



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

Training Guide

January 2022



How to password encrypt and protect



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

Securing PDF documents with passwords

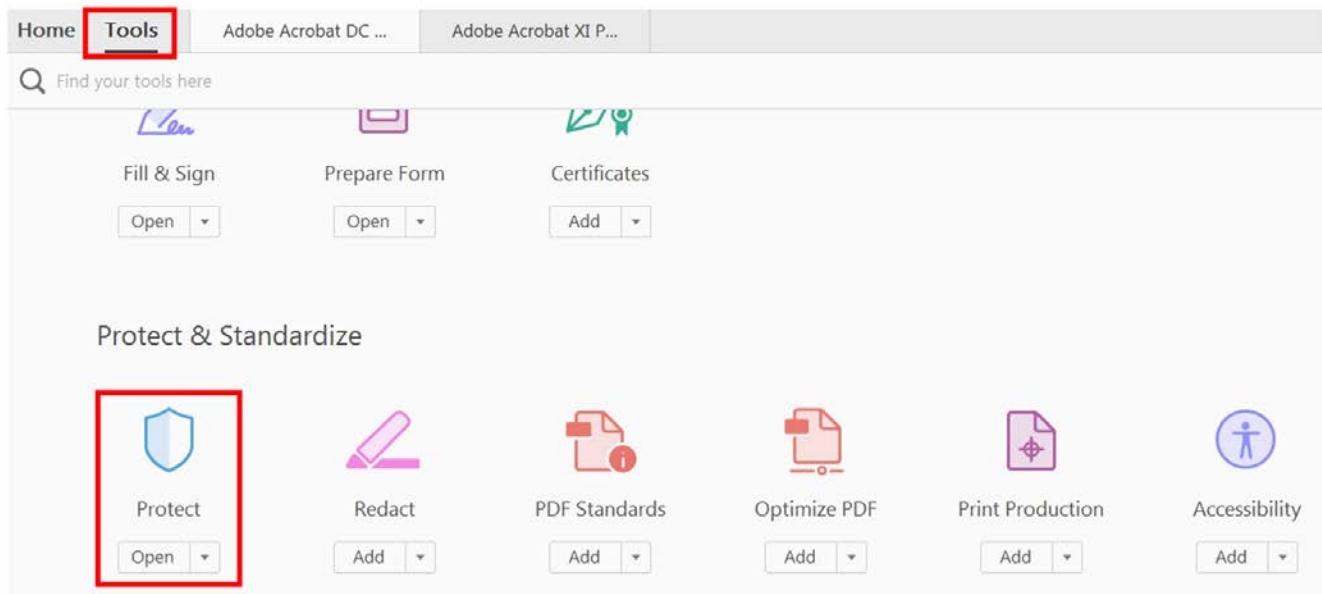
Users can limit access to a PDF by setting passwords and by restricting certain features, such as printing and editing. Restrict the way people can use your PDF file. There are two types of passwords available:

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.

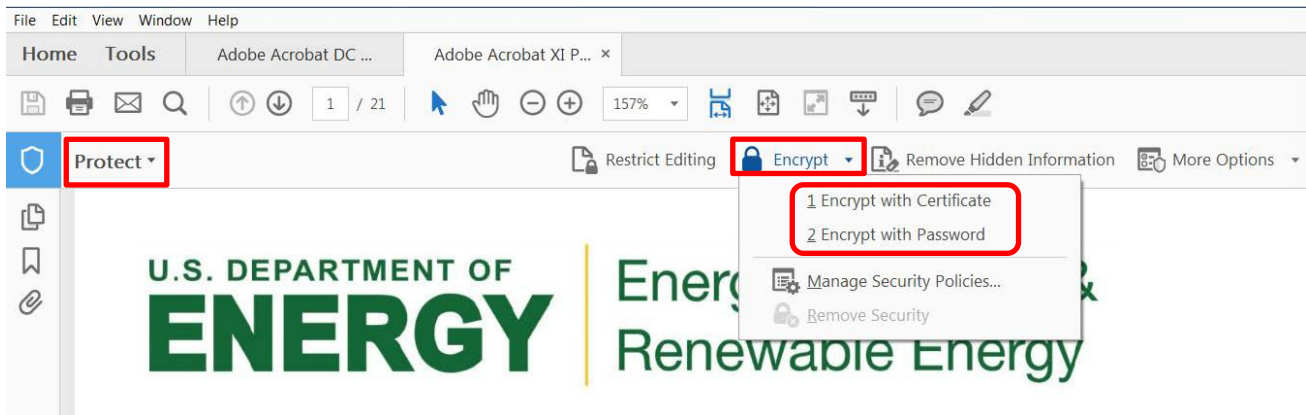
Permissions password: A permissions password (also known as a master password) requires a password to change permission settings. Using a permissions password, you can restrict printing, editing, and copying content in the PDF.

How to password encrypt and protect a PDF document

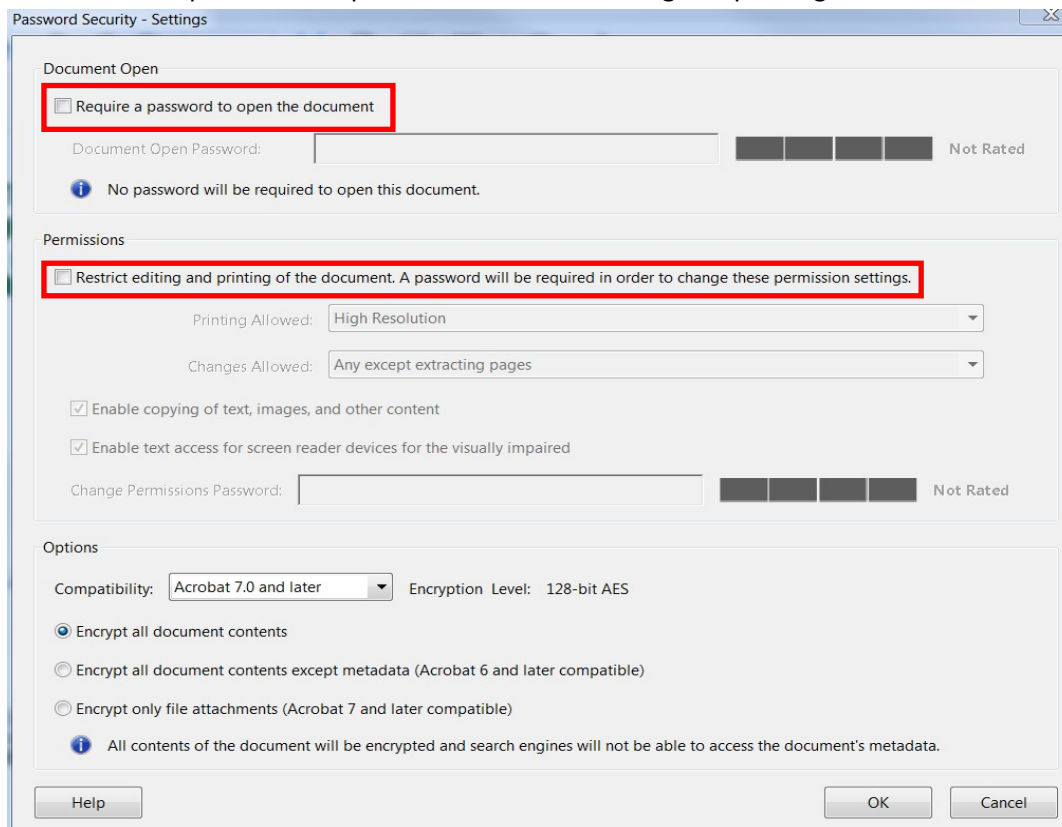
1. Open the PDF document you would like to password protect, select the **Tools** tab, scroll down to find the **Protect & Standardize** section, select **Protect**.



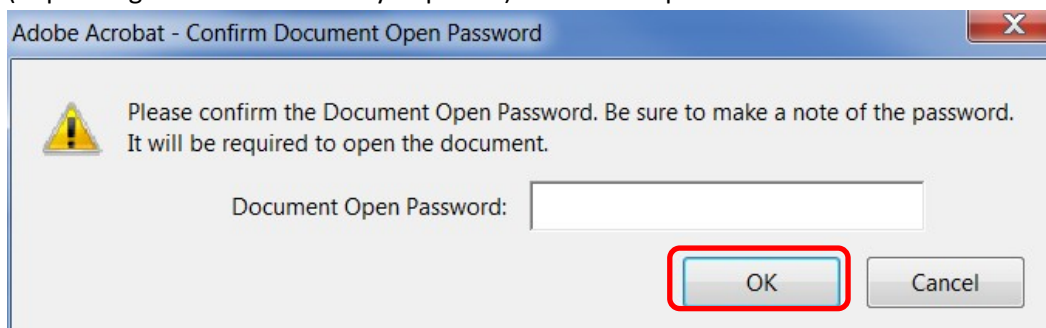
2. The **Protect** tool bar will appear, select the **Encrypt** button drop menu. Here you can either **Encrypt with a Certificate** or **Encrypt with a Password**.



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.

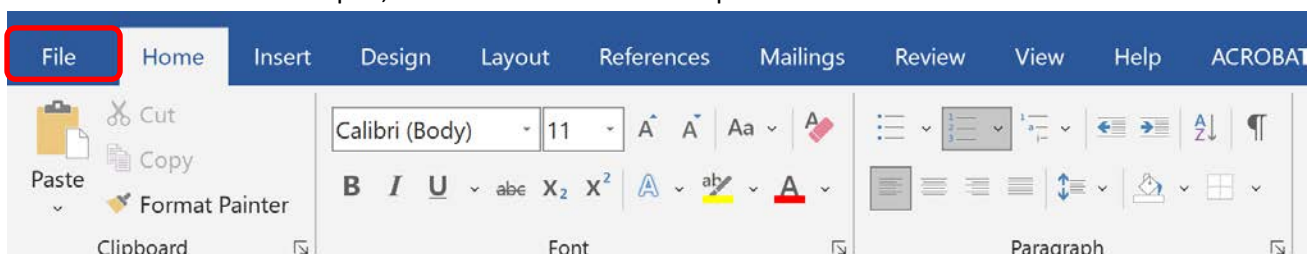


4. Once you have created and confirmed the password the document will not be able to open, print or edit (depending on the restrictions you placed) without the password.

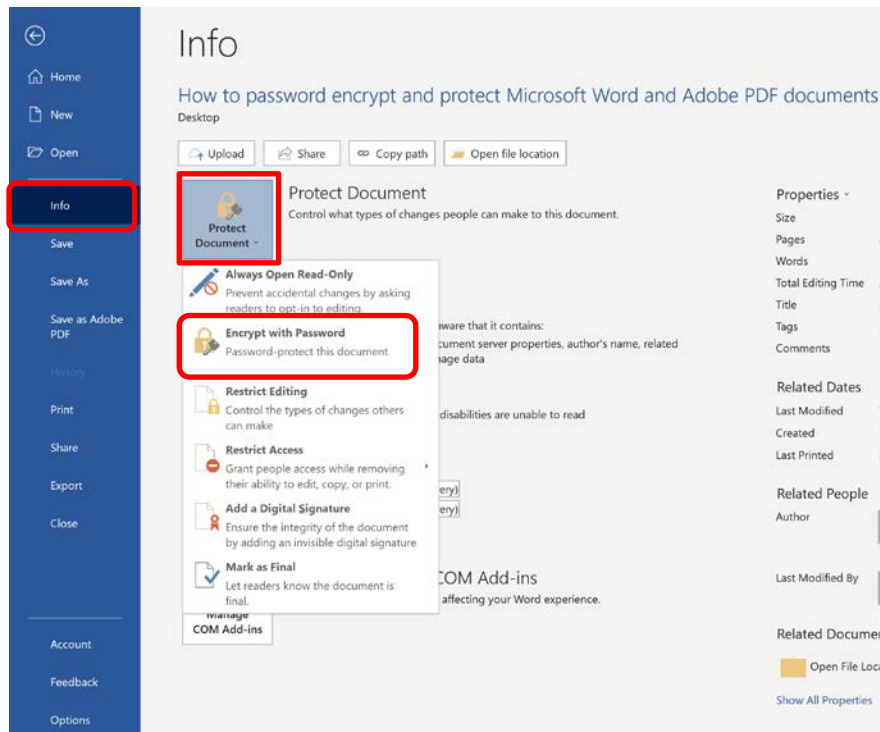


How to password encrypt and protect a Word document

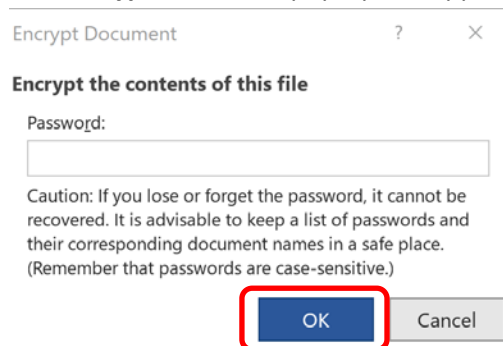
1. With the Word document open, select the **File** tab at the top left corner.



- 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**.



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



- 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.

