**How to Encrypt a PDF file**

Confirm you have Adobe Acrobat XI Pro (or try with earlier versions). IT can now install it for free on your computer.

Open PDF file you would like to encrypt.

Click on File, then Properties…

Click on Security tab.

Change Security Method: “No Security” from drop down menu to Password Security

A new box will open. Password Security – Settings

Check the box by “Require a password to open the document”

Create a password to open the document. Use a variety of lower case & upper case letters, numbers and symbols. Enter it by Document Open Password:

There are other permissions you can put in place if necessary.

Click OK

Another box will open. Adobe Acrobat – Confirm Document Open Password

Enter the password that was created for this document.

Click OK

A reminder box will open, letting you know that the security settings are not applied until you save the document.

Click OK – that will close that box

Click OK at the bottom of the Document Properties box that is still open

Save document

Call person that you are emailing document to and give them the password to open the file. Do not leave a message unless you are sure that only that person has access to the messages. Do not email the password, even in a separate email.