

1 Open the **Attachments** pane, select the **Protect PDF.sequ** file and click **Save** in the pane.

2 Click **Save** in the Extract File dialog.

3 **Double-click** on the **Protect PDF** Action file and click **Import**.

4 Click **OK** and open the **Action Wizard** panel under the **Tools** pane.

5 Select the **Protect PDF** Action from the Action Wizard panel.

6 Click **Start** and select your folder of files to process.

7 Enter and confirm a permissions **password** and **settings** for each file(s).

8 A **green** checkmark(s) will appear next to each filename when the **Action** has successfully completed.

9 To automate the entire process, close the Protect PDF Action. Click **Manage Actions...** in the Action Wizard panel.

10 Select the **Protect PDF** Action and click on the **Edit** button.

11 Uncheck the **Prompt User** box and click **Specify Settings**.

12 Enter and confirm a permissions password. Click **OK** and **Save** the Action.

