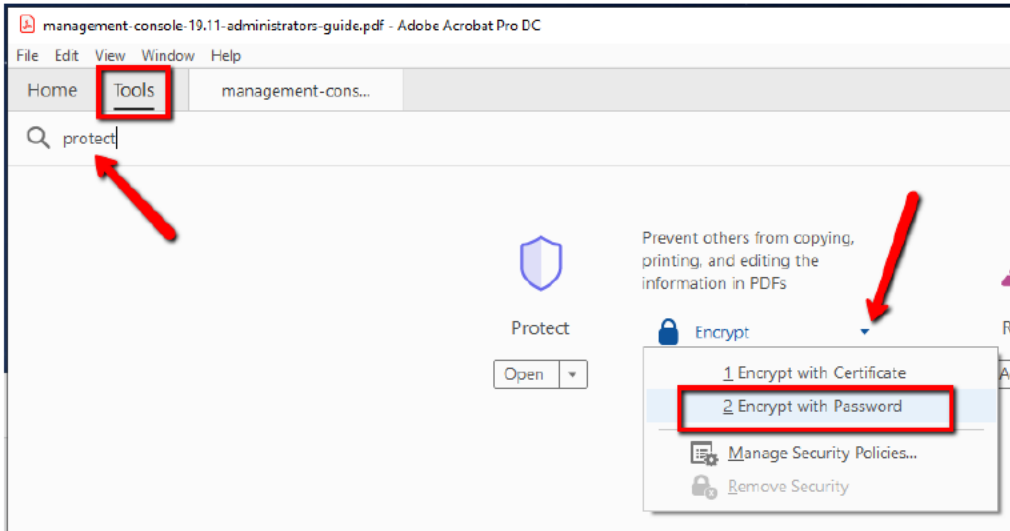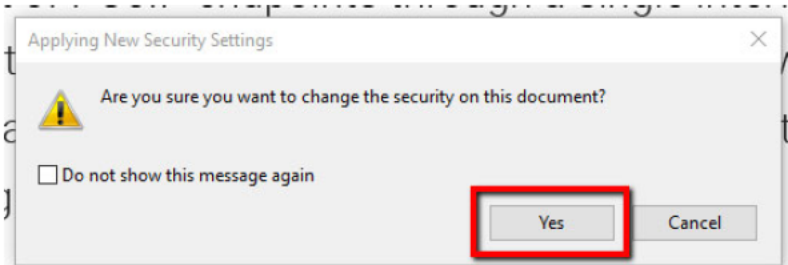# How To – Protect PDF with Password

1. Open the PDF document with Adobe Acrobat (this should be the default application)
2. Click Tools menu > Search "protect" > Click Encrypt drop down menu > Click Encrypt with Password.

3. You will receive a pop-up box verifying that you want to protect the document; click Yes.

4. Once you click Yes, you will be presented with several protection options for the document.
    a. Select the box to Require a password to open the document.
    b. Create a unique password that you **keep somewhere else as there will be no way to recover the password if it is lost or forgotten.**
    c. Type in the secure password.
    d. Click OK

INSTRUCTIONS CONTINUE ON THE FOLLOWING PAGE

5. Re-enter the secure password in the text box that immediately pops up.

6. You **must save the document** in order to activate the new security settings. This dialog box is confirming that you understand this step in the process. Click OK to move on and save the document.

7. The next time you open the document, you will be presented with a field to enter the secure password before the document will open.

8. Assuming the document will be emailed, please be sure to share the password with the recipient **in a separate form of communication.**