

## Password Protection on a Word Document or PDF

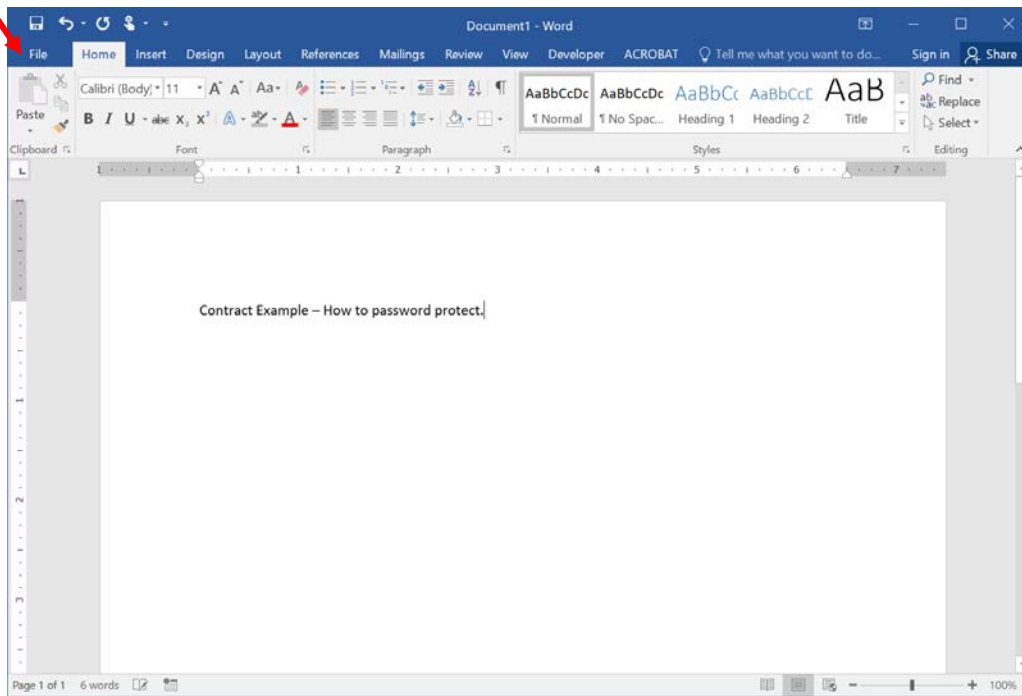
Word Document Instructions page 1

PDF Instructions page 4

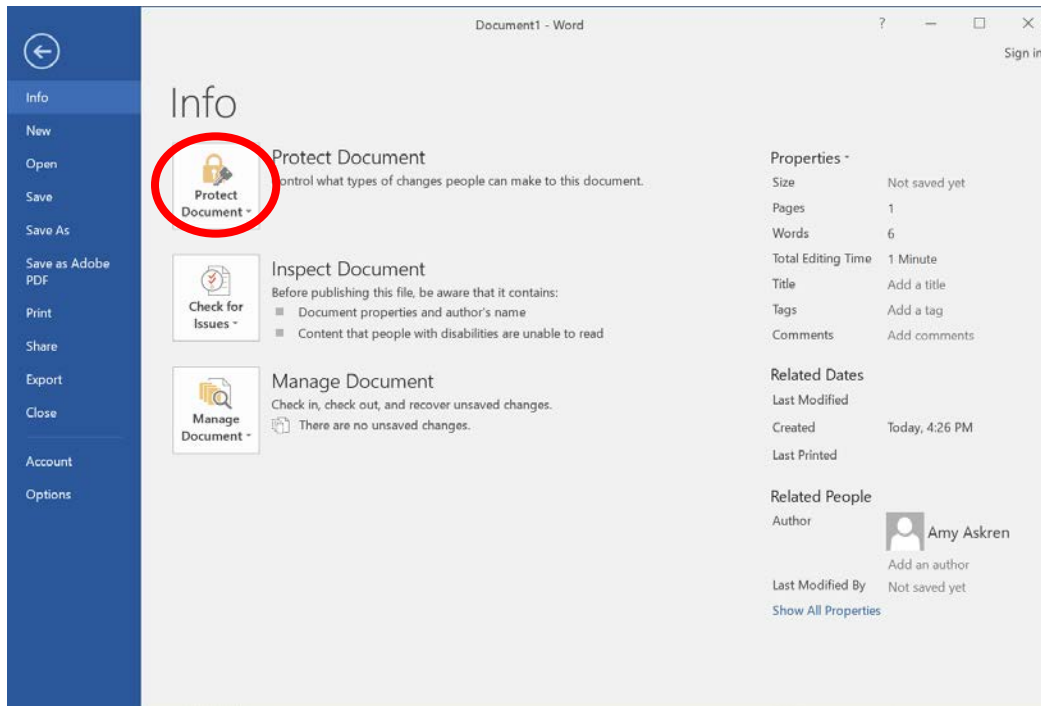
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### *How to password protect a **Word Document**.*

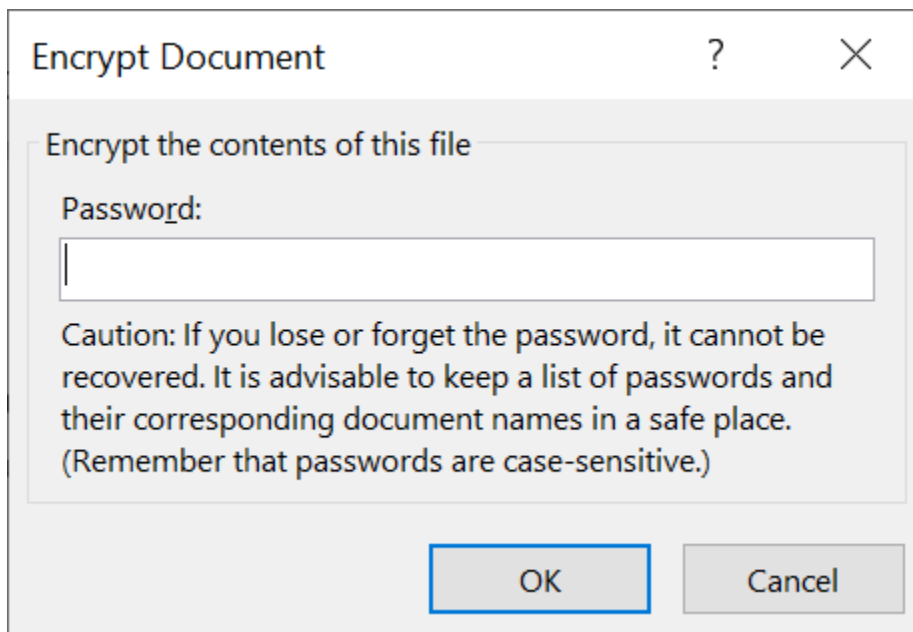
After scanning your contract back to your computer, open your contract, save the file, and then click **File**



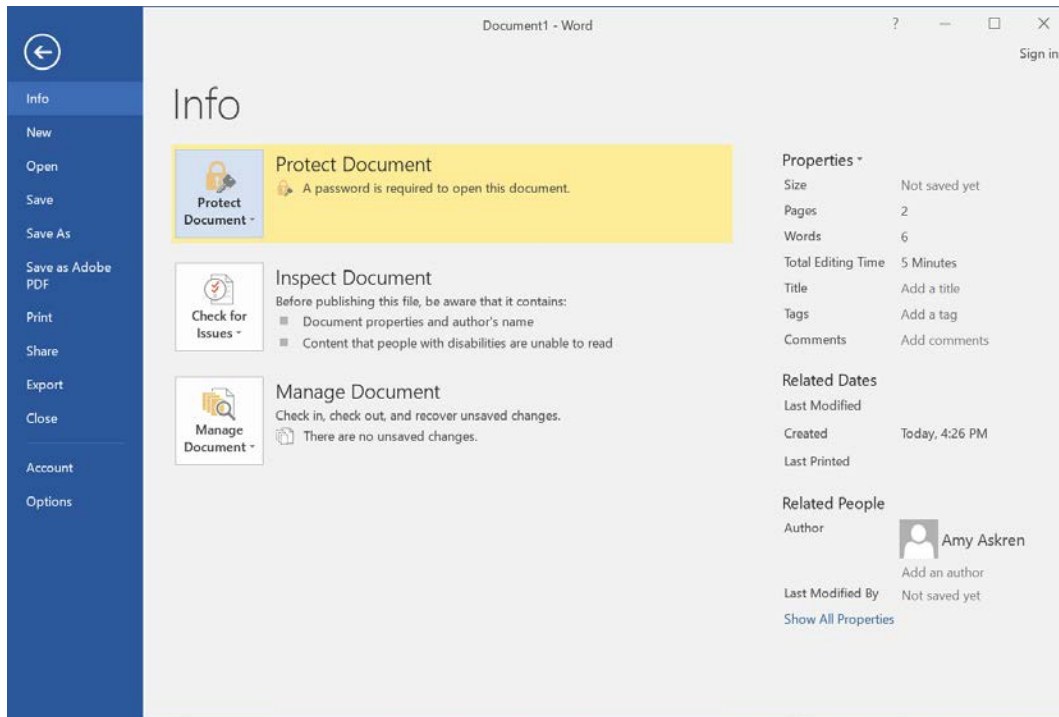
This opens a dialogue box where the first choice is to **Protect Document**. Click on the **Protect Document** box and a drop down expands with the second choice being, **Encrypt with Password**.



You will then need to enter your password that was sent to you by email and hit **OK**. The program will then ask you to retype your password to confirm. When complete hit **OK**.



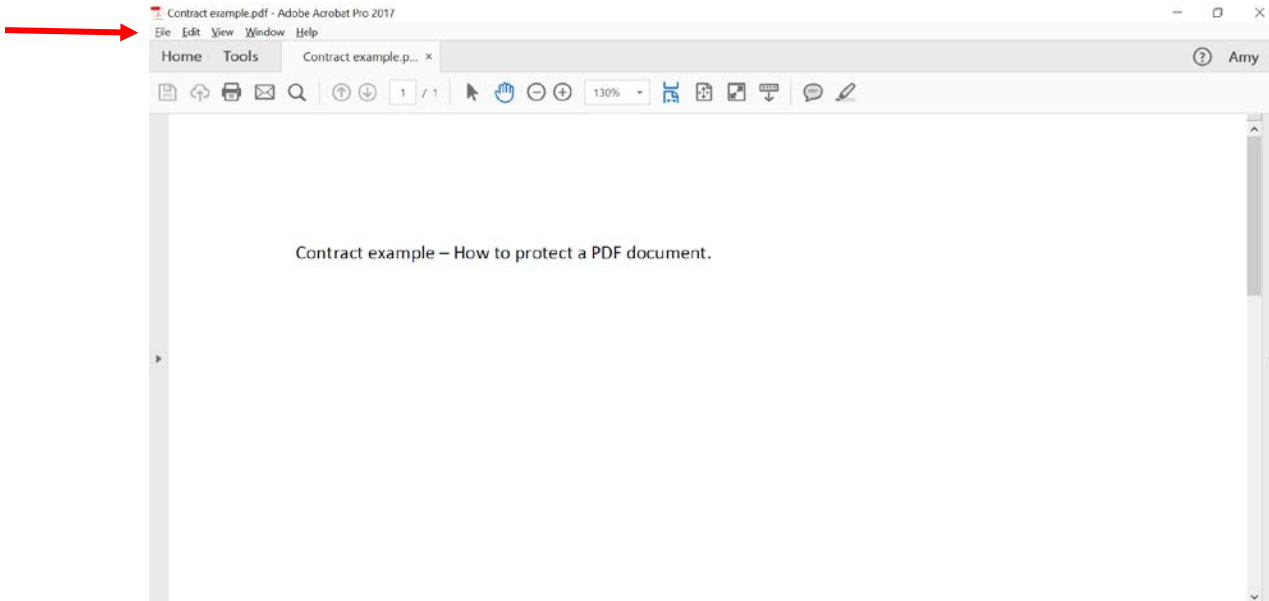
Once you have successfully completed the process, the **Protect Document** prompt area will turn yellow and indicate a password is required.



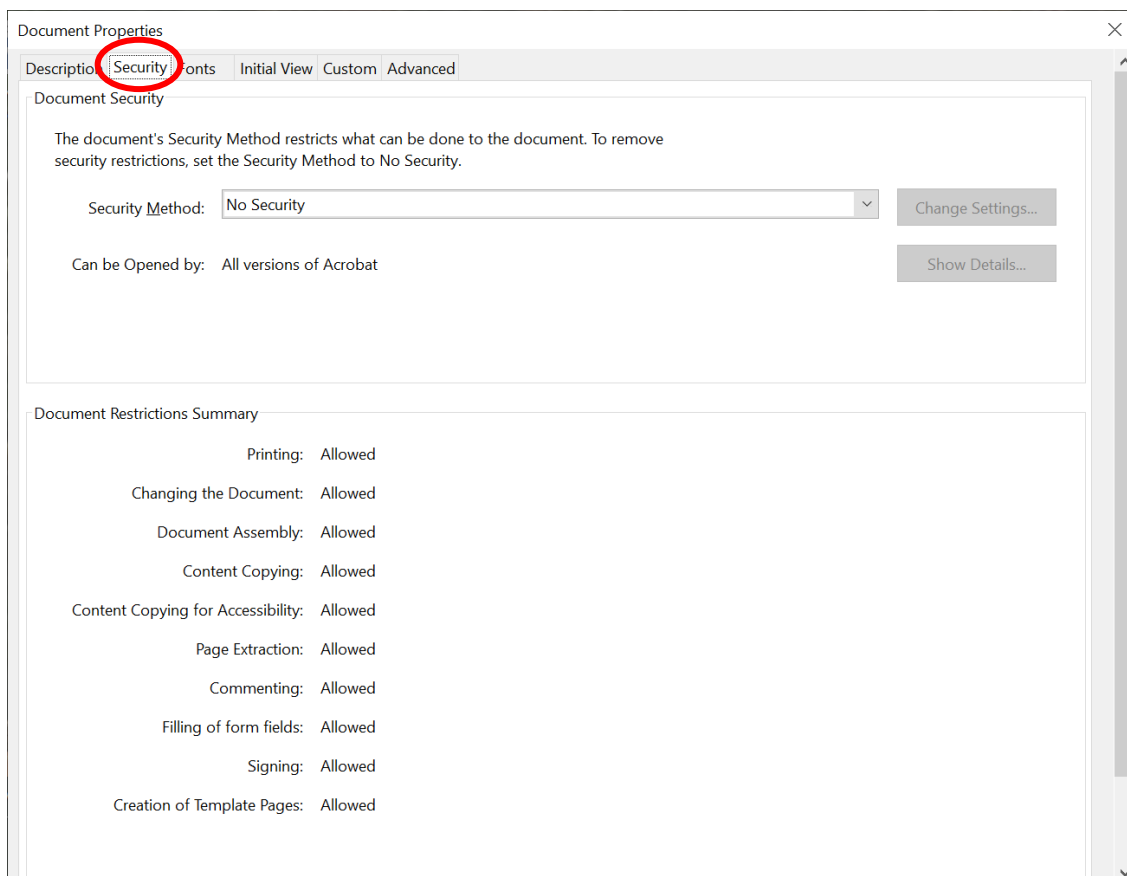
You must then save the document to finalize the password requirement. You have completed the security process and can now return your contract to [associateprovost@udayton.edu](mailto:associateprovost@udayton.edu)

### How to password protect a PDF Document.

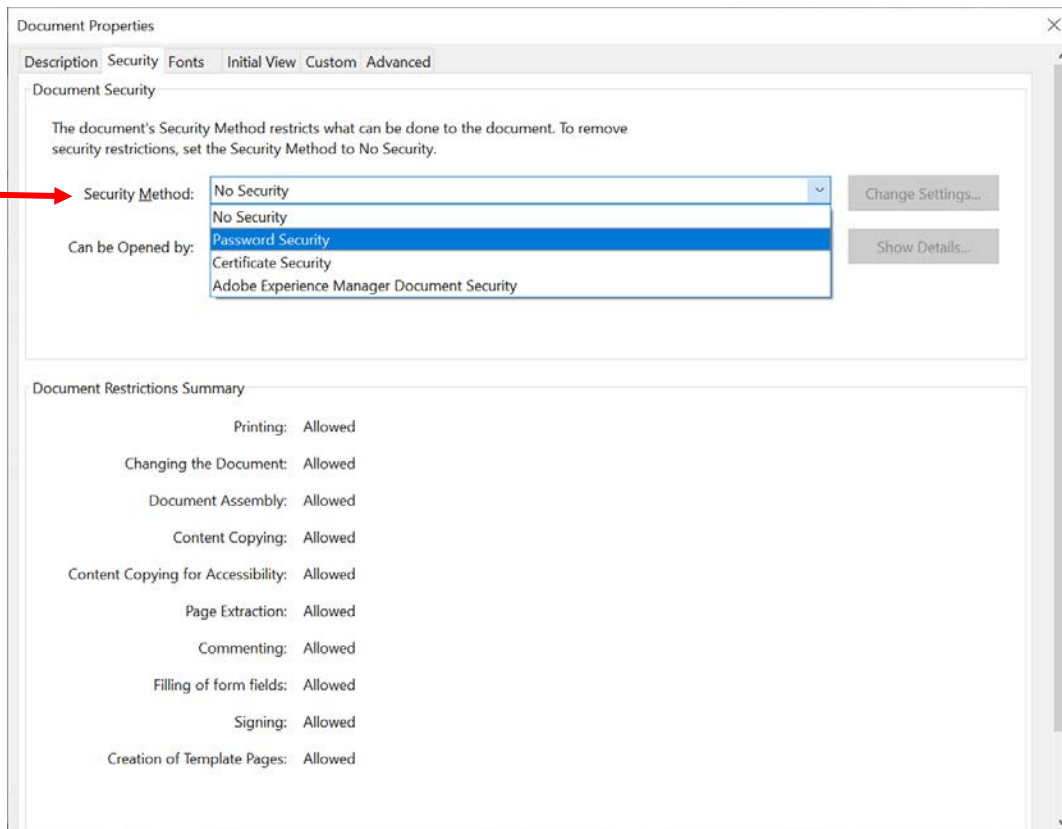
After scanning your contract back to your computer, open your contract, save the file and click **File** this will open a drop down. Go to **Properties** and click on **Properties**.



This opens a dialogue box with several tabs. Click on **Security**



Go to **Security Method** and click the drop down and choose **Password Security** and hit **Enter**.



Click the box to **Require a password to open the document**

Password Security - Settings

Document Open

Require a password to open the document

Document Open Password:  Not Rated

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password:  Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

You will then need to enter your password that was sent to you by email. Hit **Enter** once input.

Password Security - Settings

Document Open

Require a password to open the document

Document Open Password:  Medium

This password will be required to open the document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password:  Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

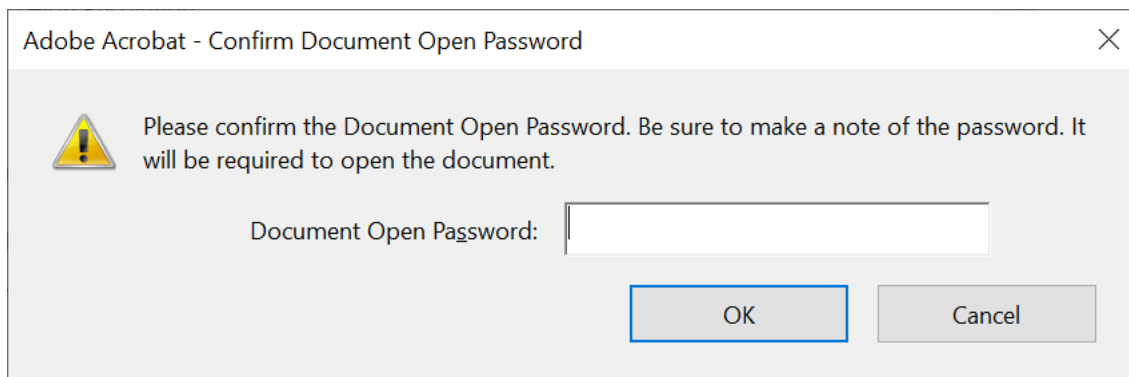
Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

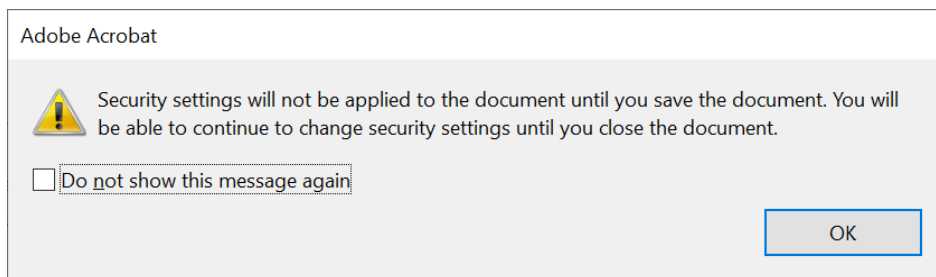
Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

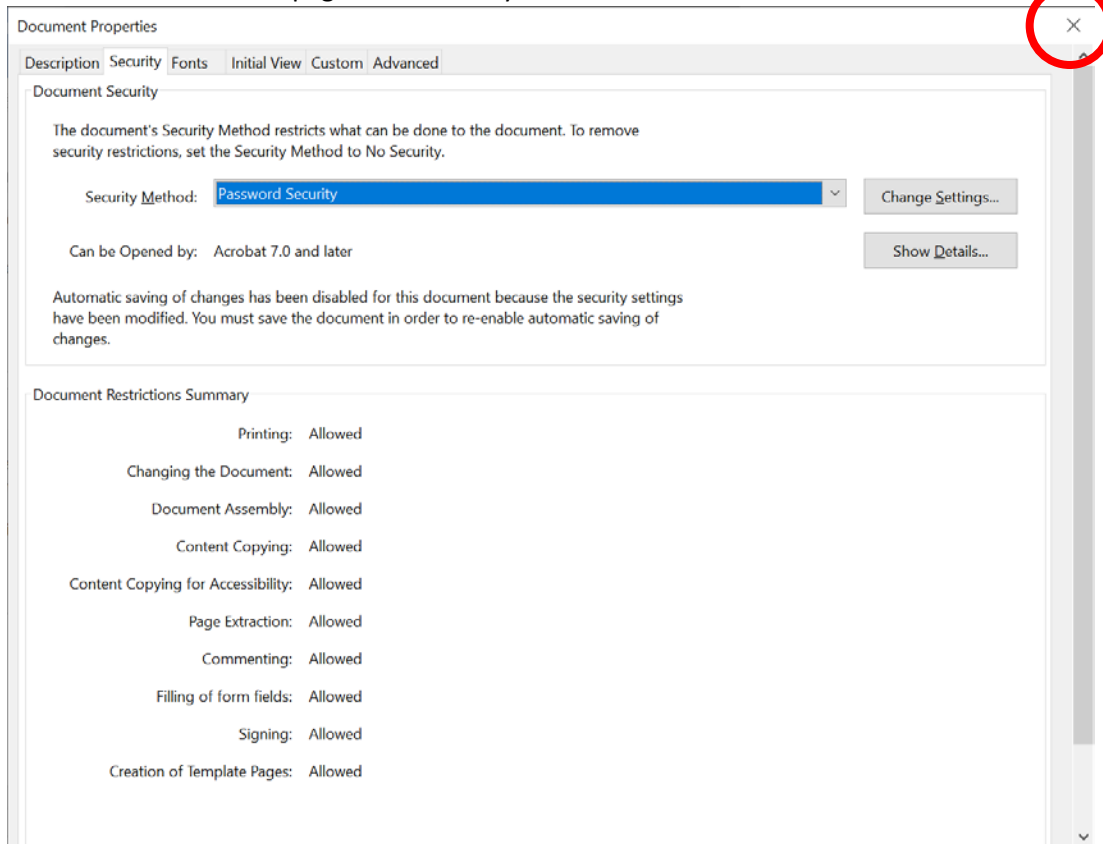
The program will then ask you to retype your password to confirm. Type in your password and hit **OK**.



A warning dialogue box will appear. Hit **OK**.



You will then return to the Document Properties page with Password Security highlighted as the Security Method. Exit out of the page to return to your document.



You must then save the document to finalize the password requirement. You have completed the security process and can now return your contract to [associateprovost@udayton.edu](mailto:associateprovost@udayton.edu)