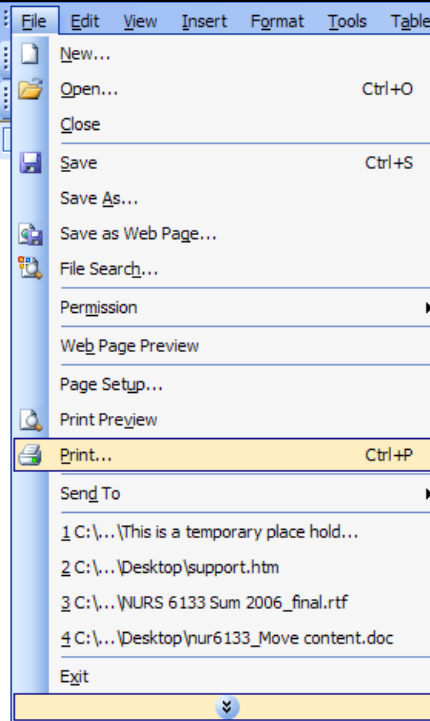


If you decide to post a document in your online class and DO NOT want the students to be able to print it, please follow these simple steps:

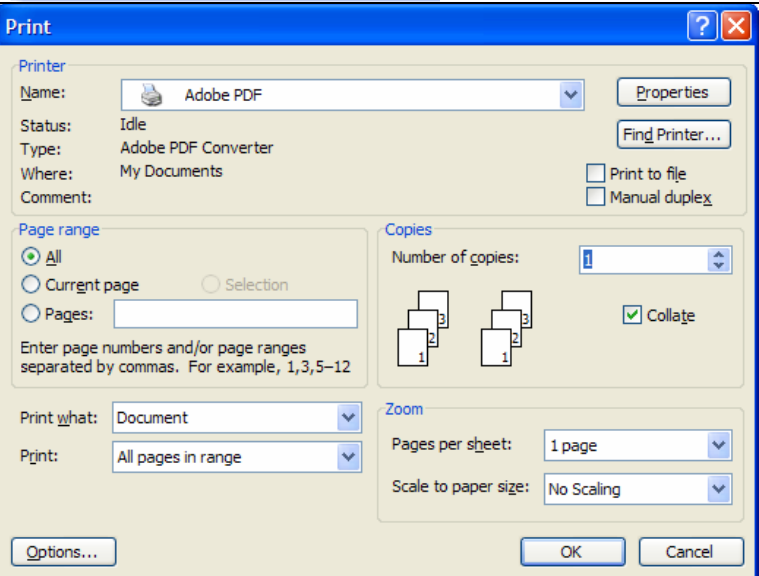
- Convert your document to .pdf using Adobe Acrobat Professional
- Make your .pdf syllabus non-printable

Converting your document to .pdf format

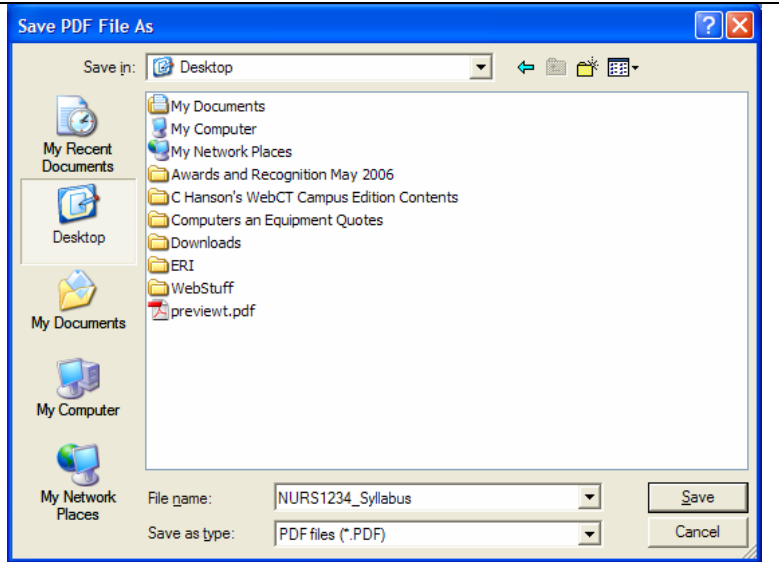
In Microsoft Word click “File” from the toolbar and then “Print.”



Select “Adobe PDF” as your printer and then click OK.

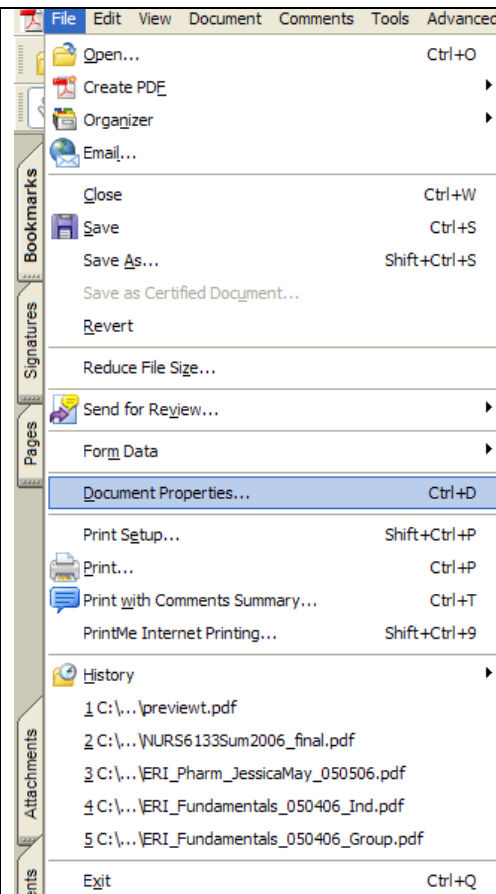


Save the file.



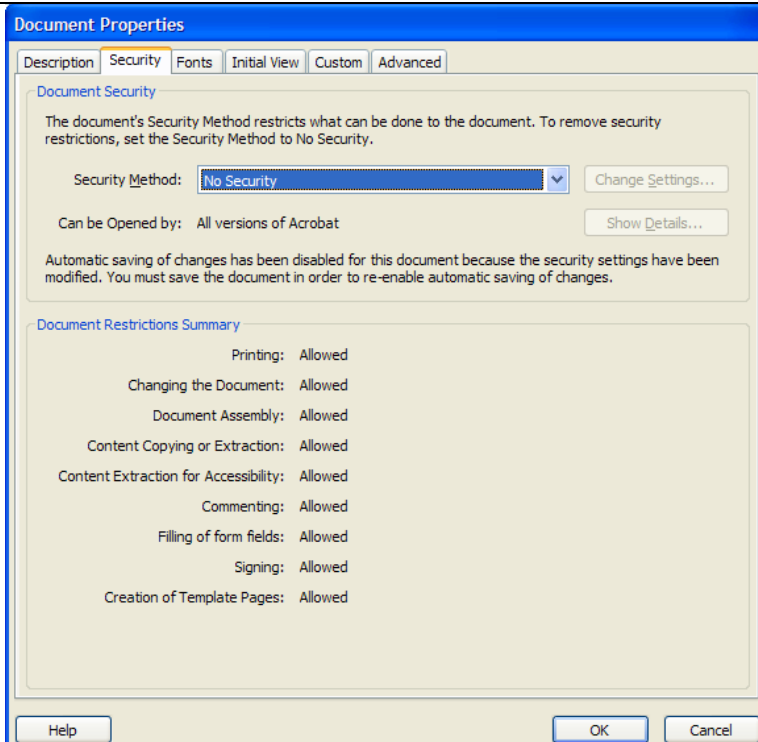
Make your .pdf document non-printable

Open your .pdf document in Adobe Acrobat Professional and then click “File” and then select “Document Properties.”



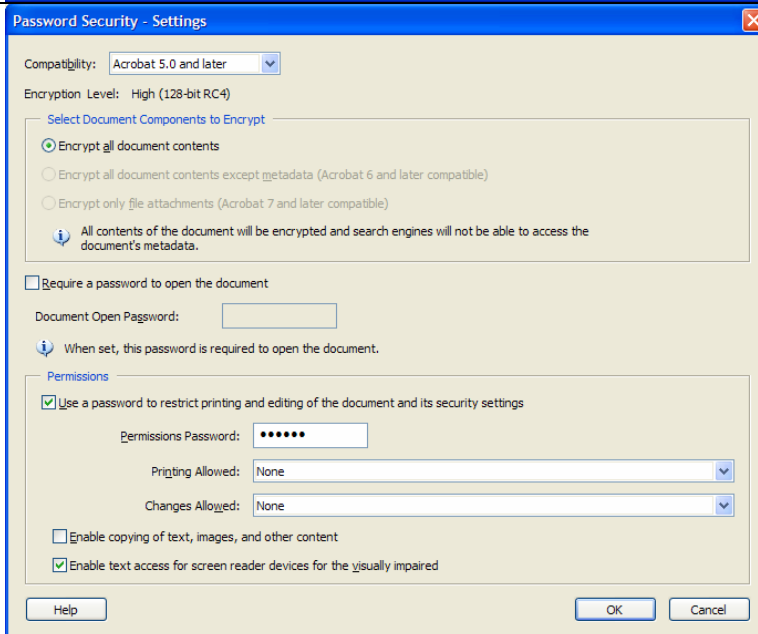
In the “Document Properties” dialog box select the “Security” tab.

Click the “Security Method” drop down box and select “Password Security.”



In the “Password Security” dialog box place a checkmark next to “Use a password to restrict printing...”

Enter a password you will remember and then click OK



If you see another dialog box like the one shown here just click OK.

You’re done☺

