

Acrobat 8 Legal Security eSeminar Script

1. Slides
2. Password Security
 - a. Check the security of a PDF or remove it
01_Attorney-Client Contract.pdf
 - i. Security Button→Show Security Properties
 - ii. File→Document Properties
 - iii. Remove security
 - b. Password protect a file without creating a policy
02_PatentSubmission.pdf
 - i. Security Button→Password Encrypt . . .
 - ii. Create a Security Policy
 - c. Set a document so that a watermark shows up when printing
03_projector.pdf
 - d. Securely send several files using a Security Envelope
04_envelope folder
 - i. Create an envelope
3. Adobe Document Center
Custom Communications Spec Sheet.pdf
 - a. Control who can open a document
 - b. Control what they can do with it
 - c. Revoke a document
 - d. Expire a document
 - e. Audit document usage
 - f. Change policies after distribution
4. Redaction
01_Product Overview.pdf
 - a. Redact chart
 - b. Redact EXR-55
 - c. Search and Redact
 - d. Apply Redactions
 - e. Metadata Removal
5. Closing Poll
6. Q&A