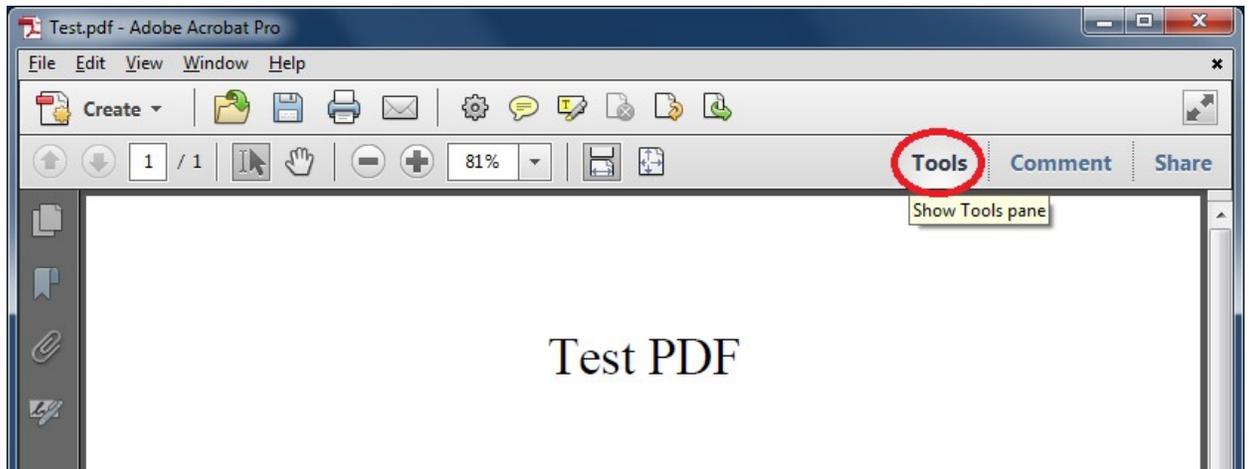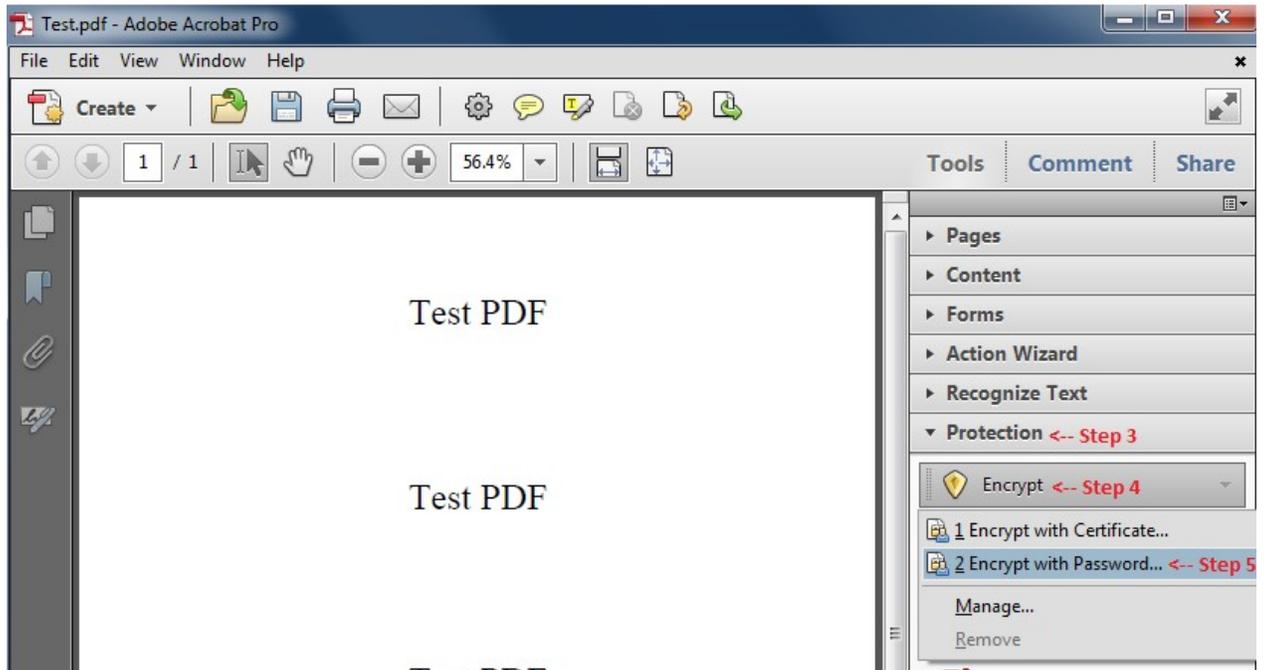## Encrypting PDF documents with Adobe Acrobat X Pro

1) Open or create the PDF file that you would like to encrypt.
2) Near the upper right-hand corner, click on "Tools".

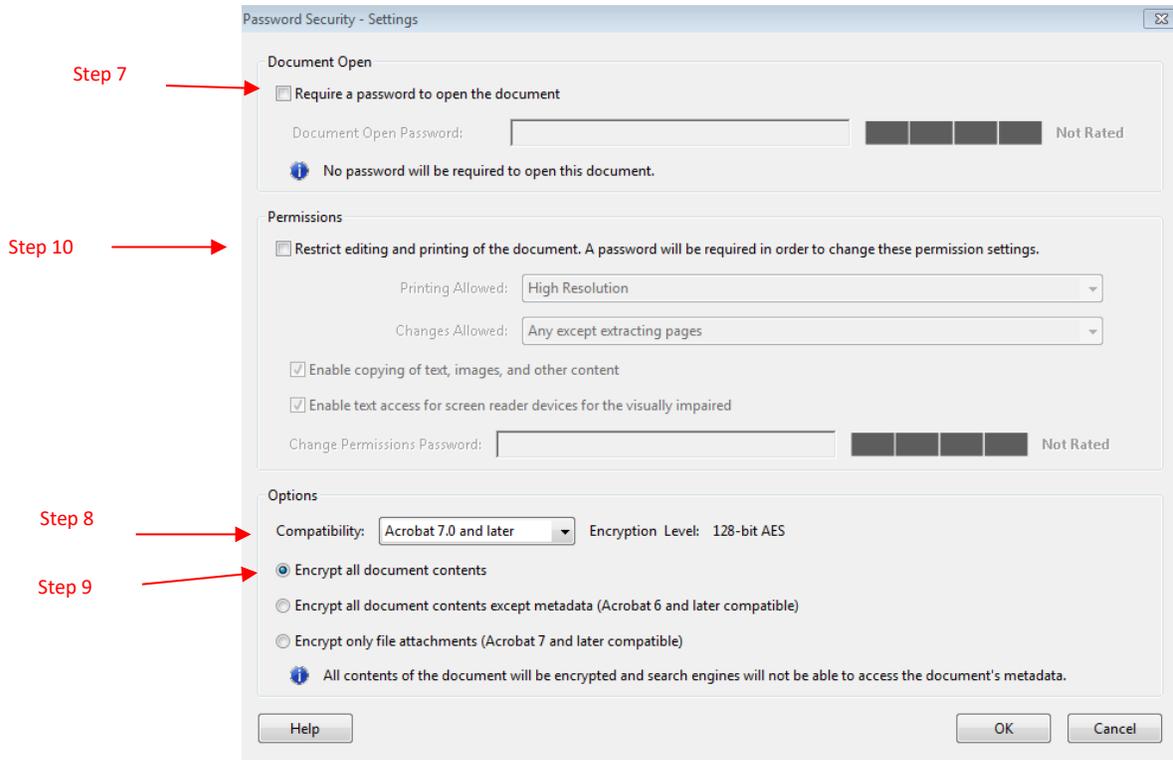3) Click "Protection" to drop down the security options.
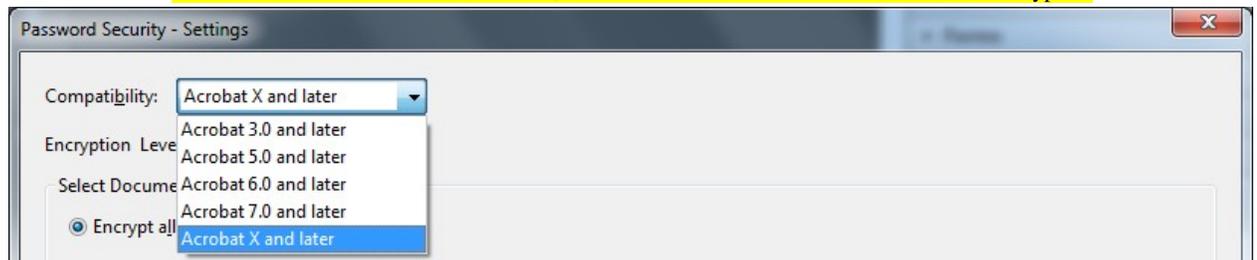4) Click "Encrypt".
5) Click option 2, "Encrypt with Password…"

6) A dialog box may ask you if you're sure you want to change the security on your document. Click "Yes".
7) Check the box "Require a password to open the document", and type in the password you would like to assign to the document.
   We highly recommend following the TRU Password Standards.

8) You are given the option to choose the compatibility mode of the encryption used.

   a. Choose "Acrobat 7.0 and later" if you are unsure which version of Acrobat or Reader the recipient is using.

   b. Choose "Acrobat X and later" if the recipient is using Acrobat X or Reader X or above. This is the recommended setting. However, saving in this format will not allow those with older versions of Acrobat or Reader (ver. 7-9) to open the PDF.

   Note: "Acrobat 7.0 and later" uses 128-bit AES, and "Acrobat X and later" uses 256-bit AES encryption.
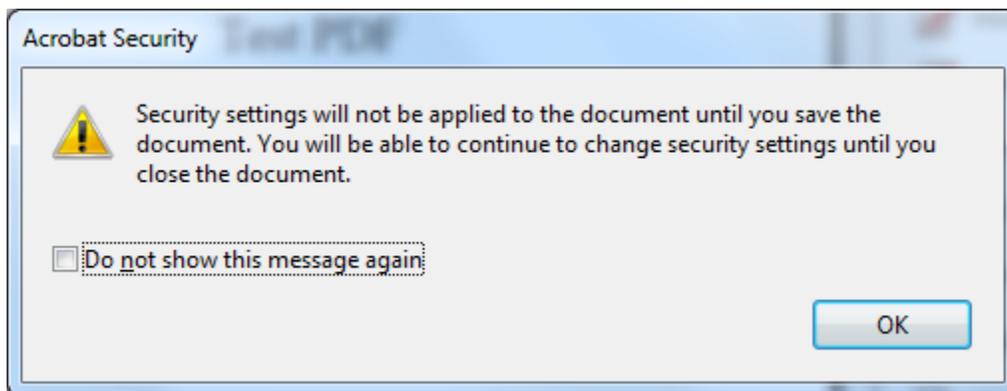

9) Under options ensure that "Encrypt all document contents" is selected.
10) If you wish to make further restrictions on the document, check the box "Restrict editing and printing of the document."
11) Click "OK" when finished.

12) A dialog box will prompt you to confirm the password(s) you have entered.

Adobe Acrobat - Confirm Document Open Password

⚠ Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document.

Document Open Password: [**************]

[OK] [Cancel]

13) A dialog box will notify you that you must save the PDF file for the security settings to take effect. Click "OK".

Acrobat Security

⚠ Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document.

☐ Do not show this message again

[OK]

14) Save your PDF document by clicking on File > Save As...

⚠ **Please note that if you forget your password, it cannot be recovered, nor can the contents in your PDF file be retrieved.**

For this reason you may want to save the encrypted PDF document with a new file name.

Be sure to make note of the password, as you will need to provide it to the individual you are sending the encrypted document to. The password **should not** be included in the email you attach the encrypted document to.

There are two ways to send the password to the recipient:
- Call the recipient and tell them the password
- Text the recipient the password.