

ABSTRACT

A distribution destination user selection menu and a distribution destination terminal selection menu are displayed on a screen of a preparation terminal, and a distributor selects a distribution destination therefrom. The preparation terminal transmits the selected
5 distribution destination information to a processing apparatus, together with a document. The processing apparatus converts the document into a protected document, and provides the protected document to a distribution destination terminal, together with metadata including the distribution destination information. When a combination of a terminal and a user who operates the terminal is not included in the distribution destination information in the received
10 metadata, the terminal does not open the protected document.