

How to password encrypt and protect Microsoft Word & Adobe PDF's

Training Guide

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How to password encrypt and protect Microsoft Word and Adobe PDF documents

Securing PDF documents with passwords

Users can limit access to a PDF by setting passwords and by restricting certain features, such as printing and editing. Restrict the way people can use your PDF file. There are two types of passwords available:

Document open password: A document open password (also known as user password) requires the user to type in a password to even open the PDF.

Permissions password: A permissions password (also known as a master password) requires a password to change permission settings. Using a permissions password, you can restrict printing, editing, and copying content in the PDF.

How to password encrypt and protect a PDF document

1. Open the PDF document you would like to password protect, select the **Tools** tab, scroll down to find the **Protect & Standardize** section, select **Protect**.



2. The **Protect** tool bar will appear, select the **Encrypt** button drop menu. Here you can either **Encrypt with a Certificate** or **Encrypt with a Password**.



X

3. The **Password Security Settings** menu will pop up. Users can either choose to require a password to open the document or a password for permissions such as editing and printing the document.

Password	Security	- Settings

	ssword to open the do	cument	
Document Op	pen Password:		Not Rated
No passi	word will be required t	o open this document.	
rmissions			
Restrict editir	ng and printing of the	document. A password will be required in order to chan	ge these permission settings.
	Printing Allowed:	High Resolution	•
	▼		
Enable cop	oying of text, images, a	nd other content	
Enable text	t access for screen read	der devices for the visually impaired	
Change Permi	ssions Password:		Not Rated
otions			
Compatibility:	Acrobat 7.0 and later	Encryption Level: 128-bit AES	
	ocument contents		
Encrypt all do		pt metadata (Acrobat 6 and later compatible)	
Encrypt all do	ocument contents exce		
Encrypt all do Encrypt all do Encrypt only	file attachments (Acro	bat 7 and later compatible)	

4. Once you have created and confirmed the password the document will not be able to open, print or edit (depending on the restrictions you placed) without the password.

Adobe Ad	crobat - Confirm Document Open Password		X
	Please confirm the Document Open Password. It will be required to open the document. Document Open Password:	Be sure to make a note of the p	assword.
		ОК С	ancel

How to password encrypt and protect a Word document

1. With the Word document open, select the **File** tab at the top left corner.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Help	ACROBAT
Paste ×	🔏 Cut 🗎 Copy 🍼 Format F	Painter	Calibri (Body	/) * 11 * abe X ₂	$ \begin{array}{c c} \cdot & A^{*} & A^{*} \\ \hline X^{2} & A^{*} & - ab \end{array} $	Aa - 🄌		×	€] > ≣ • <u>∆</u>	£↓ ¶ - ⊞ -
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2. Next scroll down and select **Info** from the navigation pane on the left. From the Info section select **Protect Document**, then select **Encrypt with Password**.

©	Info	
🞧 Home		
🗅 New	How to password encrypt and protect Microsoft Word an Desktop	d Adobe PDF documents
🖾 Open	斗 Upload 🛛 🖄 Share 🖉 Copy path 🖉 Open file location	
info	Protect Document	Properties -
	Control what types of changes people can make to this document. Protect	Size 1.
Save	Document -	Pages 4
	Always Open Read-Only	Words 30
Save As	Prevent accidental changes by asking	Total Editing Time 49
Caus ar Adaba	readers to opt-in to editing.	Title H
PDF	Encrypt with Password ware that it contains:	Tags Ar
	Password-protect this document page data	ed Comments A
History	age data	
80.00	Restrict Editing	Related Dates
Print	Control the types of changes others disabilities are unable to read	Last Modified Tc
Shara		Created To
share	Restrict Access Grant meanle access while removing	Last Printed 3/
Export	their ability to edit, copy, or print.	
	Add a Digital Signature	Related People
Close	Resure the integrity of the document	Author
h di Anna	by adding an invisible digital signature	1
	Mark as Final Let readers know the document is final.	Last Modified By
Account	COM Add-ins	Related Document
Feedback		Open File Locati
		Show All Properties
Options		

3. The encrypt document pop-up will appear. Enter a desired password then click OK.



4. Once **OK** is clicked the **Protect Document** will appear showing the document is now protected and will need a password required to open this document.

