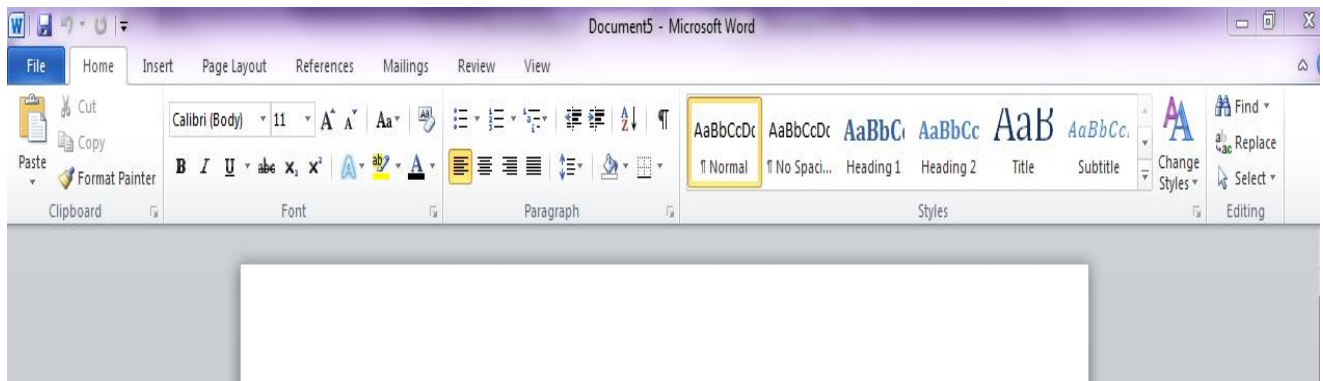


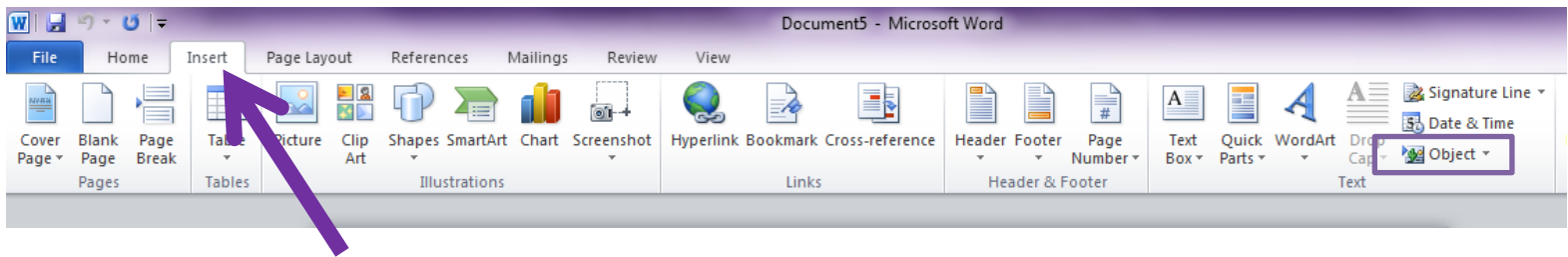
How to use: Microsoft's “Password Protect” Functionality to Secure PDF's.

When in Word, you can use Microsoft's ‘password protect’ functionality to secure a PDF. You insert a PDF as an object in a word document and then password protects the Word document. This is beneficial for users who do not have the full paid for version of Acrobat Pro.

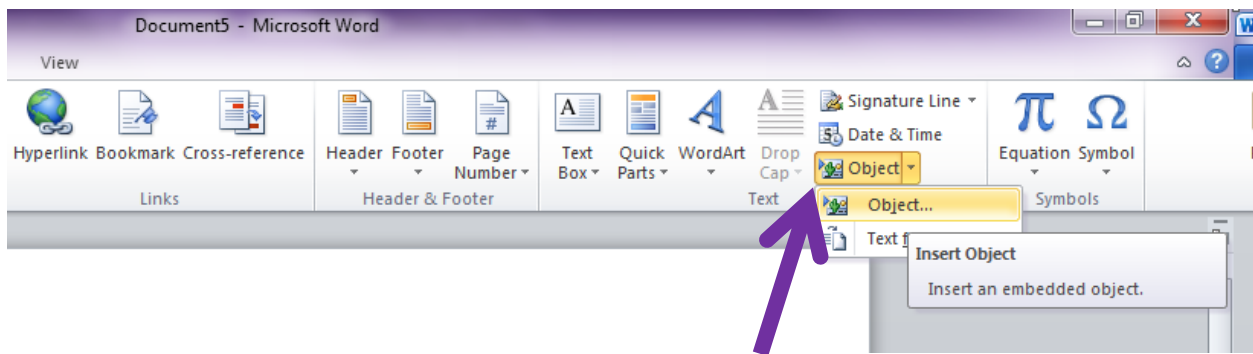
Start by opening up a new document in Microsoft Word.



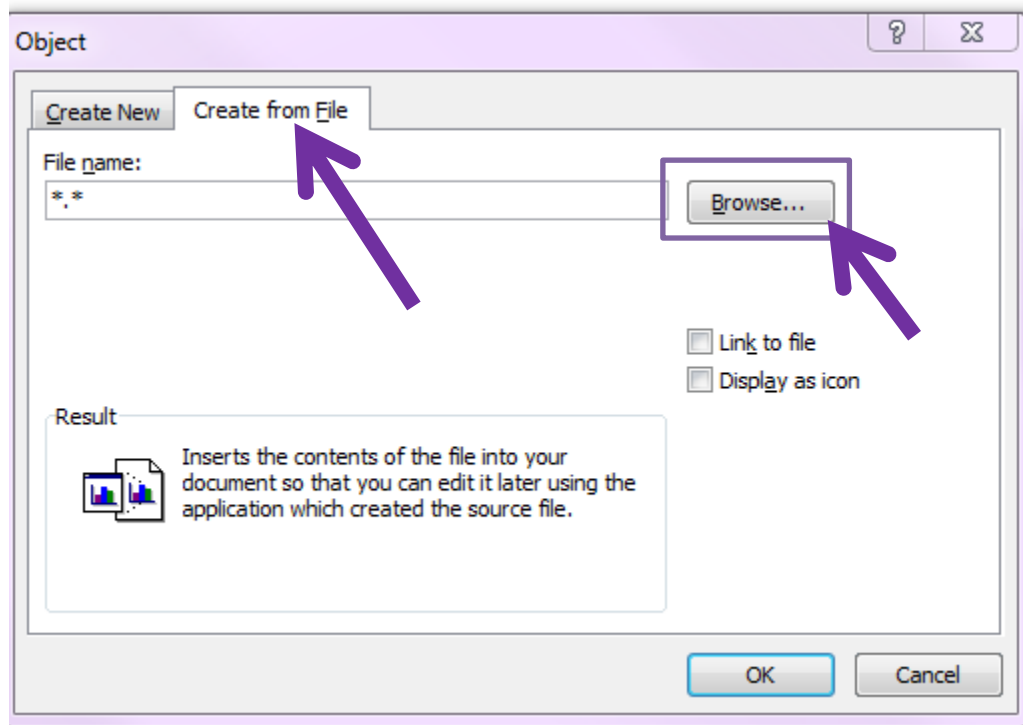
Next, locate and click the insert tab



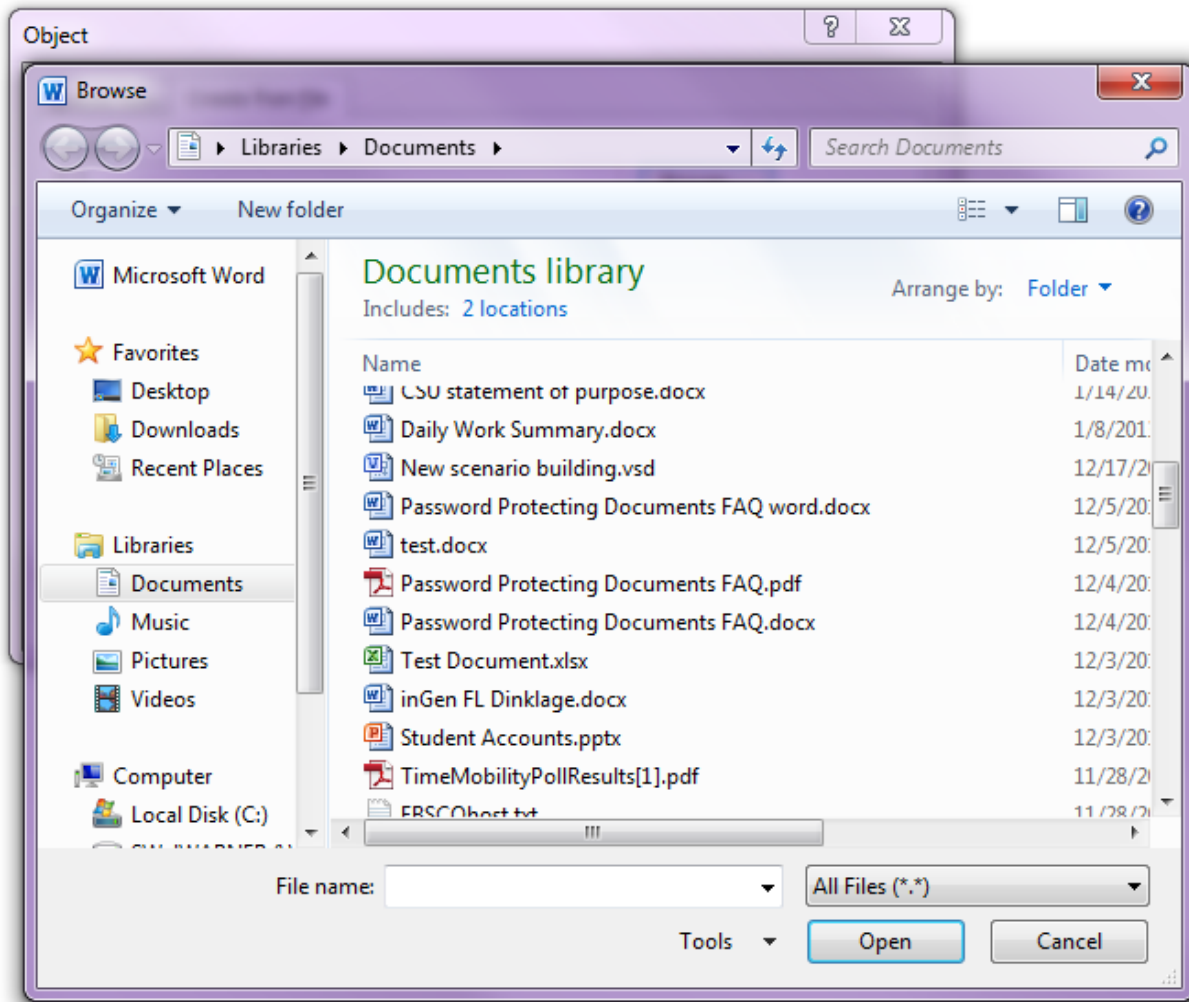
Then click Object, Insert Object.



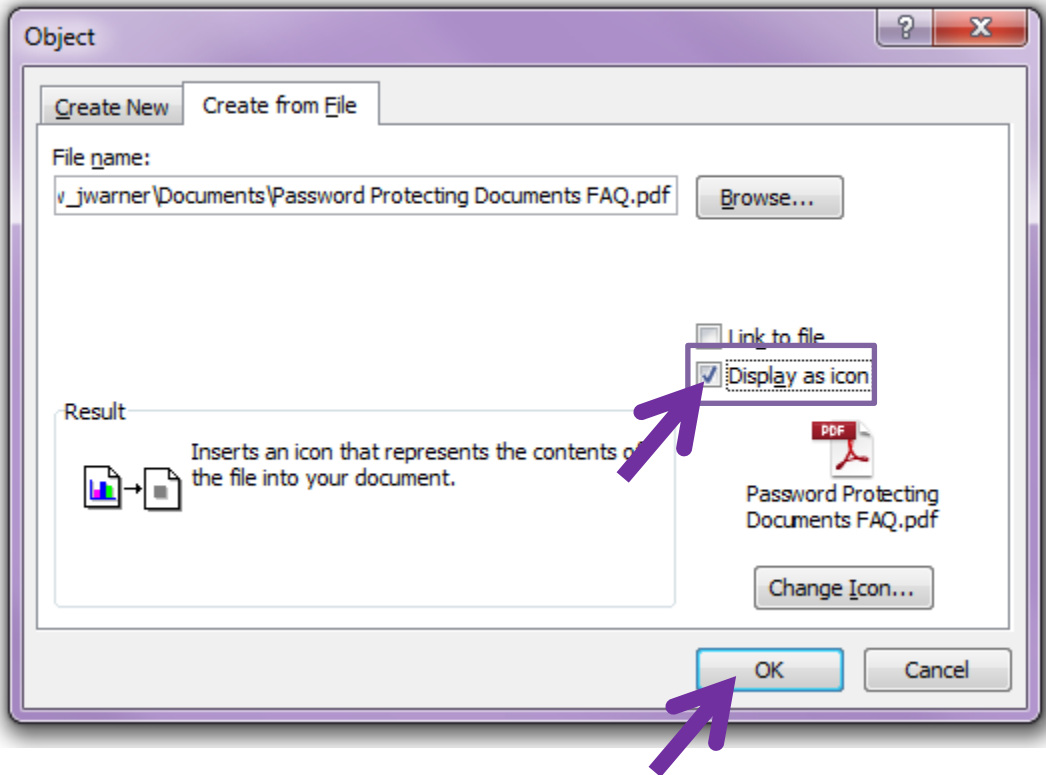
Select the tab “Create from File” and then choose browse.



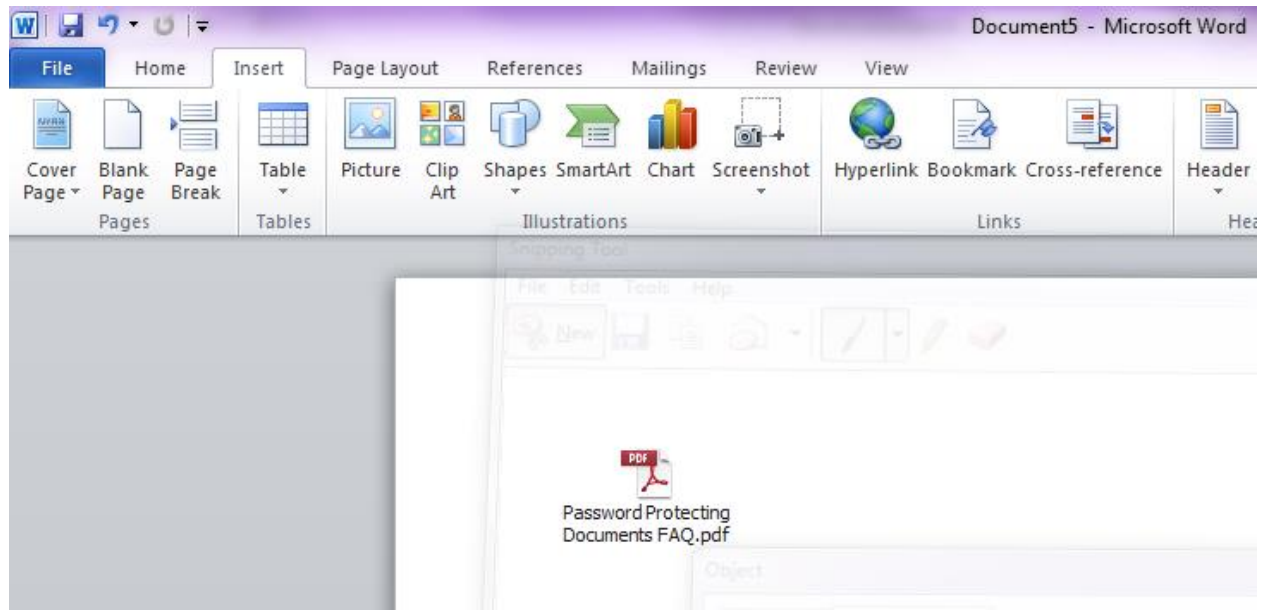
Next, select the desired PDF on your computer and click open.



Once you have selected your PDF, check the “Display as icon” box and then click OK.

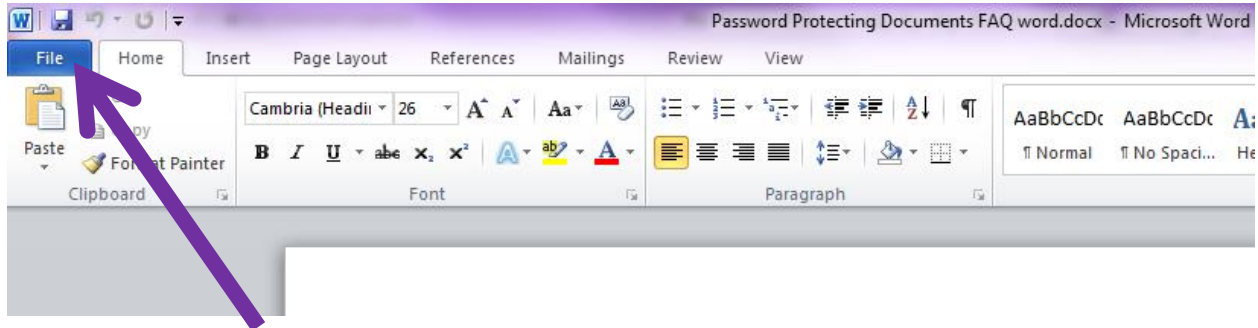


The PDF is now inserted into the Word document similar to an attachment on an email. At this point the document should be **named appropriately and saved**.

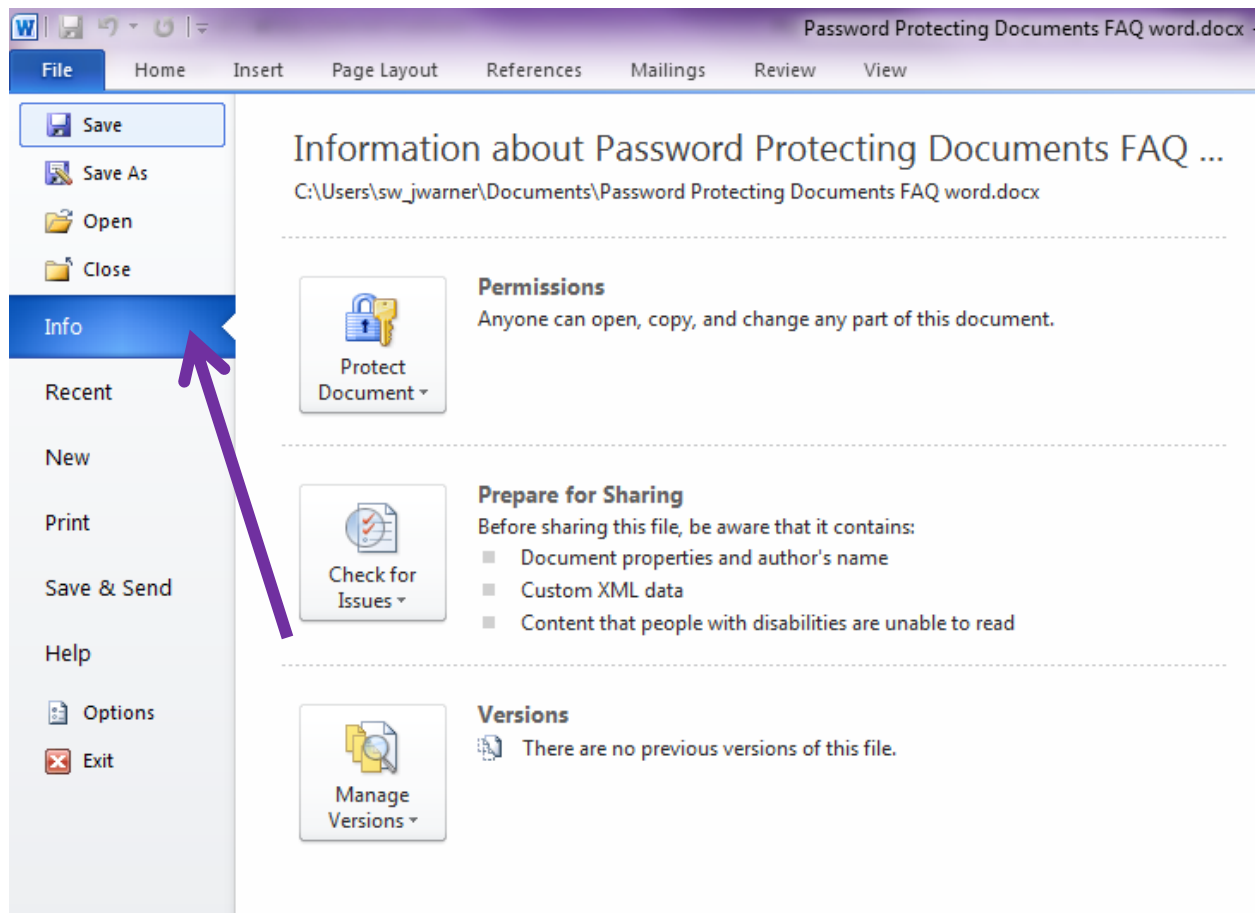


Once the file is saved, we are ready to password protect the document with the PDF inside.

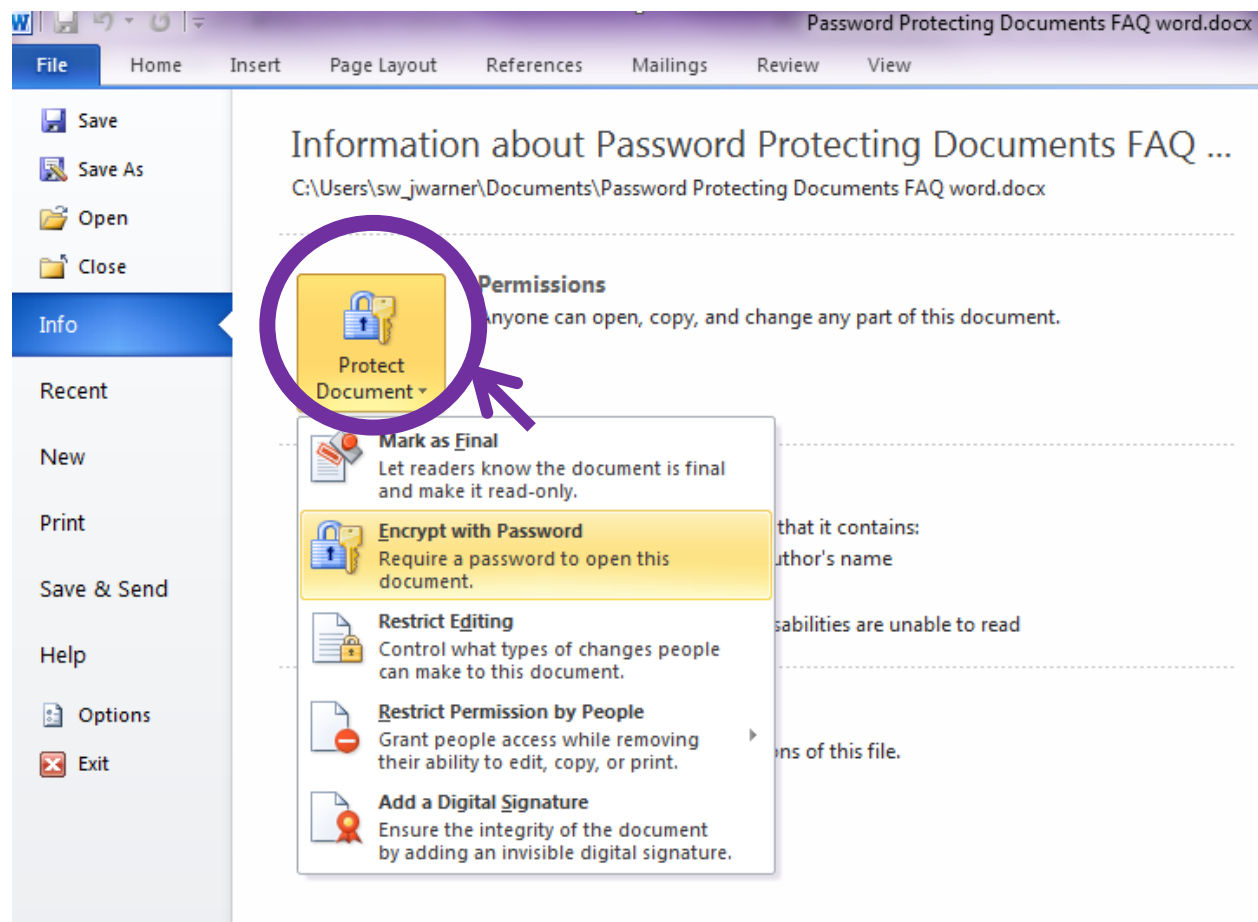
First, click on the File tab;



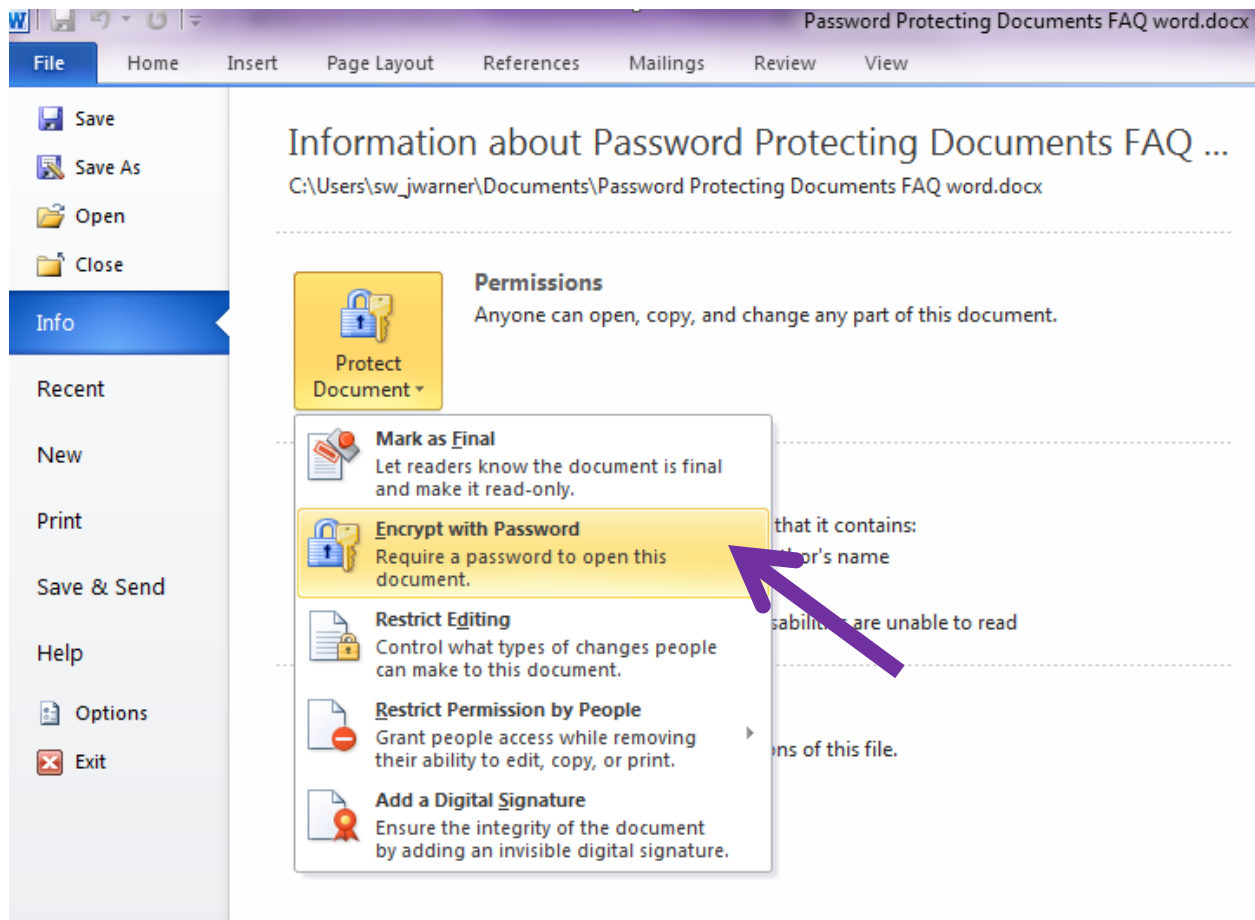
Next, make sure the Info tab is selected.



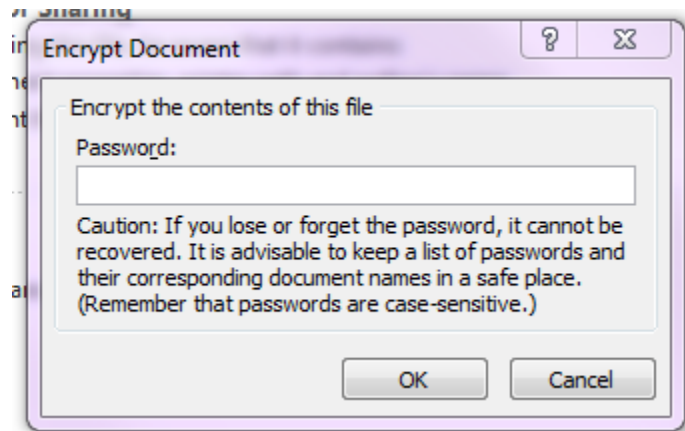
Once the Info tab is selected, then click on the **Protect Workbook** icon to produce a drop down menu.



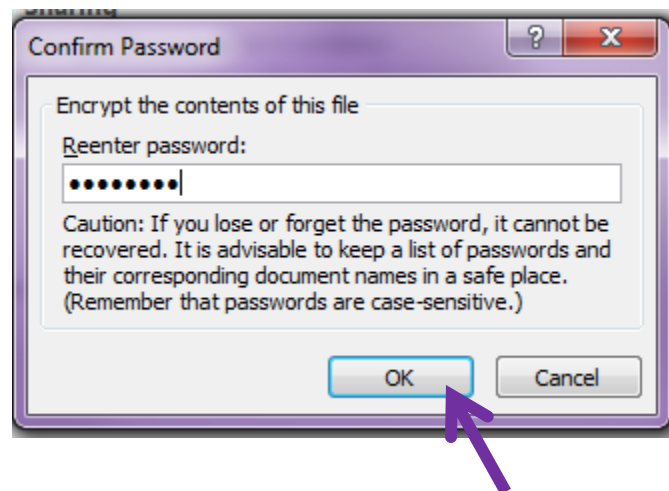
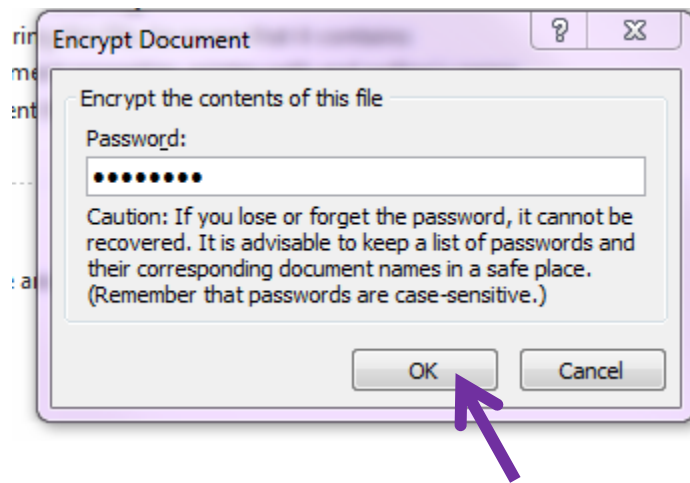
In the drop down menu, select **Encrypt with Password**



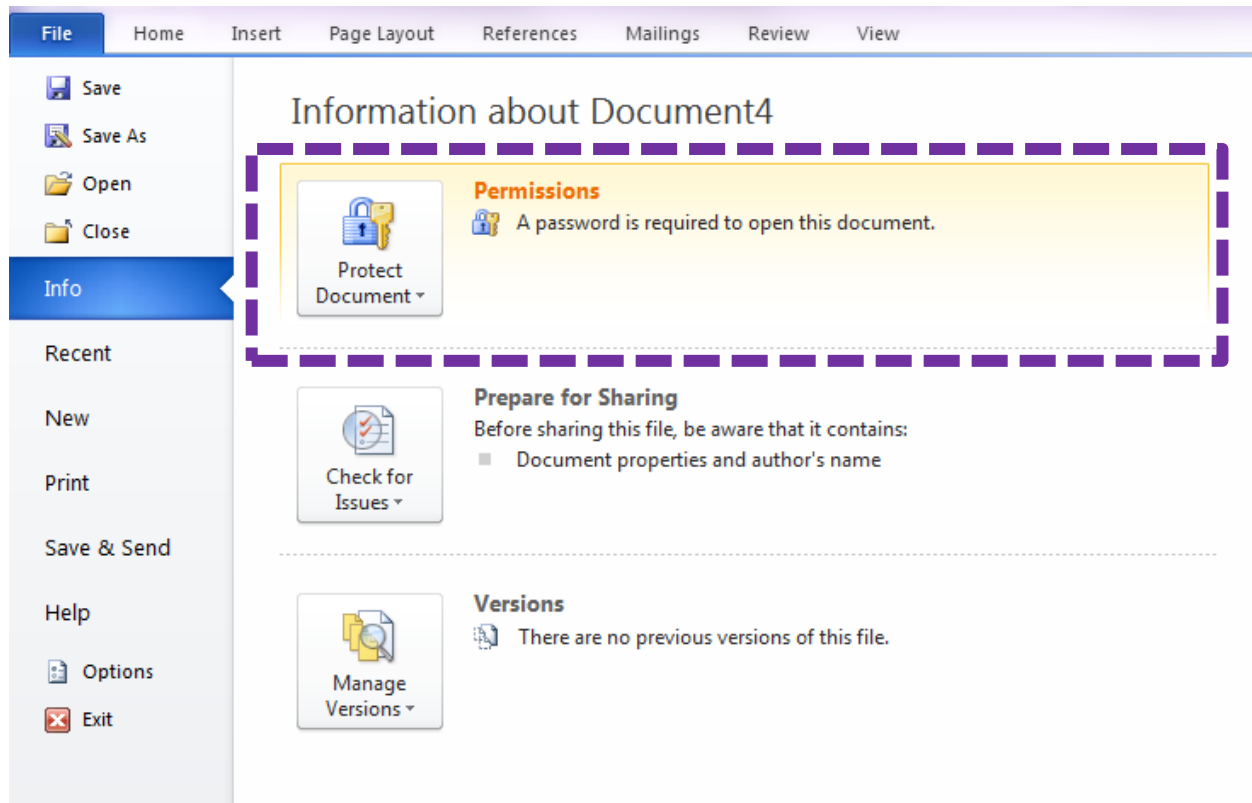
Upon selecting **Encrypt with Password**, the following dialogue box will appear that allows you to set the password.



Once the password is set, press OK. You will then be prompted to reenter the password. Remember only you will know the password to the document. *When sharing the password with the recipient, always remember to send it in a separate email.*



Under **Permissions**, your document should now say, “A password is required to open this workbook.”



Going forward, this document will require a password to open it and will prompt the user for it.

