Alberta Human Services

How to password protect PDF Documents

Human Services

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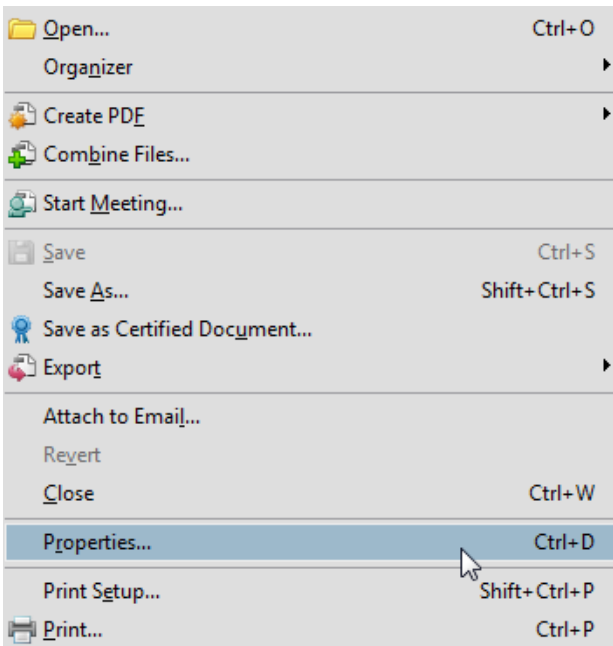
Date: February 26, 2014

Protect your PDF file with permissions using Adobe Acrobat XI

Restrict the way people can use your PDF file. Easily prevent them from editing and copying information, or fine-tune file permissions to limit other activities like printing, commenting, form filling, and adding pages.
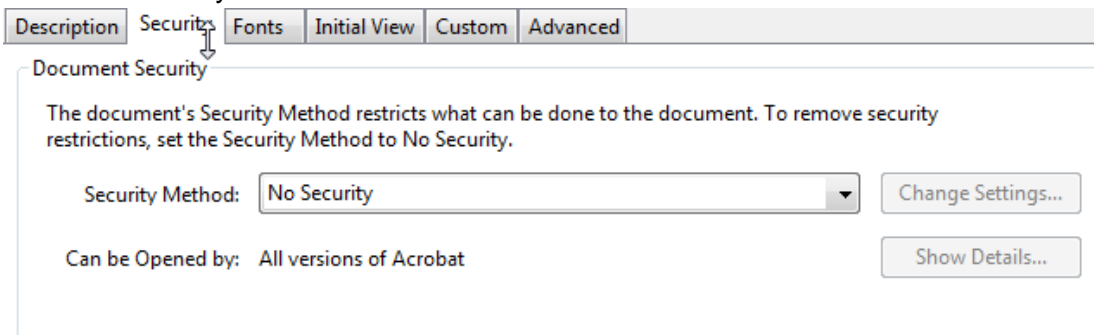
1. Open the file you wish to password protect.

2. At the top click properties

Open...	Ctrl+O
Organizer	▶
Create PDF	▶
Combine Files...	
Start Meeting...	
Save	Ctrl+S
Save As...	Shift+Ctrl+S
Save as Certified Document...	
Export	▶
Attach to Email...	
Revert	
Close	Ctrl+W
Properties...	**Ctrl+D**
Print Setup...	Shift+Ctrl+P
Print...	Ctrl+P

3. Click the Security Tab

Description | Security | Fonts | Initial View | Custom | Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: No Security   ▼   Change Settings...

Can be Opened by: All versions of Acrobat   Show Details...

4. Change the Security Method to Password Security

Document Security

The document's Security Method restricts what can be done to the document. To remove s
restrictions, set the Security Method to No Security.

Security Method: | No Security | ▼ |

No Security

Can be Opened by: **Password Security** ↕

Certificate Security

Adobe LiveCycle Policy Server

5. Check the 'Require password to open this document and add a password
   a. Click OK

☑ Require a password to open the document

Document Open Password: ******

ⓘ This password will be required to open the document.

6. Confirm the password

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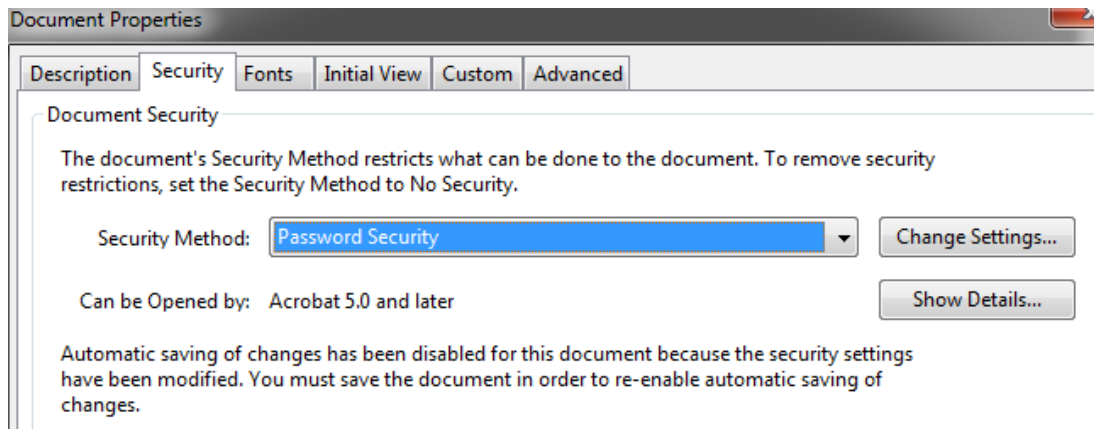
⚠ Please confirm the Document Open Password. Be sure to make a note
   of the password. It will be required to open the document.

   Document Open Password: ******

                                    OK   Cancel

Adobe Acrobat

⚠ 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

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7. You must save the document to apply the new security settings. Type a name for your file, and click Save.