# Tech Help User's Manual



3/11/2019

### PDF Creator – Password Protection





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#### DOCUMENT CONTROL

Author		Helpdesk Management Team			
Title		PDF Creator – Password Protection			
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1.1	3/11/2019	Update file source location to <u>\\sccm-cs\Applications\</u> vs original <u>\\tis-sccm1\applications\</u>	Scott Whittle		

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# Tech Help User's Manual

## PDF Creator Password Protect Document Instructions



3)Select the Add button

PROFILES PRIN	TER ACCOUNTS	¢.	? 🔥	
e PDFCreator Free by sending anonymo	us application usage statistics. Read More Dismiss			
lt Profile>	- Select Add	Rename	Add Remove	
Save	Interactive <b>(</b> Automatic			1
	Shows a window to select the filename, output format etc. Converts all dr	ocuments without asking for settings. This	requires more settings to	



PDF Creator - Password Protection

4) Name the Profile.

ame the Profile	Please enter profile name:	documents
	New Prome	
	OK Cancel	

5) Select the added profile from the Profile dropdown menu.





6) <u>Select</u> Security from the main menu. <u>At this point you will only check the box for</u> <u>setting Passwords</u>. Do not type in the passwords at this point. You will complete this information at the point that you encrypt the file. Select the Encryption Level and **Allow the User** options. **Medium is the highest level available for free**.

Profile: Test     Save   Save   Convert   Metadata   Metadata   Modify   Security   Security   Security   Security   Security   Advanced     Prof e:   Encryption   Security   Advanced     Prof e:   Encryption   Security   Security   Convert     Security	HOME PROFILES Help us improve PDFCreator Free by se	HOME PROFI	LES PRINTER ACCOUNTS are by sending anonymous application usage statistics. Read More
Save   Save   Convert   Convert   Metadata   Metadata   Modify   Send   Security   Security   Security   Security   Advanced     Advanced     Save     Password   Password   Require a password to open the PDF document   Security   Security   Advanced     Advanced	Profile: Test	Prof e: Encryption	-
<ul> <li>Convert</li> <li>Convert</li> <li>Metadata</li> <li>Metadata</li> <li>Modify</li> <li>Send</li> <li>Security</li> <li>Security</li> <li>Security</li> <li>Advanced</li> <li>Convert</li> <li>Require a password to open the PDF document</li> <li>Set Passwords</li> <li>Metadata</li> <li>Modify</li> <li>Low (128 Bit)</li> <li>Medium (128 Bit AES)</li> <li>High (256 Bit AES)</li> <li>High (256 Bit AES)</li> <li>Convert</li> <li>Advanced</li> </ul>	Save	Save	Password
Convert   Metadata   Metadata   Modify   Modify   Send   Send   Security   Encryption   Security   Encryption   Security   Advanced		Convert	Require a password to open the PDF document      Set Passwords
Metadata   Modify   Modify   Modify   Send   Send   Security   Encryption   Security   Security   Security   Advanced     Advanced     Encryption Level     Low (128 Bit)   Medium (128 Bit)   Modify     Modify     Image: Security   Encryption   Security   Advanced     Image: Security   Image: Security   Image: Security   Image: Security     Advanced     Image: Security     Image: Security     Advanced     Image: Security     Image: Security     Advanced     Image: Security     Image: Secu	Convert	🏷 Metadata	
Modify       Send         Send       Medium (128 Bit AES)         Send       High (256 Bit AES)         Security       Encryption         Signature       to copy content from the document         Signature       to copy content from the document         Advanced       restrict to low quality	> Metadata	Modify	Encryption Level
Send       Security         Security       Encryption         Signature       to copy content from the document         Signature       to print the document         Advanced       restrict to low quality         Image: to be addressed on the document       Image: top addressed on the document         Security       Security         Image: top addressed on the document       Image: top addressed on the document         Image: top addressed on the document       Image: top addressed on the document         Image: top addressed on the document       Image: top addressed on the document         Image: top addressed on the document       Image: top addressed on the document         Image: top addressed on the document       Image: top addressed on the top addressed on the document         Image: top addressed on the top addressed on	Modify	Send	Medium (128 Bit AES)     High (256 Bit AES)     PLUS FEATURE
Encryption       Image: Signature         Signature       Image: box comparison of the document         Image: Advanced       Image: box comparison of the document         Advanced       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box comparison of the document       Image: box comparison of the document         Image: box compar	Send	Security	Allow the user
Security     Image: Security       Image: Advanced       Image: Advanced         Image: Advanced		Encryption  Signature	to copy content from the document
Advanced vise a screen reader	Security	Advanced	restrict to low quality
, la	Advanced		✓ to use a screen reader

7) Save your Options.

r		
PRINTER ACCOUNTS		🧬 ? 🔼
ending anonymous application usage statistics. Read More Dismiss		
•		Rename Add Remove
Password		
Require a password to open the PDF document		
Set Passwords		
Encryption Level		
Low (128 Bit)     Medium (128 Bit AES)     High (256 Bit AES)     FLUSTLATURE		
Allow the user		
to copy content from the document	to edit the document	Save your Options
to print the accument     restrict to low quality     to use a screen reader	to edit comments	Save Cancel
	PRINTER ACCOUNTS  India anonymous application usage statistics.     deal More     Drumiss  India anonymous application usage statistics.     deal More     Drumiss  Password     Password     Require a password to open the PDF document     Set Passwords  Password     Low (128 EN     Low (128 EN	PRINTER       ACCOUNTS         tending anonymous application usage statistics.       Read More       Domiss         Password



#### PDF Creator – Password Protection

8) **Return** to the <u>Home</u> Screen and Select **Choose** a File to Convert.

HOME PROFILES	PRINTER ACCOUNTS	
Help us improve PDFCreator Free by sending a	anonymous application usage statistics.	Read More Dismiss
		Print to 'PDFCreator' to get started!
		Choose a File to convert
_	Files recently created by PDFCre	ator:          Image: State of the

9) Choose Encryption from Drop Down List. Click Save.





### PDF Creator – Password Protection

10) You will be prompted to Enter either an owner or a user password.

- The <u>Owner password</u> is used to control who has access to <u>edit</u> and <u>modify</u> the original document the source documents
- The <u>User password</u> is used to restrict the document from being <u>opened</u> and <u>printed</u>
- These two passwords should never be the same. The Owner password is something that you should keep private for your own personal use only.

**Click** <u>Ok</u>. The file will open and you will have the option to save the file after entering the password.

12) When opening the document, the user will be required to enter the password set by the owner.





13 **Save** the document. The user will be

required to enter a password when opening the file.

Password Require a password to open the PD	Owner password (for e	diting):		
Set Passwords	An owner password is r Leave one or both pass job (passwords will not	equired to set the user p words empty to get a rea be saved).	asswords. quest during the print	
Low (128 Bit)     Medium (128 Bit AES)     High (256 Bit AES)     PLUS FEATURE	ОК	Remove	Cancel	
Allow the user				