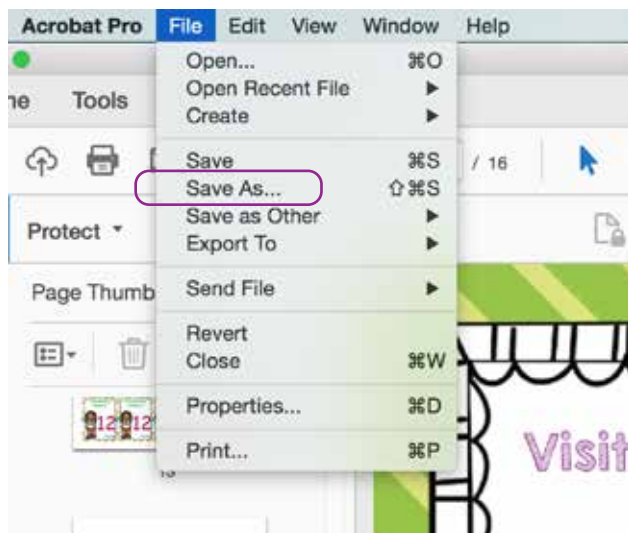
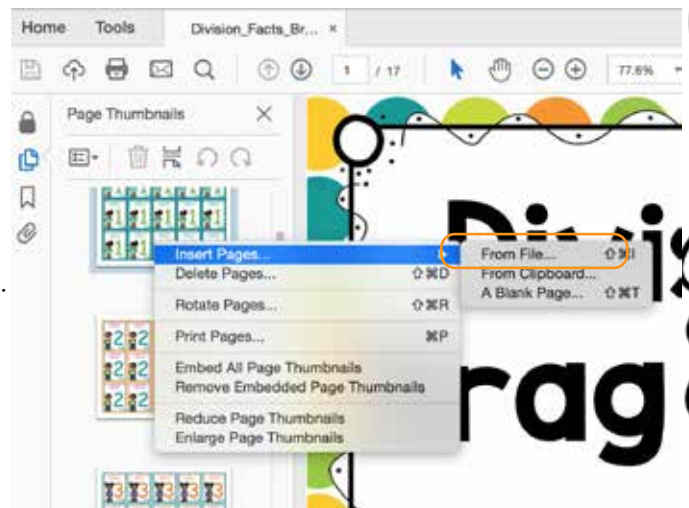


Adding Pages and Securing PDF's

- Open your PDF file in Adobe Acrobat.
- If it's already a secured document you may need to enter your password to edit.

To Add Pages (Cover, Thank You, Additional Products, etc.)

- 1 Select the slide that you want to add the slide above or below.
- 2 Right click on it and select "Insert Slide".

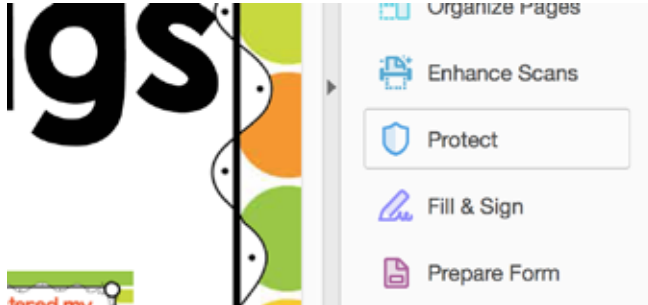


If that's the only thing you need to edit, and the file is secure, you can click save and it's finished. Read on to secure the document directly in Adobe Acrobat.

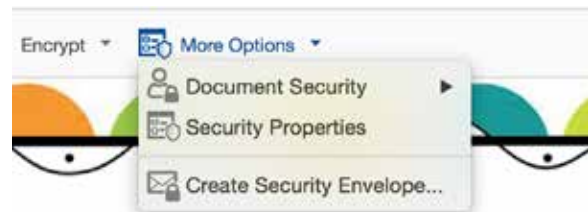
Securing a Document in Adobe Acrobat

Open your PDF file in Adobe Acrobat.

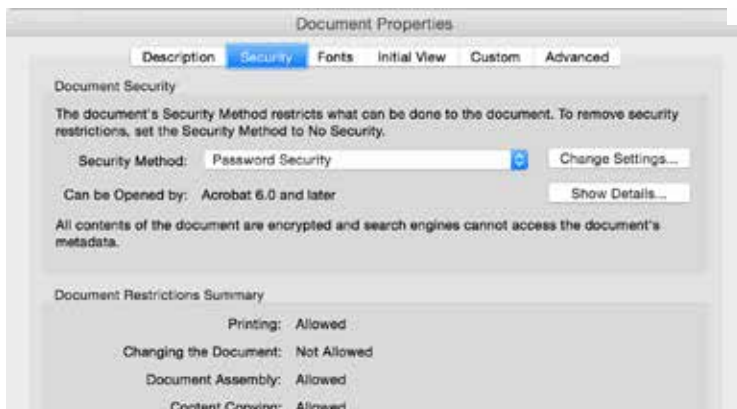
On the right hand side you will see a menu of actions you can perform on your PDF. Select "Protect".



Note: If you don't see this menu, toggle the small arrow in the grey bar and it will slide out.



On the top menu bar, select "Security Properties"



If your PDF is not currently secure the drop down menu will say "No Security".

Click on "change settings" Another menu will open up and you can choose your preference and where you can set your password.



Under permissions, click the toggle for restrict editing. Set your restrictions. Then add your "changepermission password". You will be asked to verify your password. Now save your document.



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