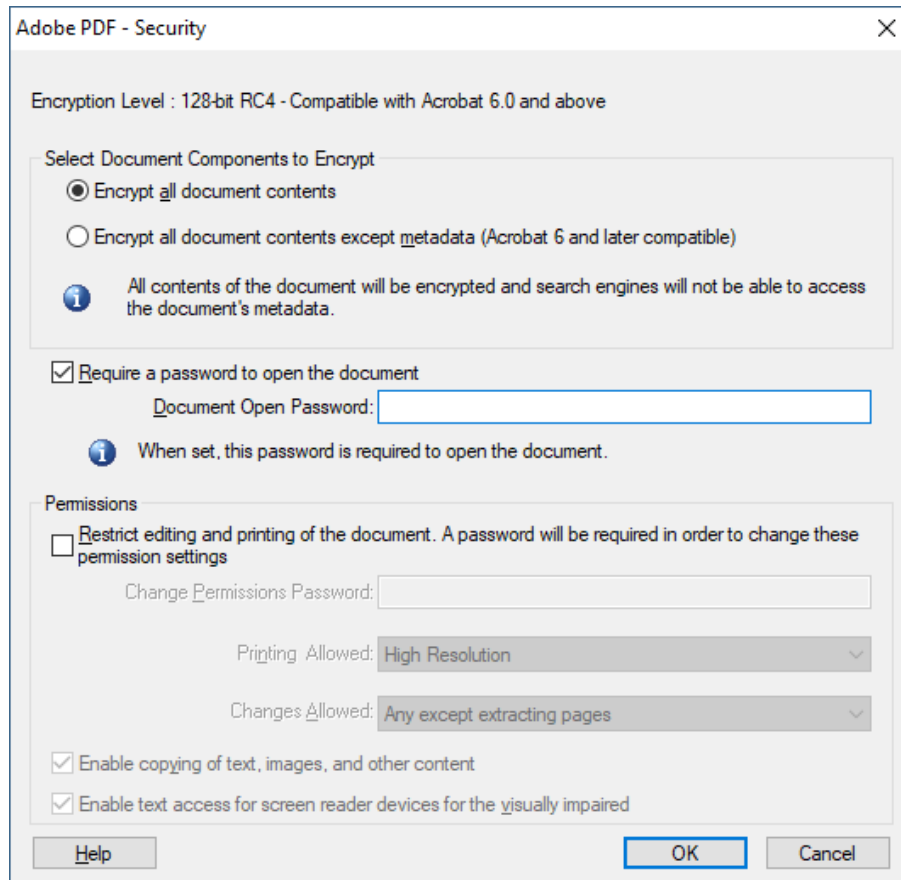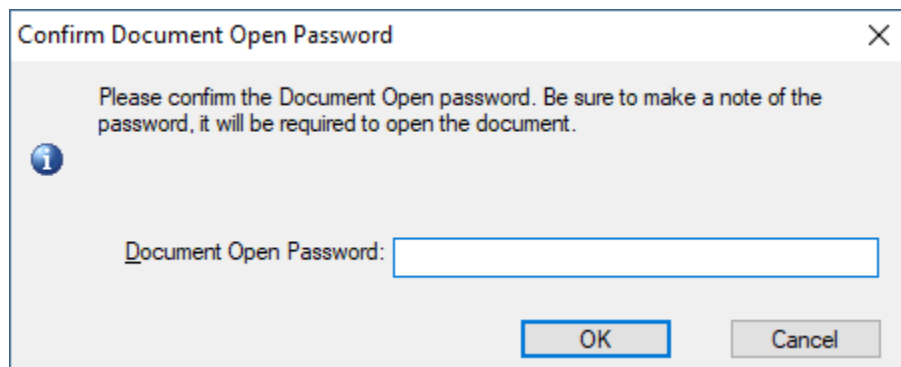**How to Password Protect <u>Digitally Signed</u> PDF Documents**

1. Open the PDF and choose **File** > **Print** > **Adobe PDF** > **Print**
2. Type the file name, and click **Save**
3. You will be prompted to select your security settings: **Adobe PDF** – Security
    *   Check the box **Require a password to open the document**
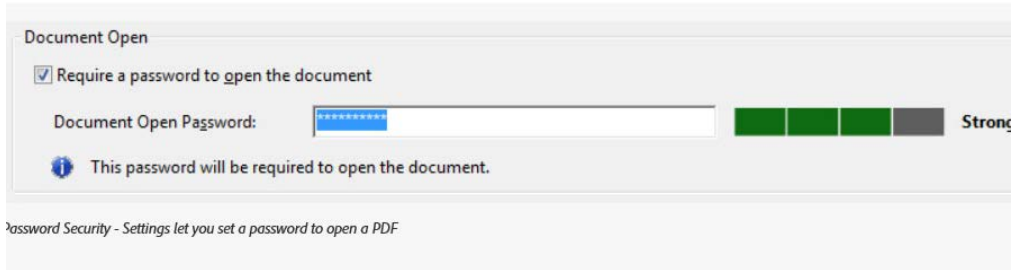   *   Type your password in the **Document Open Password** box

*   Retype the appropriate password in the **Document Open Password** box and click **OK**
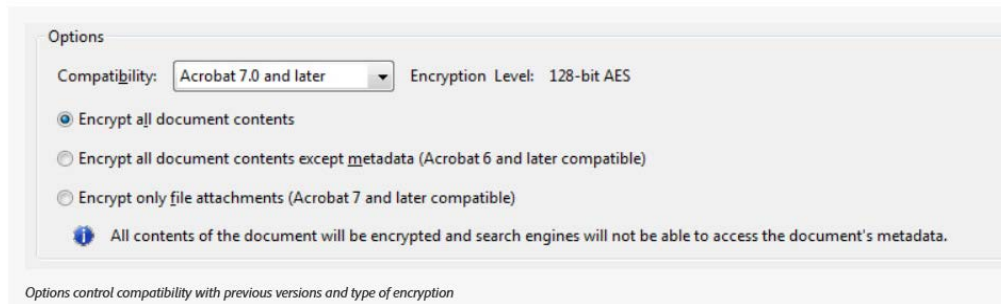

4. You will then be prompted to **Enter Password** to open the password protected document

How to Password Protect <u>Scanned</u> PDF Documents

5. Open the PDF and choose **Tools** > **Protection** > **Encrypt** > **Encrypt with Password**
6. If you receive a prompt, click **Yes** to change the security.
7. Select **Require A Password To Open The Document**, then type the password in the corresponding field. For each keystroke, the password strength meter evaluates your password and indicates the password strength.

8. Select an Acrobat version from the **Compatibility** drop-down menu. Choose a version equal to or lower than the recipients' version of Acrobat or Reader.

The Compatibility option you choose determines the type of encryption used. It is important to choose a version compatible with the recipient's version of Acrobat or Reader. For example, Acrobat 7 cannot open a PDF encrypted for Acrobat X and later.
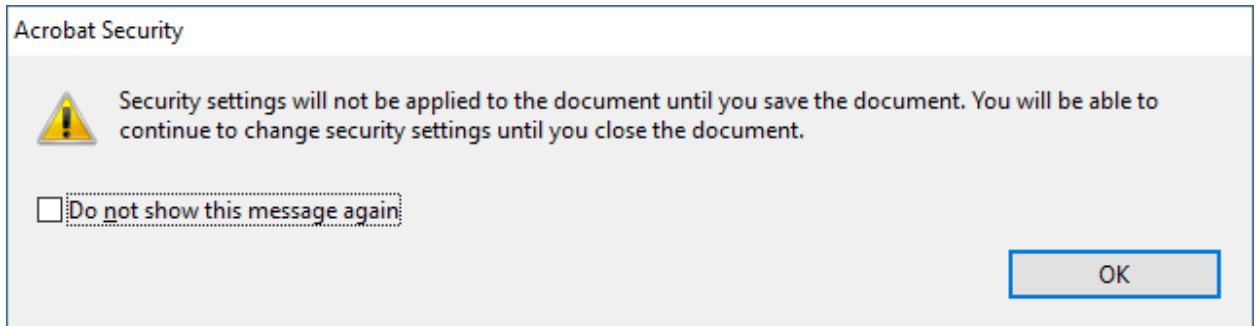
- **Acrobat 6.0 And Later** (PDF 1.5) encrypts the document using 128-bit RC4.
- **Acrobat 7.0 And Later** (PDF 1.6) encrypts the document using the AES encryption algorithm with a 128-bit key size.
- **Acrobat X And Later** (PDF 1.7) encrypts the document using 256-bit AES. To apply 256-bit AES encryption to documents created in Acrobat 8 and 9, select Acrobat X And Later.

9. Select an encryption option:

    Encrypt All Document Contents: Encrypts the document and the document metadata. If this option is selected, search engines cannot access the document metadata.

    Encrypt All Document Contents Except Metadata: Encrypts the contents of a document but still allows search engines access to the document metadata.

10. Click **OK**. At the prompt to confirm the password, retype the appropriate password in the box and click **OK**.

11. You will be notified to **Save** your document, click **OK**

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. Save your document.