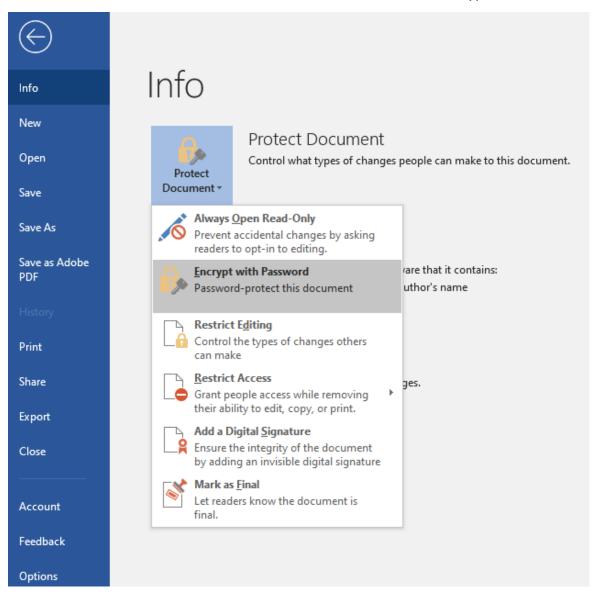
Password protect documents

Office Password Protection

First, open the Office document you would like to protect. Click the File menu, select the Info tab, and then select the Protect Document button. Click Encrypt with Password.



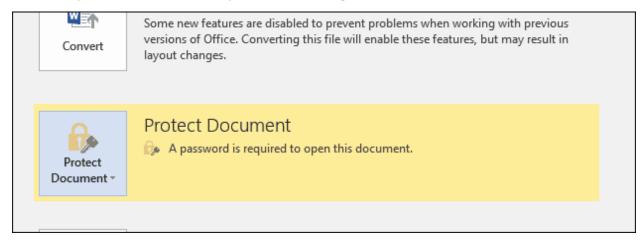
Enter your password then click OK.

ncrypt Document		?	×
Encrypt the contents of this fi	ile		
Password:			
Caution: If you lose or forge	t the naccwo	rd it canno	at here
recovered. It is advisable to			

Enter the password again to confirm it and click OK.

Confirm Password		?	×
Encrypt the contents	of this file		
Reenter password:			
•••••			
Caution: If you lose cannot be recovered passwords and their	d. It is advisable to	o keep [°] a li	
names in a safe plac (Remember that pas	ie.		

Microsoft Word will now indicate the document is protected. Each time you open the document, you will be prompted to enter your password to access its contents. Please save this password in a secure password manager if needed.



Adobe Password Protection

Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password.

If you receive a prompt, click Yes to change the security.

Select Require a Password to Open the Document, then type the password in the corresponding field. For each keystroke, the password strength meter evaluates your password and indicates the password strength.

Require a password to open the doc	ument		
ocument Open Password:	*****	Strong	
This password will be required to			

Select an Acrobat version from the Compatibility drop-down menu. Choose a version equal to or lower than the recipients' version of Acrobat or Reader.

Options					
Compatibility:	Acrobat 7.0 and later	 Encryption Leve 	el: 128-bit AES		
Encrypt all d	ocument contents				
O Encrypt all d	ocument contents except i	metadata (Acrobat 6 and la	later compatible)		
O Encrypt only	file attachments (Acrobat	7 and later compatible)			
All conte	ents of the document will b	pe encrypted and search er	engines will not be able to access the	document's metadata.	

The Compatibility option you choose determines the type of encryption used. It is important to choose a version compatible with the recipient's version of Acrobat or Reader. For example, Acrobat 7 cannot open a PDF encrypted for Acrobat X and later.

- Acrobat 6.0 And Later (PDF 1.5) encrypts the document using 128-bit RC4.
- Acrobat 7.0 And Later (PDF 1.6) encrypts the document using the AES encryption algorithm with a 128-bit key size.
- Acrobat X And Later (PDF 1.7) encrypts the document using 256-bit AES. To apply 256-bit AES encryption to documents created in Acrobat 8 and 9, select Acrobat X And Later.

Select Encrypt All Document Contents

Click OK. At the prompt to confirm the password, retype the appropriate password in the box and click OK.