



IMPORTANT: HOW TO PASSWORD PROTECT YOUR PDF DOCUMENTS

Below are easy-to-follow instructions on how to password protect your PDF files.

1. Open the PDF in Acrobat.
2. Do any of the following:
 - a. Go to **All tools > Protect a PDF > Protect with password.**
 - b. Select **File > Protect Using Password** (macOS).
3. In the Protect Using Password dialog box, select if you want to set the password for viewing or editing the PDF.
4. Type and retype your password. *Your password must be at least six characters long. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.*
5. Select **Apply**. Acrobat displays a confirmation message that the file was successfully protected using password.

Protect Using Password

Requires user to enter a password for:

Viewing
 Editing

Type Password

***** ✔ Strong Password

Re-type Password

Advanced Options ▾ Cancel Apply

