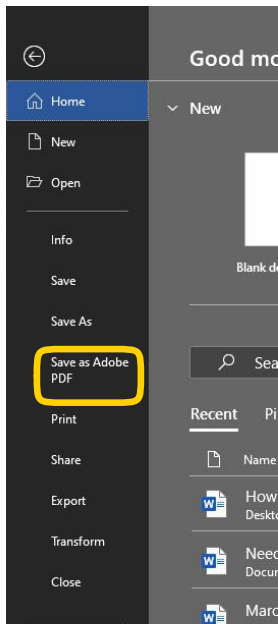


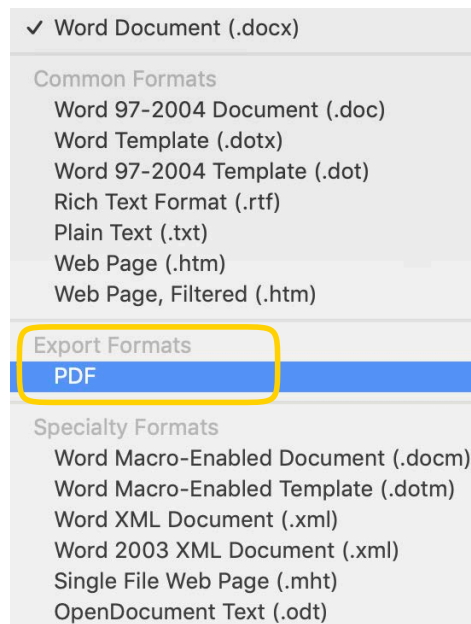
## How to secure a PDF with a passcode

1. If your document is a Word document, open Word and choose Save As...
2. Choose to save your document as a PDF.

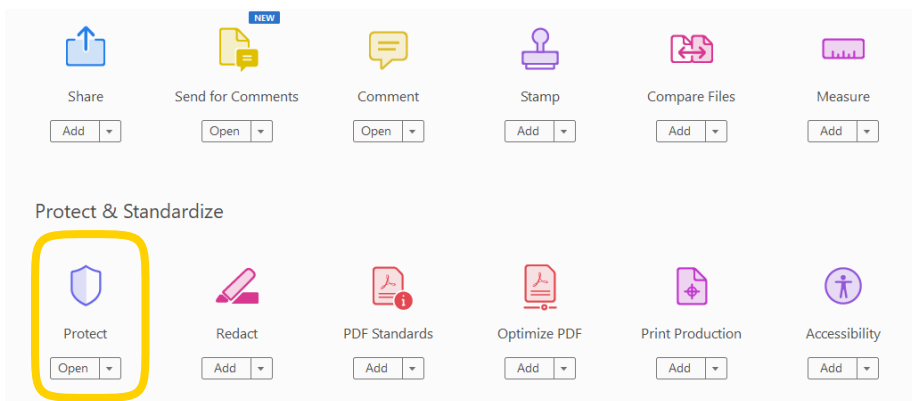
### For Windows



### For Mac

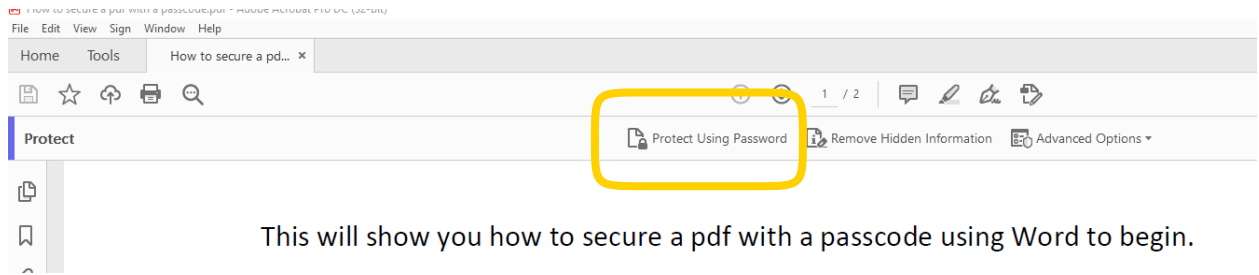


3. Decide where you want to save the document and click save
4. Open the PDF in Adobe
5. In Adobe, in the tools menu, select more tools, then select Protect



**6. Click Open**

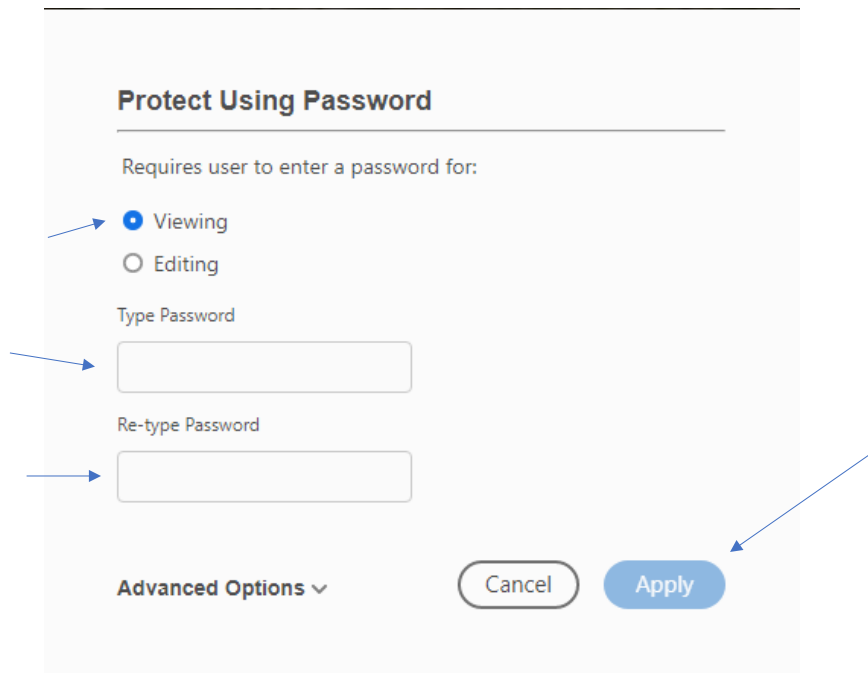
**7. Click Protect Using Password**



This will show you how to secure a pdf with a passcode using Word to begin.

**7. Click Protect Using Password**

**8. Click the radial button to require user to enter a password for viewing, then put in the password the user will need to access the document. Retype the password and click apply.**



Once document protection is added. User's will need the password to access the document. This is how it will look:

