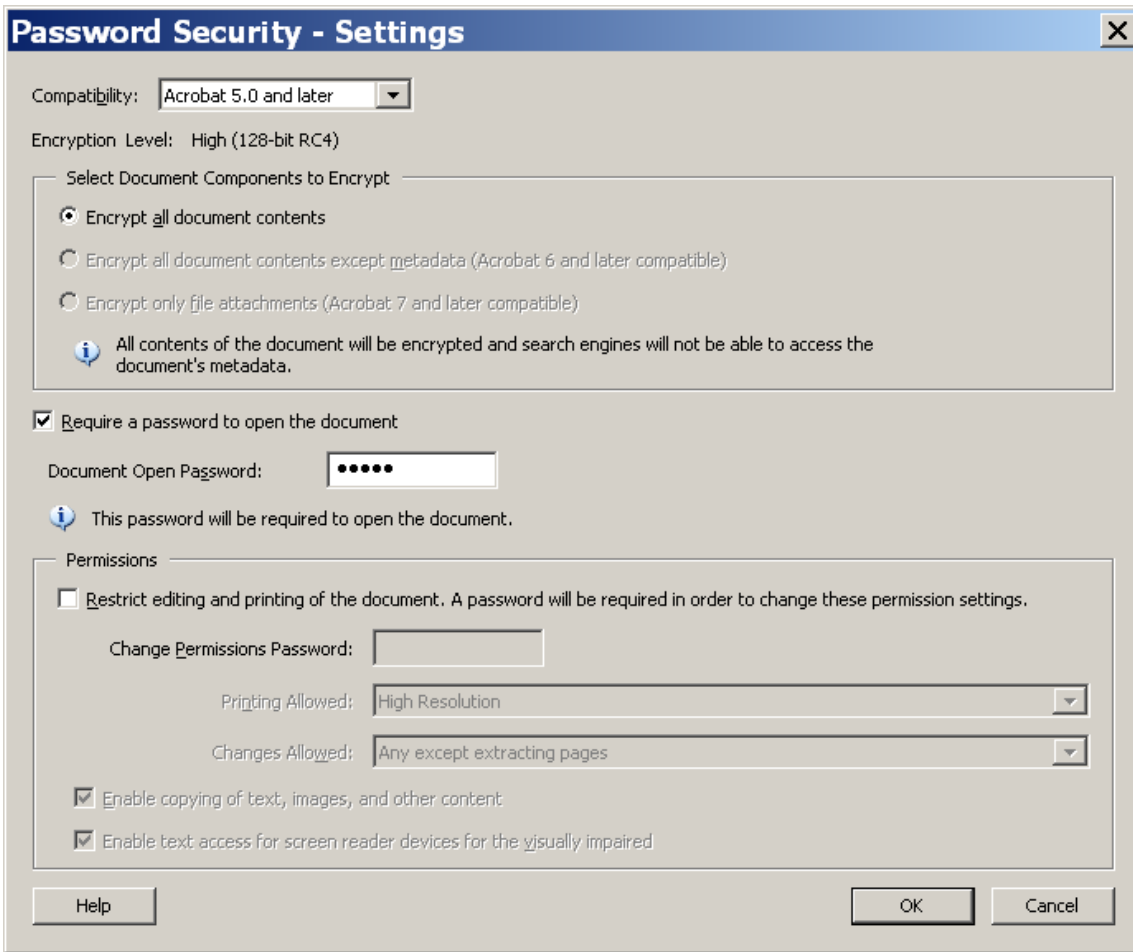# CREATING SECURE PDFs

BY ADDING A PASSWORD

Colette Horner 2/19/09

1. Create a document
2. Print the document as an Adobe PDF
3. A 'Save PDF File As' dialogue box will open asking you save the file to a directory on your hard drive. Click 'SAVE'
4. When the PDF opens, click on the 'Secure' drop-down menu (next to the lock icon); select 'Secure this Document'
5. A "Select a Policy to Apply' dialogue box will appear. Click on 'Restrict Opening and Editing Using Password'
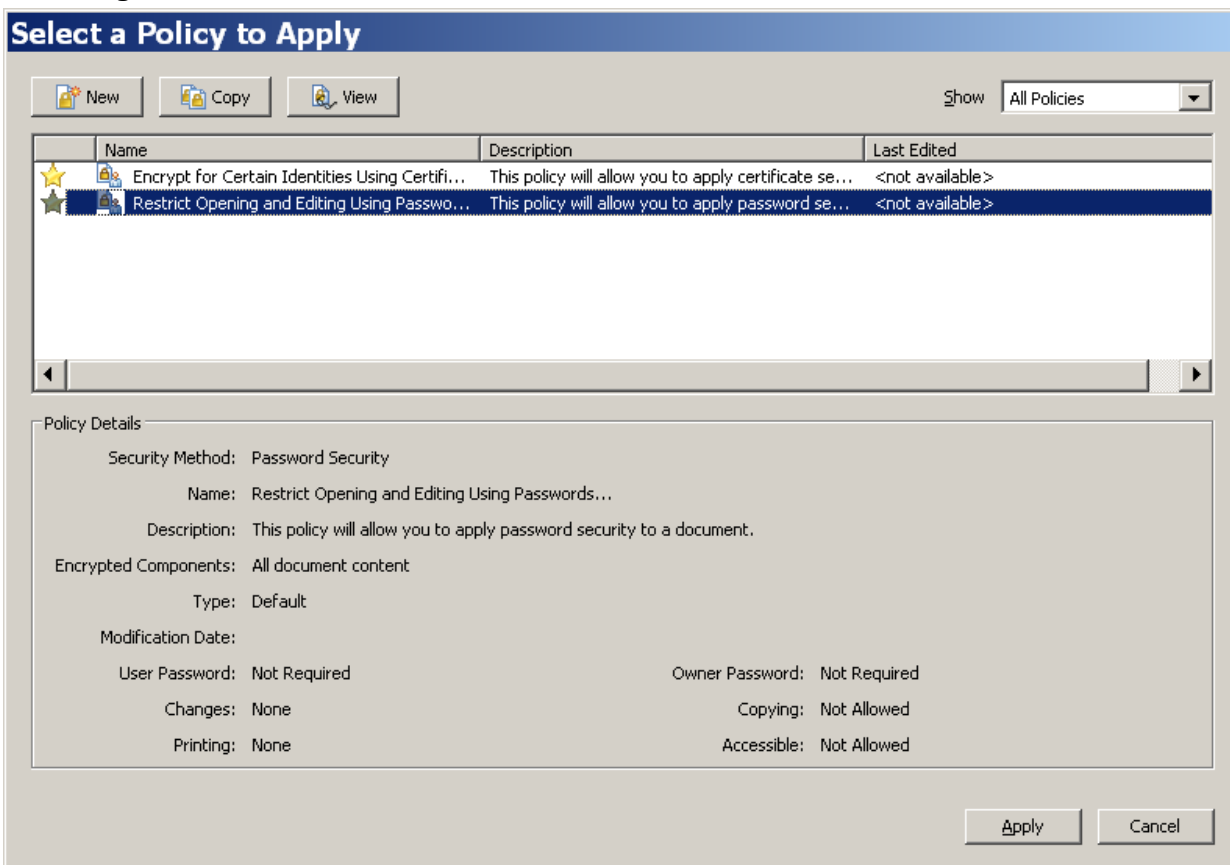
6. Click 'Apply'
7. A 'Password Security-Settings dialogue box will open. Select the settings below (Note: you can also set of permissions passwords to restrict changes that are allowed in the document and to restrict printing):
    - From the 'Compatibility' drop-down menu choose the earliest version of Acrobat that you want to be able to open your document: 'Acrobat 5.0 or later'
   - Select the radio button: 'Encrypt all document content'

- Check the box 'Require a password to open the document'

Password Security - Settings ✕

Compatibility: Acrobat 5.0 and later ▼

Encryption Level: High (128-bit RC4)

Select Document Components to Encrypt

◉ Encrypt all document contents

○ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

○ Encrypt only file attachments (Acrobat 7 and later compatible)

ⓘ All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

☑ Require a password to open the document

Document Open Password: •••••

ⓘ This password will be required to open the document.

Permissions

☐ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password: [   ]

Printing Allowed: High Resolution ▼

Changes Allowed: Any except extracting pages ▼

☑ Enable copying of text, images, and other content

☑ Enable text access for screen reader devices for the visually impaired

[Help]   [OK]   [Cancel]
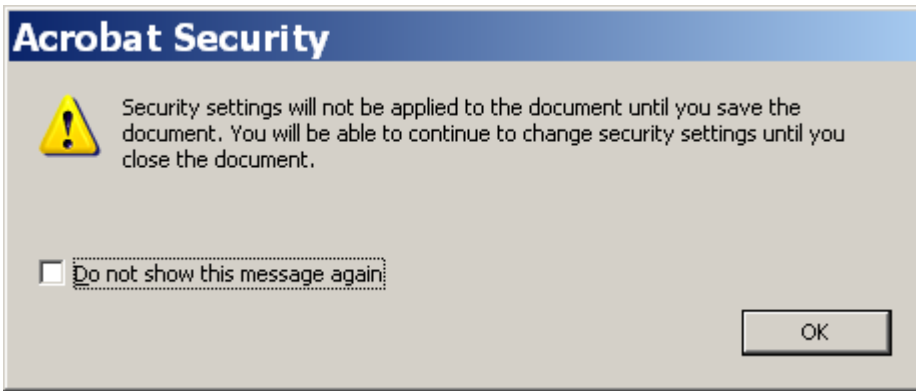
8. Click 'OK'
9. An Adobe Acrobat-Confirm Document Opening dialogue box will appear. Enter a password (case-sensitive).
   (Be sure to make note of the password. It will be required to open the document).

Adobe Acrobat - Confirm Document Open ... ✕

⚠ Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document.

Document Open Password: [   ]

[OK]   [Cancel]
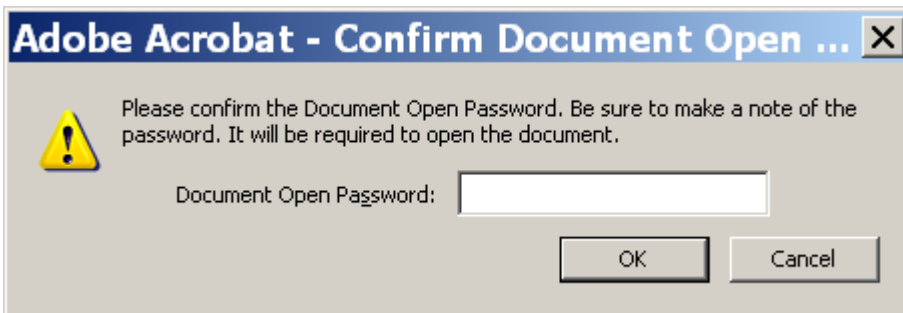
10. Click 'OK'
11. An 'Acrobat Security' dialogue box will appear letting you know security settings will not be applied until you save your document. You will be able to continue to change security setting until you close the document.

Acrobat Security

Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document.

☐ Do not show this message again

OK

12. Click 'OK'

13. Done

When the receiver tries to open your document, they will be prompted for the 'Document Open Password' you created. (You must share the password with the receiver; otherwise they will not be able to open your document)

Password ✕

'Document1.pdf' is protected. Please enter a Document Open Password.

Enter Password: [   ]

OK   Cancel