PDF Password Security Procedures
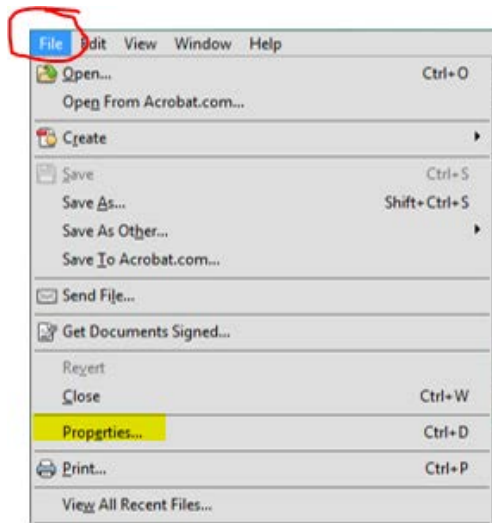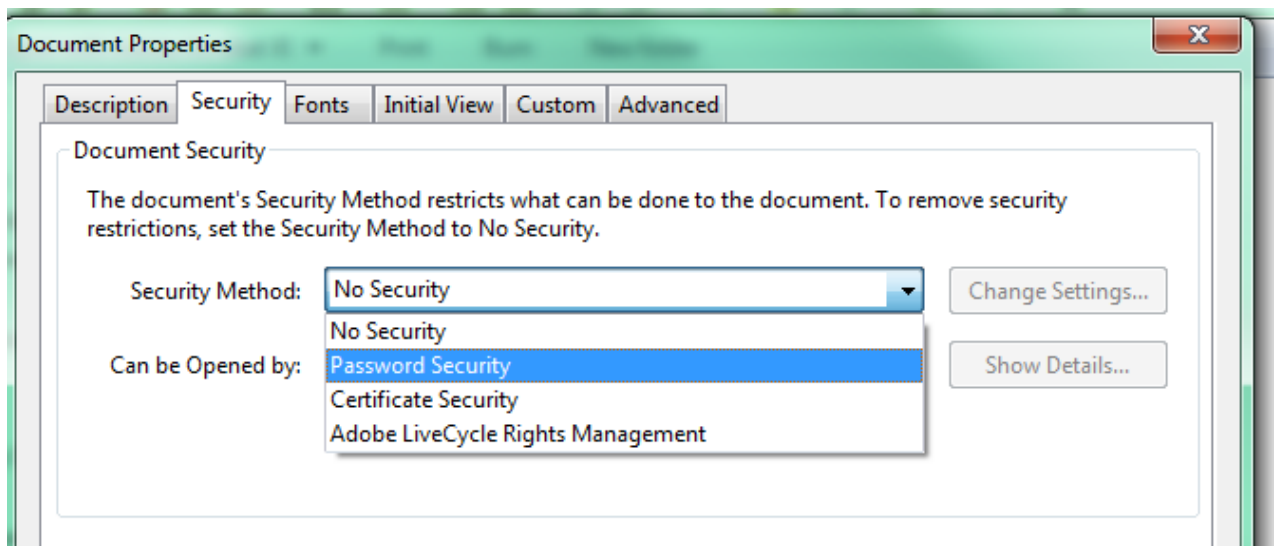
1. **Update the File Properties** to add security features
   a. File > Properties
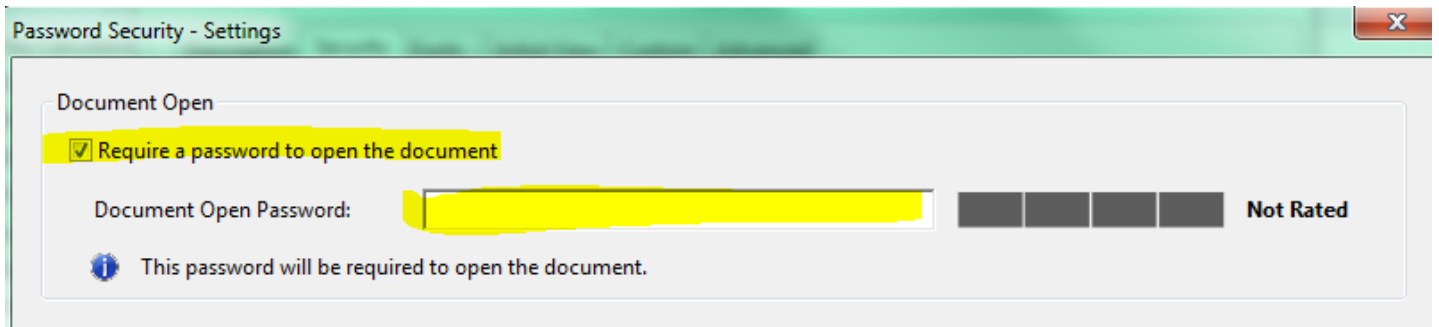

2. **Update Security Method**
   a. Security > Security Method > Password Security

3. **Update the Password Security Settings**

    a. **Require a password to open** the document

    b. **Create separate passwords**
       i. Document Open Password

4. **SAVE the file** before closing to ensure the security settings are saved

5. **Send secured file** to wsu-registrar@wright.edu

6. **Send "Open" Password in a separate email** to wsu-registrar@wright.edu