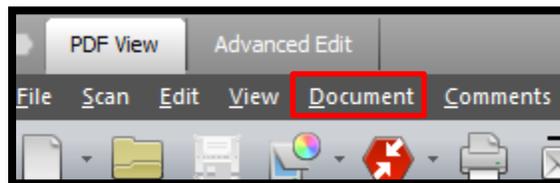


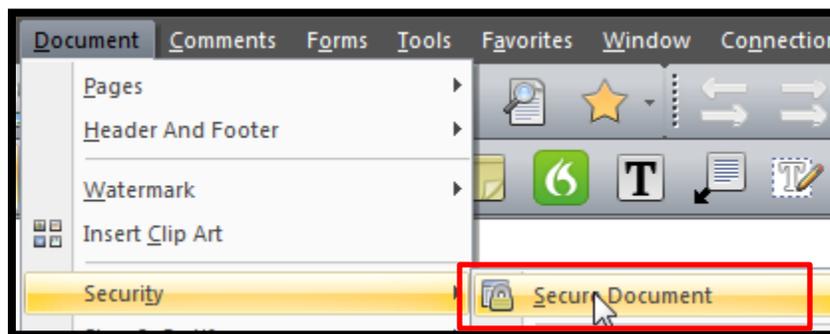


How To Password Protect Your PDF's using Nuance PDF

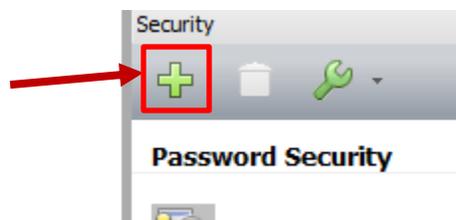
- 1.) Open up your PDF document. Select the Document drop-down menu.



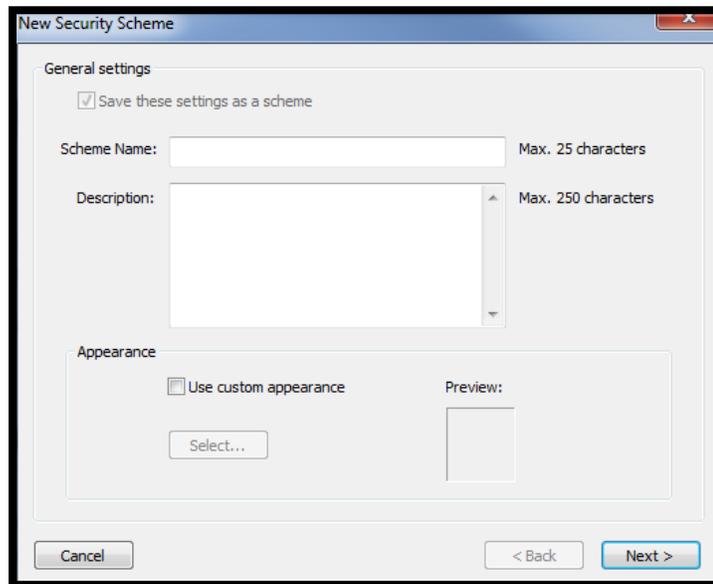
- 2.) Bring your mouse to the "Security" option on the list, and select "Secure Document" from the options list.



- 3.) A menu will appear on the side of the document with Password Security Options. Click the "+".



- 4.) A window will open for you to create a New Security Scheme. Submit details on the Scheme name and Description. Then, click Next.



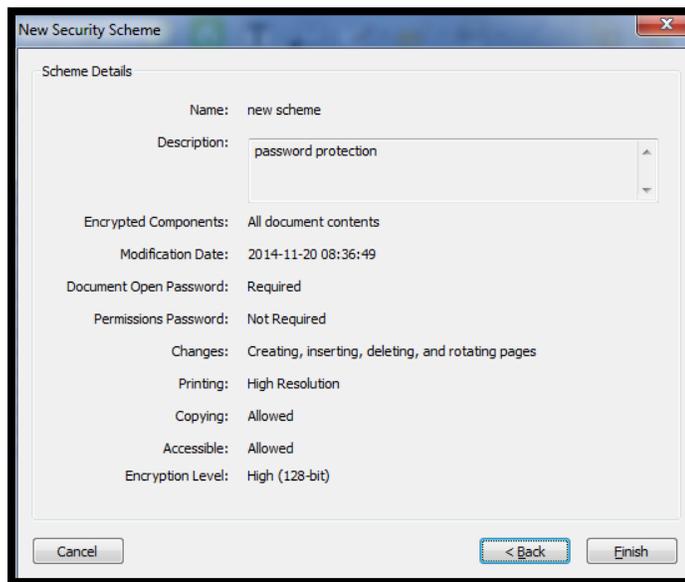
The screenshot shows a dialog box titled "New Security Scheme". It has a "General settings" section with a checked checkbox "Save these settings as a scheme". Below this are two text input fields: "Scheme Name:" with a "Max. 25 characters" limit, and "Description:" with a "Max. 250 characters" limit. There is also an "Appearance" section with a "Use custom appearance" checkbox and a "Select..." button. A "Preview" area is empty. At the bottom, there are "Cancel", "< Back", and "Next >" buttons.

- 5.) You will be prompted to select the Security Type. Please select "Use password", and make sure that "Save password with scheme" is selected. Then, click Next.



The screenshot shows a dialog box titled "Editing a Security Scheme". It has a "Security type" section with three radio button options: "Use password" (selected), "Use public key certificates", and "Ask for recipients when applying this scheme". Below "Use password" is the text "Require a password when opening a document or restrict document rights." and a checked checkbox "Save password with scheme". Below "Use public key certificates" is the text "You can use someone's public key certificate to encrypt documents so that only they may open the document." At the bottom, there are "Cancel", "< Back", and "Next >" buttons.

- 6.) After you click next, you will be given a confirmation screen that will look like the following. Click “Finish” once confirming all information is correct.



- 7.) When you return to the main document, a Security menu will appear on the right-hand side. To apply the security theme you made, right click on the name of the scheme. Select “Apply Security Scheme”. Set a password, and save the document. Additionally, you may also click on the Privacy option in the Security menu to set a password.



Please make sure you record the password so you or anyone who needs access to the document to can access it.