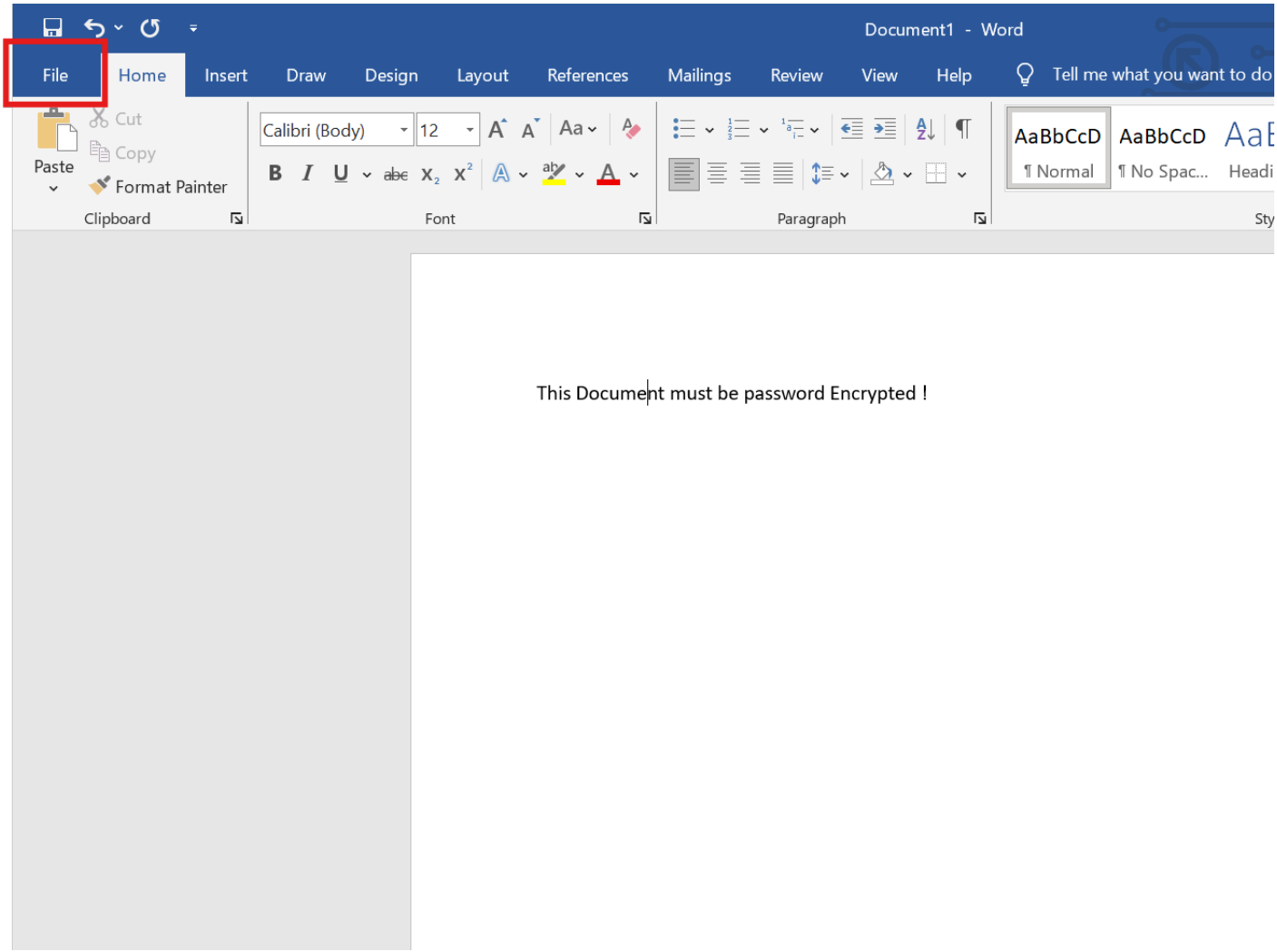
# Word: How to Password Encrypt a PDF File

**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.**

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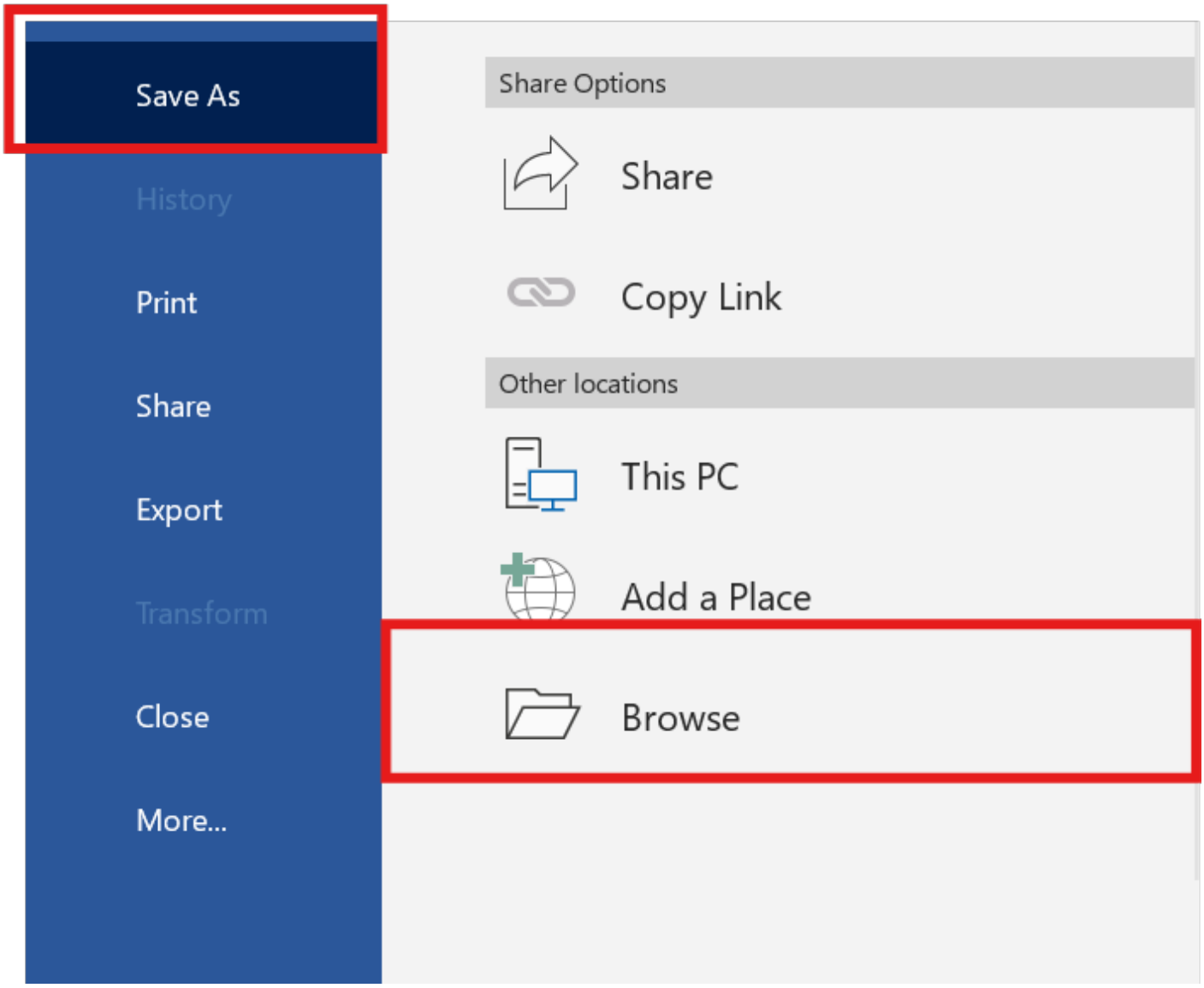
## 1. Open the File menu

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



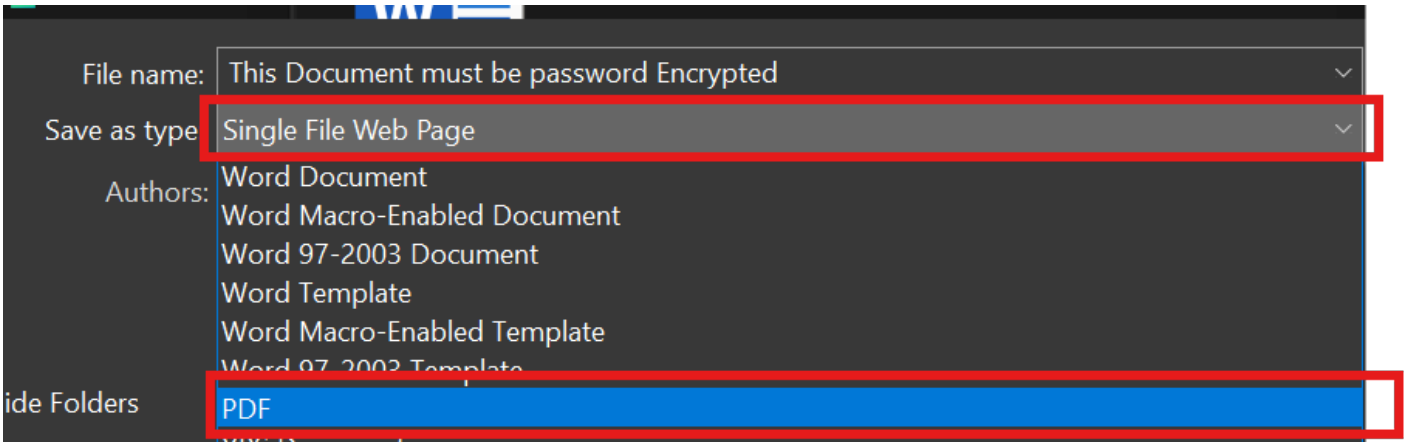
# 2. Save As > Browse

Click Save As  > Browse

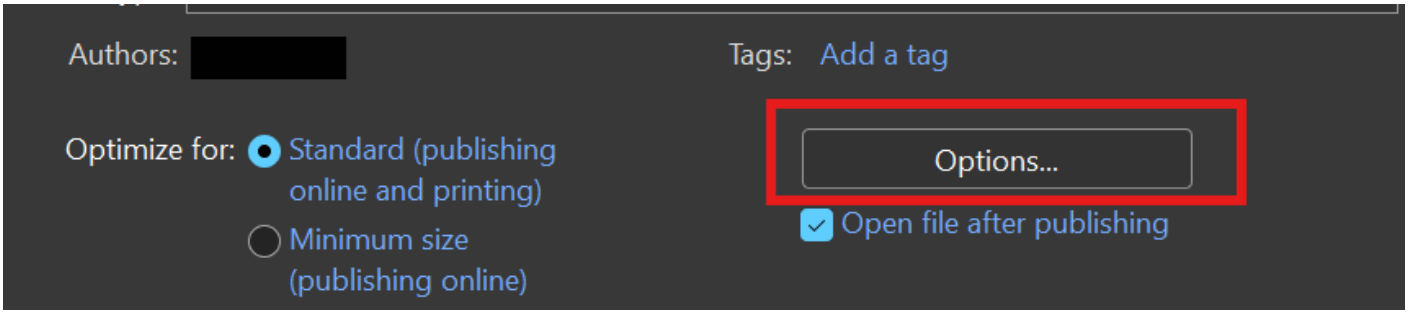



# 3. Save as Type as PDF

Click the drop down menu and choose PDF

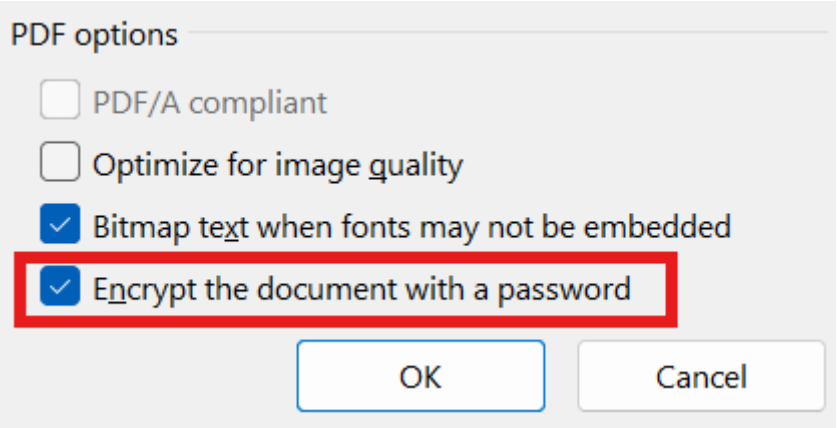



# 4. Click the option button



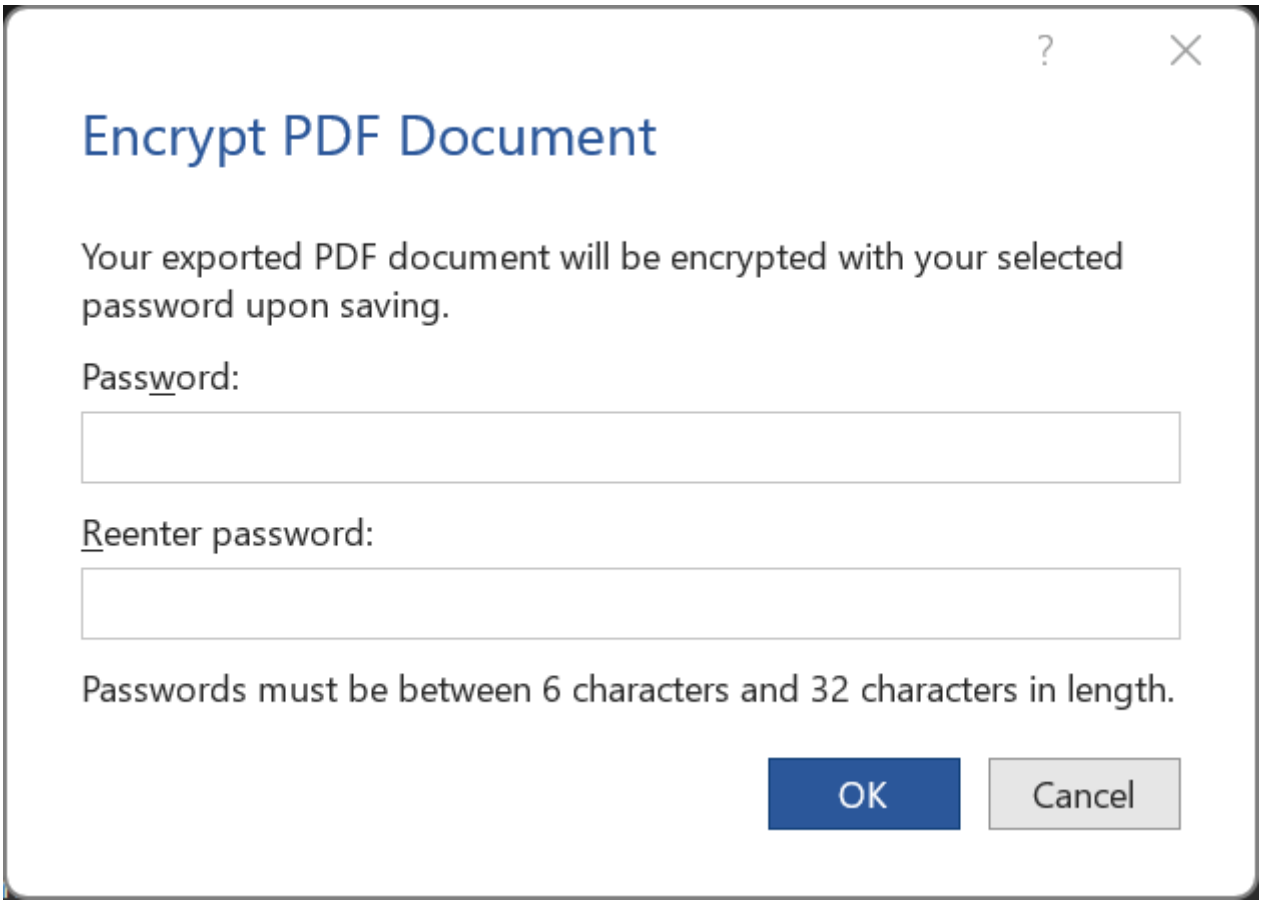

# 5. Enable "Encrypt the document with a password"

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




# 6. Enter a password

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



# 7. Save the PDF

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

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