

North Slope Borough School District
Special Education
9/16/14

How to Password Protect a PDF Document File when sending thru Email:

The following instructions should be done prior to initiating any email that intends to send/attach a confidential document.

1. Hover your cursor over the PDF Document File you want to protect (do not click to open). Press down the "Control" key on your keyboard and Click on your mouse once.
2. A menu box will open. Click "Open with" then select and click "Adobe Acrobat Professional (8.3.1)". The file will open.
3. On the menu bar above, click on the "Secure" icon. Then, select and click on "Password Encrypt..." You will be prompted if you want to change the security on the document. Click on "Yes". The Password Security – Settings window will appear.
4. Click/Check the box that says "Require a password to open the document".
 - 4.1 Use/type **SPED** (as a standard password) if you are sending the document within the SpEd Department.
 - 4.2 Use/type **NSBSD** (or you can create your own as a password) if you are sending (as necessary) to other group/people.
5. Click "Ok", and it will prompt you to confirm the password that you selected to open the document. Type in the password and click "Ok". A message box will appear to prompt you to save the file (in order to save the security settings). Save the file.
 - 5.1 *To double check, close the file and try to open it in the usual way. It should ask for a password before opening the file. If not, redo the instructions over.*

Note: If you intend to protect the document with a password to open and to restrict the receiver of the document from editing and printing at the same time, do instructions #1 through #8.

6. Click/check the box that says "Restrict editing and printing of the document. A password....." under Permissions.
 - 6.1 8.1 Use/type **SPED1** (as a standard password) if you are sending the document within the SpEd Department.
 - 6.2 Use/type **NSBSD1** (or you can create your own as a password) if you are sending (as necessary) to other group/people.
7. Click "Ok", and it will prompt you to confirm the password that you selected under Permissions. Type in the password and click "Ok". A message box will appear to prompt you to save the file (in order to save the security settings).
 - 7.1 *To double check, close the file and try to open it in the usual way. It should ask for a password before opening the file. If not, redo the instructions over.*
8. When you send the file thru email, send the password to the respective receiver in a separate email.