Microsoft Office and Adobe Acrobat File Encryption Guide

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How to encrypt a file in office 2013

1. Open your file that needs to be encrypted.

2. Once the file is open click on the File Tab.

3. Click Info on the left side of screen.
4. Click on the down arrow right beside “Protect Document” and then Click “Encrypt with Password”.

5. Enter the password that will open your file and Click Ok.
6. Re-Enter your password and Click Ok.

![Password Re-enter](image)

7. Make sure the area around “Protect Document” is yellow.

![Protect Document](image)

8. Exit File

![Exit File](image)

9. A box will pop up asking you to save, Click Save.

![Save Box](image)
10. Re-Open your file and you should now be asked to enter your password and Click Ok.
How to encrypt a file with Office 2010

1. Open file that needs to be encrypted.

   ![Office 2010 File Encryption with Password](image1)

2. Once the file is open click on the File Tab

   ![Office 2010 File Encryption with Password - Microsoft Word](image2)

3. Click on the down arrow right beside “Protect Document” and then Click “Encrypt with Password”.

   ![Office 2010 File Encryption with Password - Microsoft Word](image3)
4. Enter the password that will open your file and Click Ok.

![Encrypt Document](image1.png)

5. Re-Enter your password and Click Ok.

![Confirm Password](image2.png)

6. Make sure the area around “Permissions” is yellow.

![Permissions](image3.png)

7. Exit File
8. A box will pop up asking you to save, Click Save.

9. Re-Open your file and you should now be asked to enter your password and Click Ok.
How to encrypt a file in Adobe Acrobat 10 or 11 Pro

1. Open file that needs to be encrypted.

2. Click on File and then Properties.
3. Click on Security Tab.

4. Click on the “Security Method” drop down box and then Click “Password Security”
5. Under “Document Open” make sure that the “Require a password to open the document” is checked. Then enter password in the “Document Open Password” box. Under “Options” make sure the “Encrypt all document contents” is checked, then Click Ok.

6. Enter the password that will open your file and Click Ok.
7. Click Ok.

8. Click Ok.
9. Click File and then Click Save

10. Once you save make sure that the file say (SECURED).

11. Exit out of your file and reopen, you should now be required to enter a password.