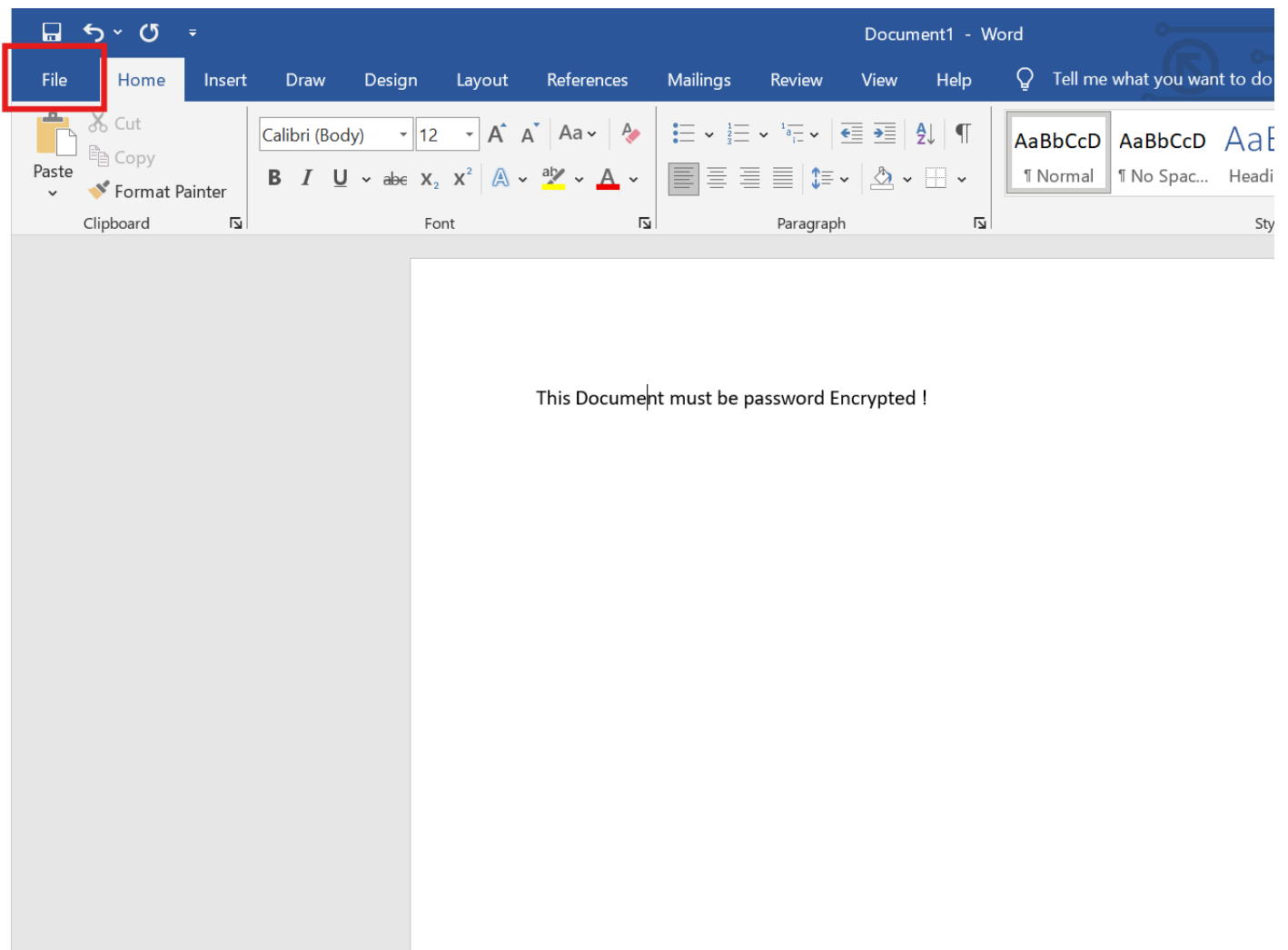


Word: How to Password Encrypt a PDF File

You can use Microsoft Word to encrypt a PDF file. This quick guide shows you how to Password Encrypt a PDF File using Microsoft Word.

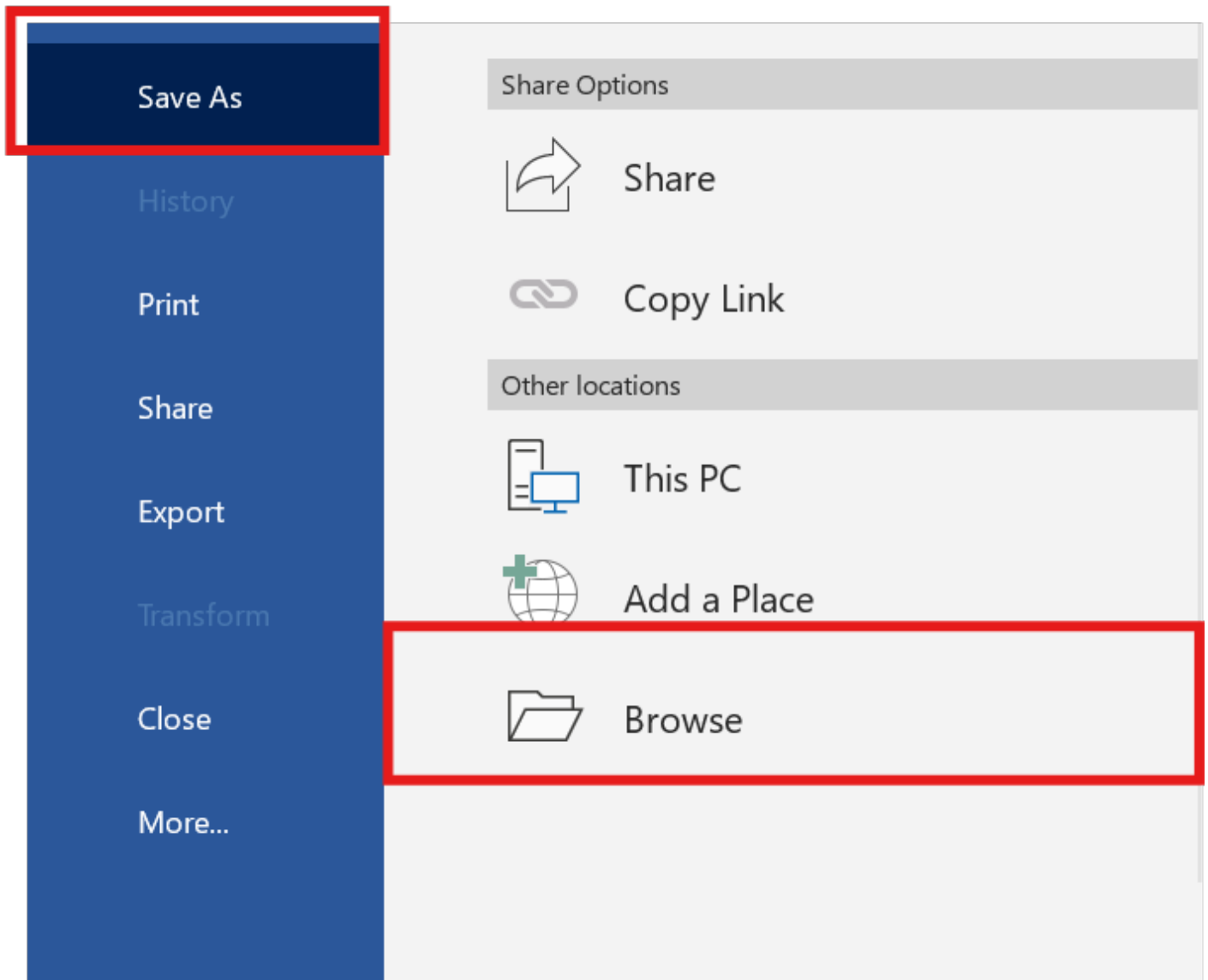
1. Open the File menu

Once you have opened the document, click the file menu at the top-left of the screen.



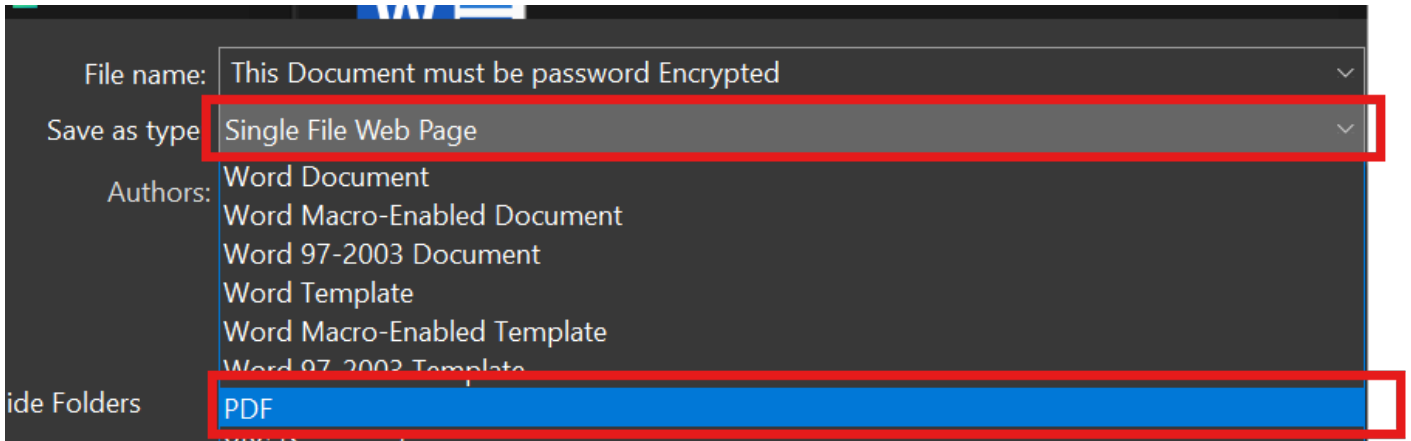
2. Save As > Browse

Click Save As > Browse

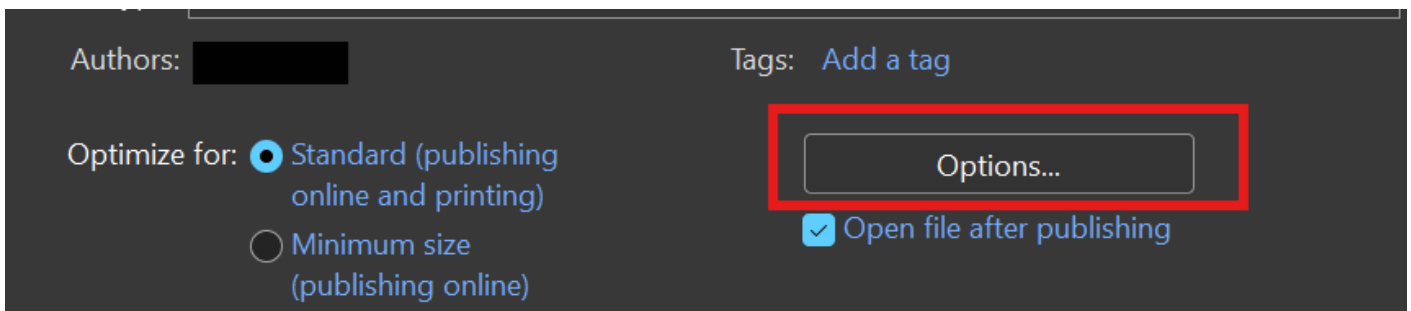


3. Save as Type as PDF

Click the drop down menu and choose PDF



4. Click the option button



5. Enable "Encrypt the document with a password"

At the bottom of the windows, make sure the "encrypt the document with a password" is ticked. then click OK.

PDF options

- PDF/A compliant
- Optimize for image quality
- Bitmap text when fonts may not be embedded
- Encrypt the document with a password

OK

Cancel

6. Enter a password

Soon after you click OK, you will be requested to enter a password.

?

×

Encrypt PDF Document

Your exported PDF document will be encrypted with your selected password upon saving.

Password:

Reunter password:

Passwords must be between 6 characters and 32 characters in length.

OK Cancel

7. Save the PDF

Lastly, choose a location where you want this PDF + Password encrypted to be stored at.

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