

# PDF Security

## Creating an Uneditable PDF Document

### Introduction

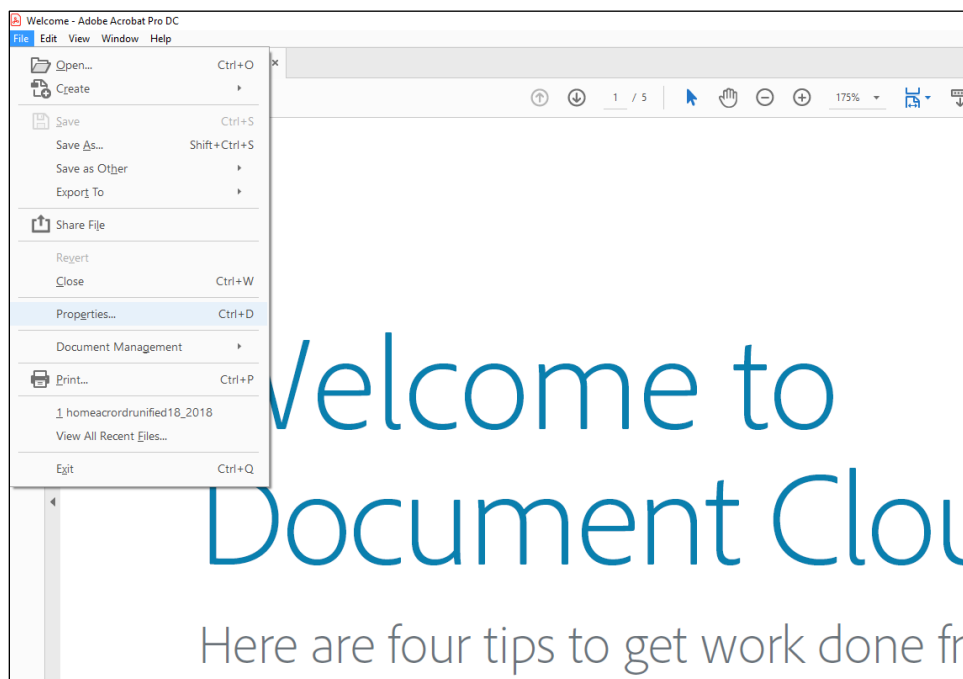
Microsoft Office 2016 has a feature that allows users to open a PDF document. While this is a great new tool, it gives readers the ability to edit your PDF document unless you protect it. This self-help document will step you through how to change the security options of a PDF thereby restricting the user's ability to make changes.

### Protecting the Document

If Adobe Acrobat Pro is not installed on your machine you may access the software through the virtual workspace. OTS Training provides [documentation](#) on accessing the virtual workspace.

**Note:** Be aware that security settings can affect the ability of some screen reader software.

1. Open your document in **Adobe Acrobat Pro DC**.
2. Click on the **File** menu.
3. Click on the **Properties** menu selection.



**Figure 1**

4. The **Document Properties** window will appear.
5. Click on the **Security** tab.

6. Change the **Security Method** to **Password Security**.

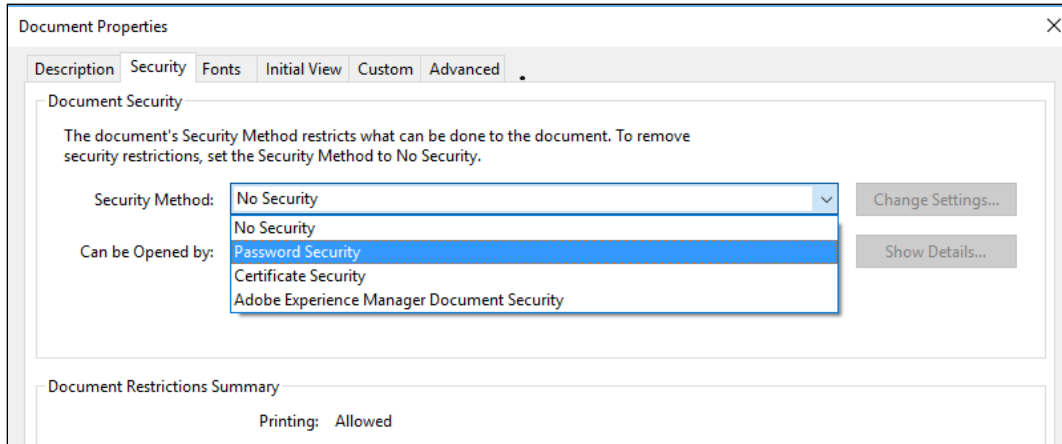


Figure 2

7. The **Password Security Settings** Window will open. Check the **Restrict editing and printing of the document** box.

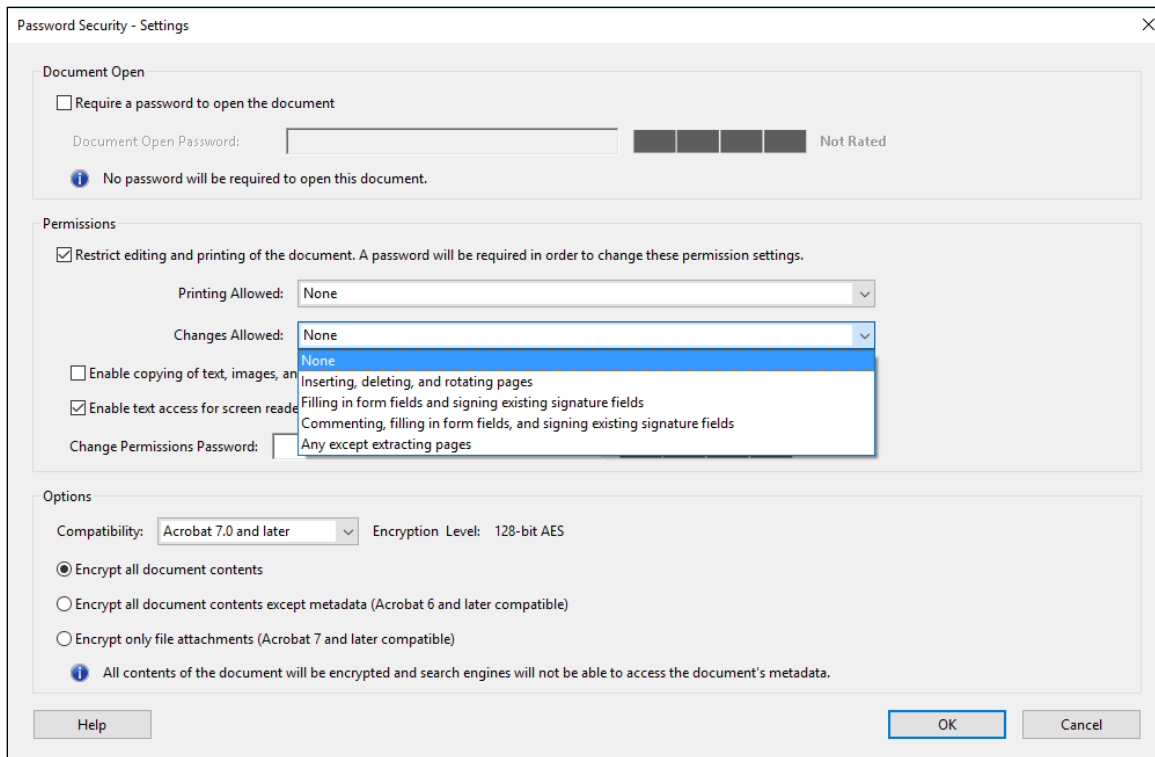


Figure 3

8. Check the **Restrict editing and printing of the document** box.

9. Using the **Changes Allowed** dropdown menu, select the level of protection that you would like to apply to your document.

10. Click **OK**.

11. Click **OK** on the **Document Properties** window.

**Note:** Protections settings will not be enacted until you save your document.