

# Adobe Acrobat Pro Encryption



- Under “Tools”, “Protection”, and “Encrypt”
- Exists the option to “Encrypt with Password”

A screenshot of the Adobe Acrobat Pro interface. The main window displays a PDF document titled 'TestPDF.pdf' with the text 'Data Protection' and 'Testing for the use of advanced data protection.' Below the text is a large, detailed version of the Florida State University logo. The right-hand side of the interface shows the 'Tools' panel, which is expanded to show the 'Protection' category. Within 'Protection', the 'Encrypt' option is selected, and a sub-menu is open showing '1 Encrypt with Certificate' and '2 Encrypt with Password'. A red callout box with an arrow pointing to '2 Encrypt with Password' contains the text: 'Once the file has been opened, proceed to "Tools", "Protection", "Encrypt", and "Encrypt with Password".' The top of the interface shows the standard Adobe menu bar (File, Edit, View, Window, Help) and a toolbar with various icons for opening, creating, and editing documents.

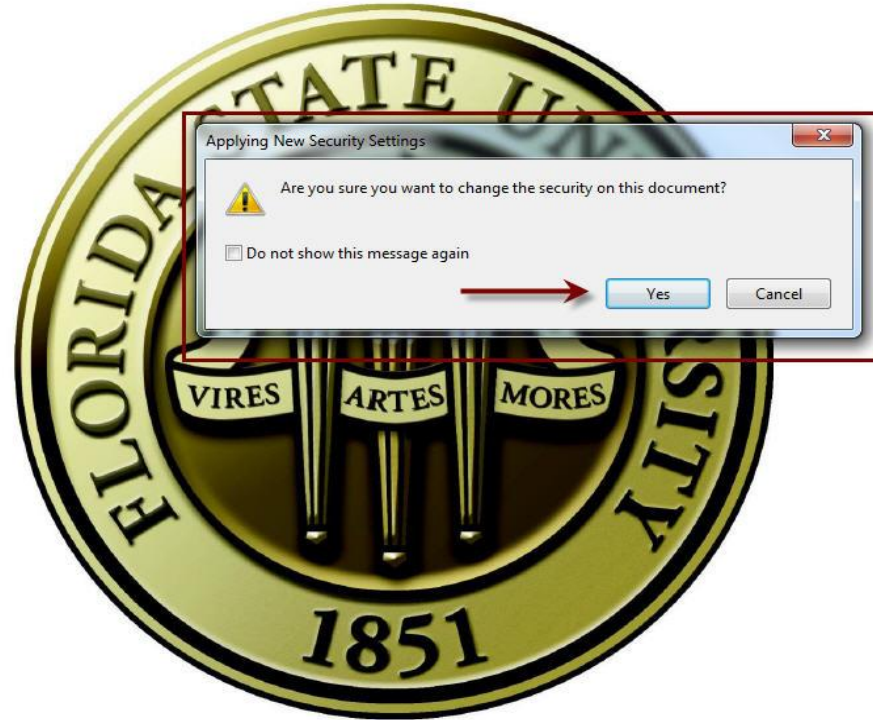
Once the file has been opened, proceed to "Tools", "Protection", "Encrypt", and "Encrypt with Password".



- Confirm you would like to make changes

# Data Protection

Testing for the use of advanced data protection.





- 1<sup>st</sup> Option: password protect the document when opened
- You should use a unique password that you can easily communicate to the intended party

# Data Protection

Password Security - Settings

**Document Open**

Require a password to open the document

Document Open Password:  ■■■■■ Best

**i** This password will be required to open the document.

**Be sure to use a unique password that you can then communicate to those who need access to the file.**

**Permissions**

Restrict editing and printing of the document. A password will be required in order to change the permissions.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password:  ■■■■■ Not Rated

**Options**

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

**i** All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel



- 2<sup>nd</sup> Option: Restrict editing, printing, or copying of text
- 3<sup>rd</sup> Option: Set passwords for opening, editing, printing, and copying of the document
- Hit “OK”, then save

# Data Protection

**Password Security - Settings**

**Document Open**

Require a password to open the document

Document Open Password: [password field] [strength indicator: 4 green bars] **Best**

*i* This password will be required to open the document.

**Permissions**

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: [None] [dropdown arrow]

Changes Allowed: [None] [dropdown arrow]

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [password field] [strength indicator: 4 green bars] **Best**

**Options**

Compatibility: [Acrobat 7.0 and later] [dropdown arrow] Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

*i* All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help [OK] Cancel

**Callout:** Under "Permissions" exists the options to change editing, printing, access to copying.



- Once saved the document becomes “SECURED”
- To remove Encryption return to “Tools”, “Encrypt”, “Remove Security”
- Save file to allow changes to take effect

TestPDF\_lock.pdf (SECURED) - Adobe Acrobat Pro

File Edit View Window Help

Open [Icons] 105% [Icons]

Tools Fill & Sign Comment

Content Editing

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

Protection

Restrict Editing

Encrypt

1 Encrypt with Certificate

2 Encrypt with Password

Manage Security Policies...

Remove Security

Mark Pages to Redact

Apply Redactions

Redaction Properties

Search & Remove Text

Hidden Information

Remove Hidden Information

Sanitize Document

Notice the "(SECURED)" Notation in the name of the document. This is a reference to the encryption policy in place.

# Data Protection

Testing for the use of advanced data protection.

Under the "Encrypt" tab, Click "Remove Security". Close and save file to remove password protection.



# File Sharing Best Practices

- Encryption, and/or Redaction (where applicable) as in the previous frames
- Share File via:
  - Network Departmental Folders (ex. K: Payroll, Travel, etc.)
  - Email (only with trusted/ verified personnel)
  - [FSU Dropbox](#) (only with trusted/ verified personnel)