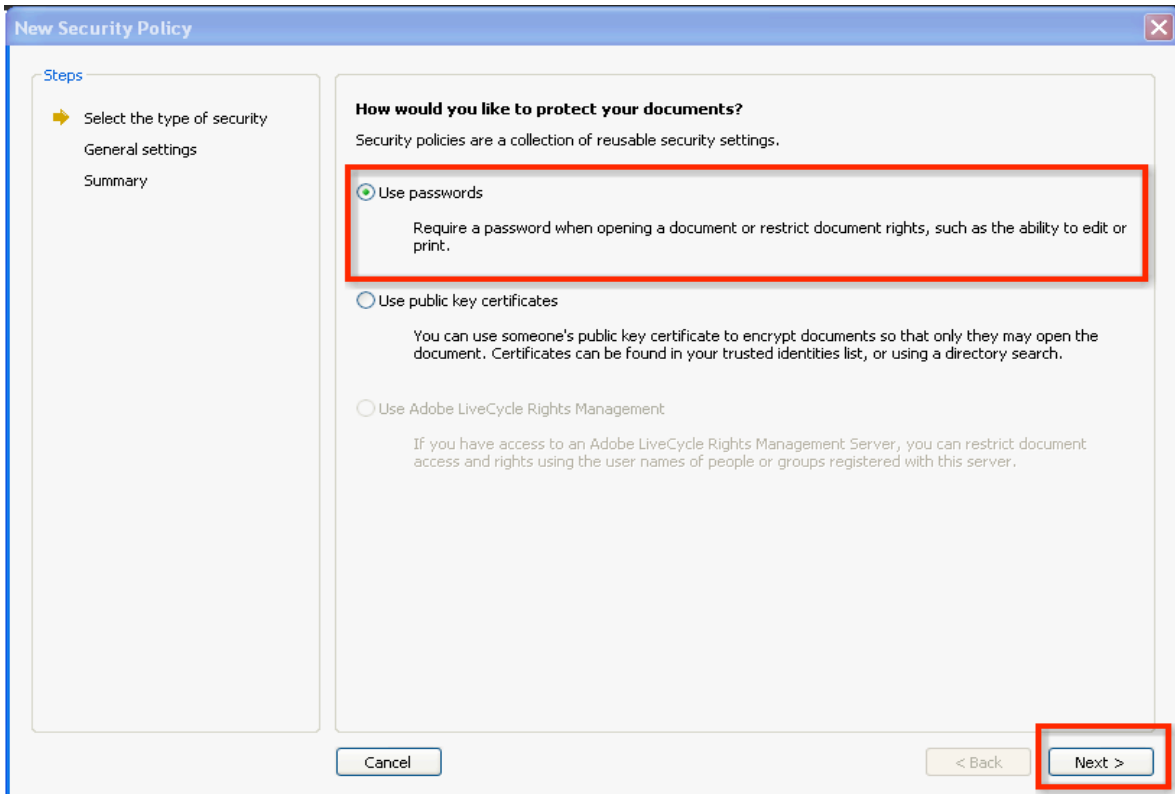
1. Create a PDF file by clicking on the drop down menu next to “**create**”



2. Select how you would like to create the PDF file.
3. Once your PDF file is created, go to Secure and click on the drop down menu.
4. Select “**Manage Security Policies**”.
5. Select “**New**”

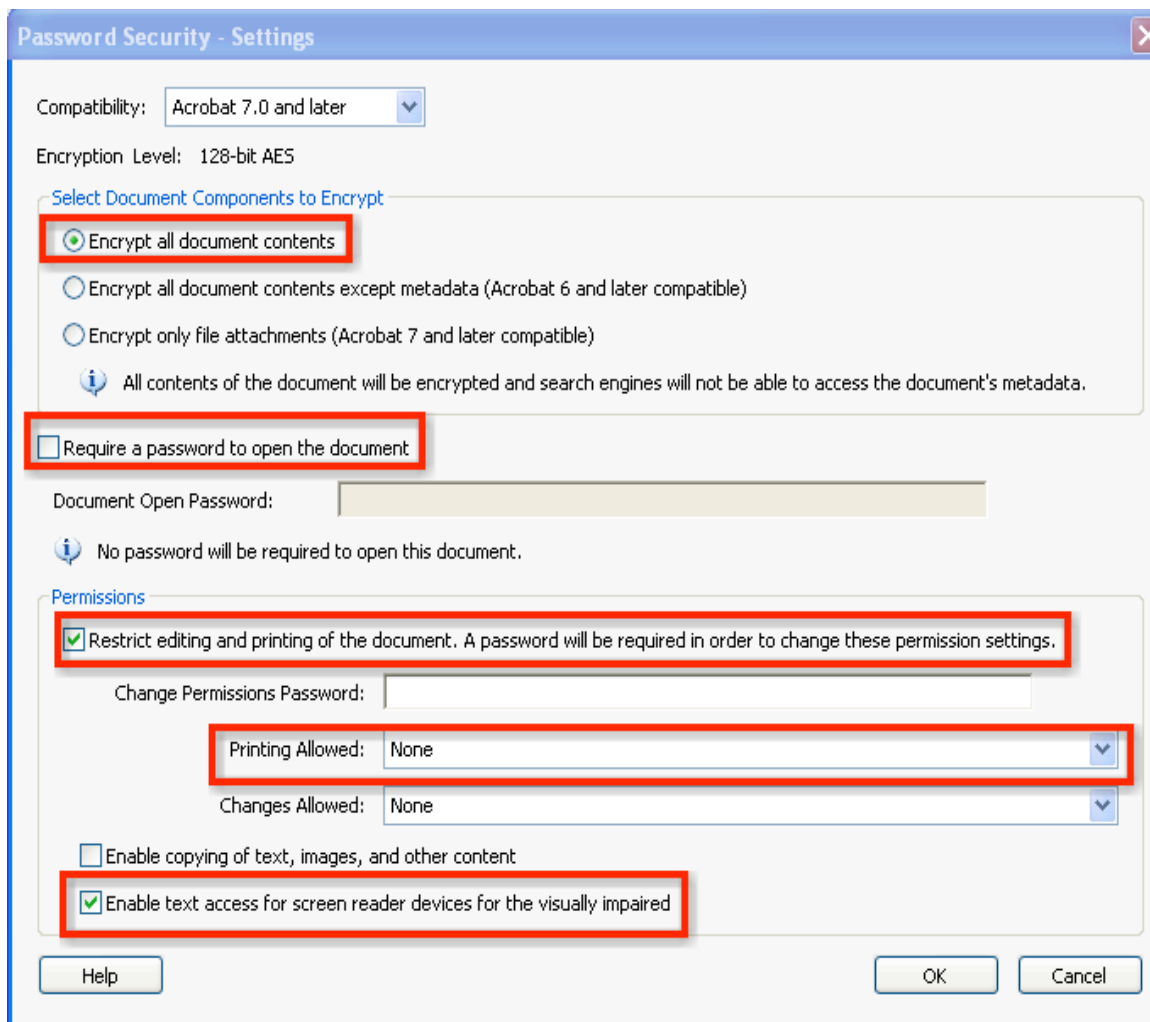


6. Select “**Use Passwords**” and click on “**Next**”.



7. Save these settings as a policy. Provide a policy name and click “**Next**”.

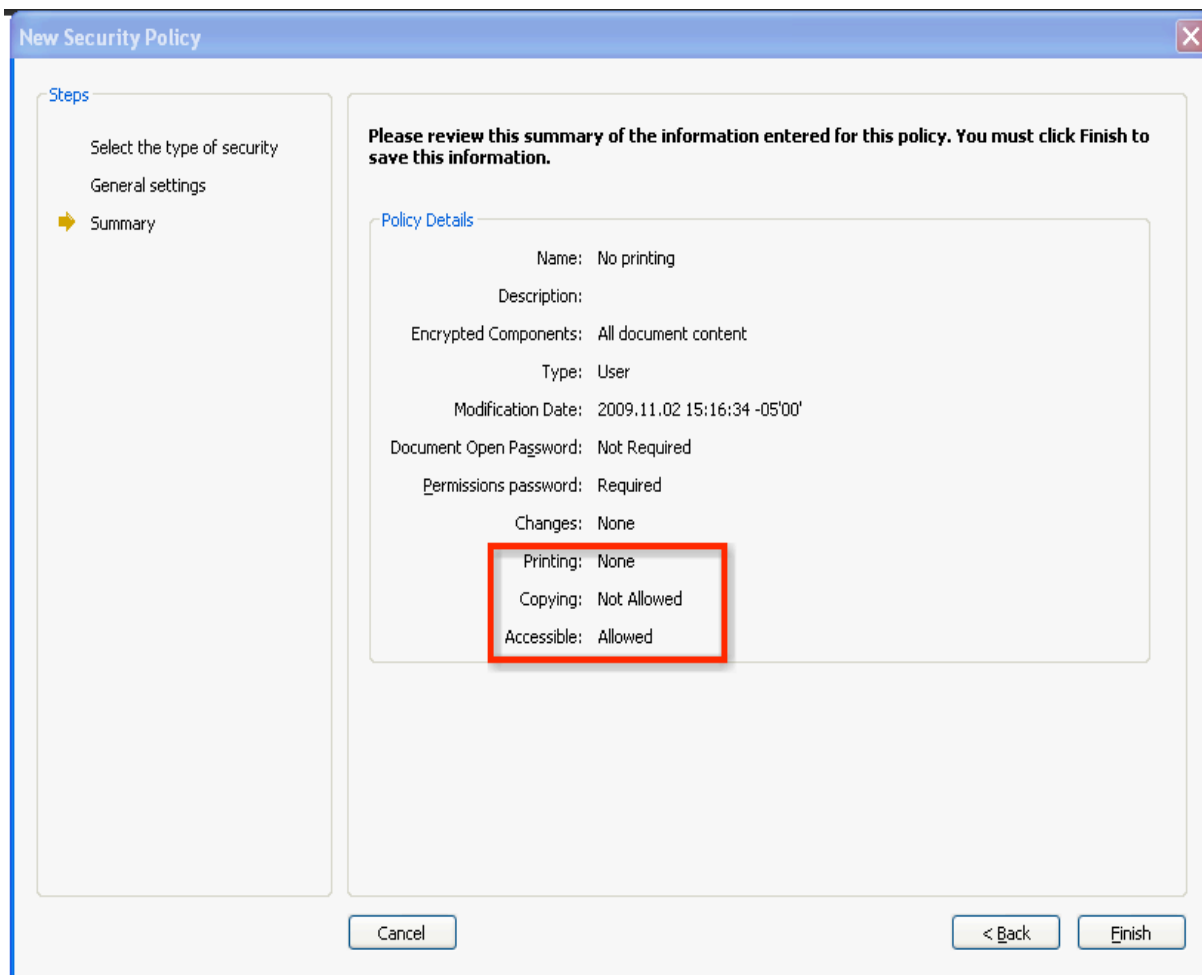
8. Select “**Encrypt all Document Contents**”.
9. Decide if you would like to require a password to access and open the document.
10. Select “**Restrict editing and printing of the document**” and provide a password to change these settings.
11. Click “**OK**”.
12. You will then be presented with a summary of your settings.



13. It will prompt you with the password you listed. Enter the password again.

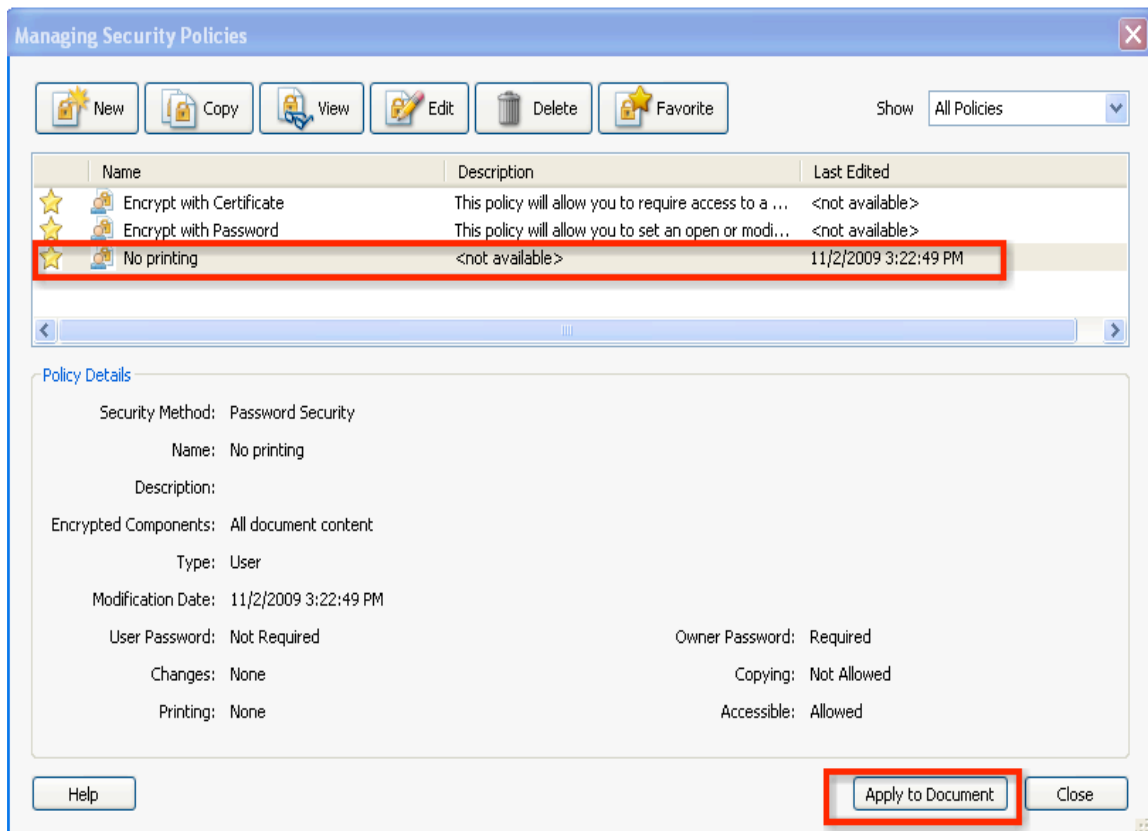
14. Adobe will now present you with a summary of the settings you selected.

Important Note: Notice it says **"Printing: None"**.



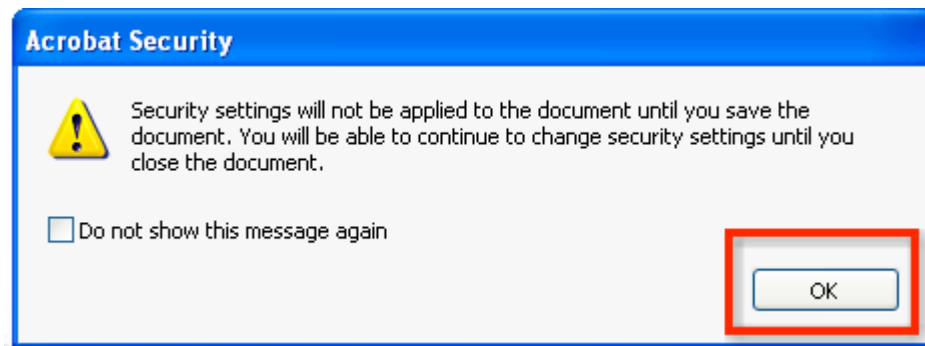
15. Click on “**Finish**”.

16. The next window will appear:



16. Select the new “**Security Policy**” you just created and click “**Apply to Document**”.

17. The next window will appear. Click “**OK**” and then click Save.



18. You can verify that this document security settings have been applied by viewing the properties.

- a. Go to File
- b. then click on Properties
- c. Next select the tab titled “security”. This is where it will list the properties of the secured file.