

Steps to lock down editable text on event flyer templates

This process saves the templates as locked documents while allowing any stakeholders to print the flyer for their use.

- Download and open the flyer you need from Papirfly
- Once you have made the necessary edits you will then encrypt the file
- Encrypting the PDF file
 - Navigate to the Tools section on the right hand side of the screen
 - Find the Protection tab and choose Encrypt with Password
 - Click Yes
 - Check the box under Permissions
 - Under the Printing Allowed dropdown choose High Resolution
 - At the bottom of this section you can enter a password used to encrypt the file (most teams use Goldman@09)
 - Click OK at the bottom of the page
 - Click OK on any other dialogue boxes that pop up
 - Be sure to SAVE the document after this process
- The document is now locked and uneditable