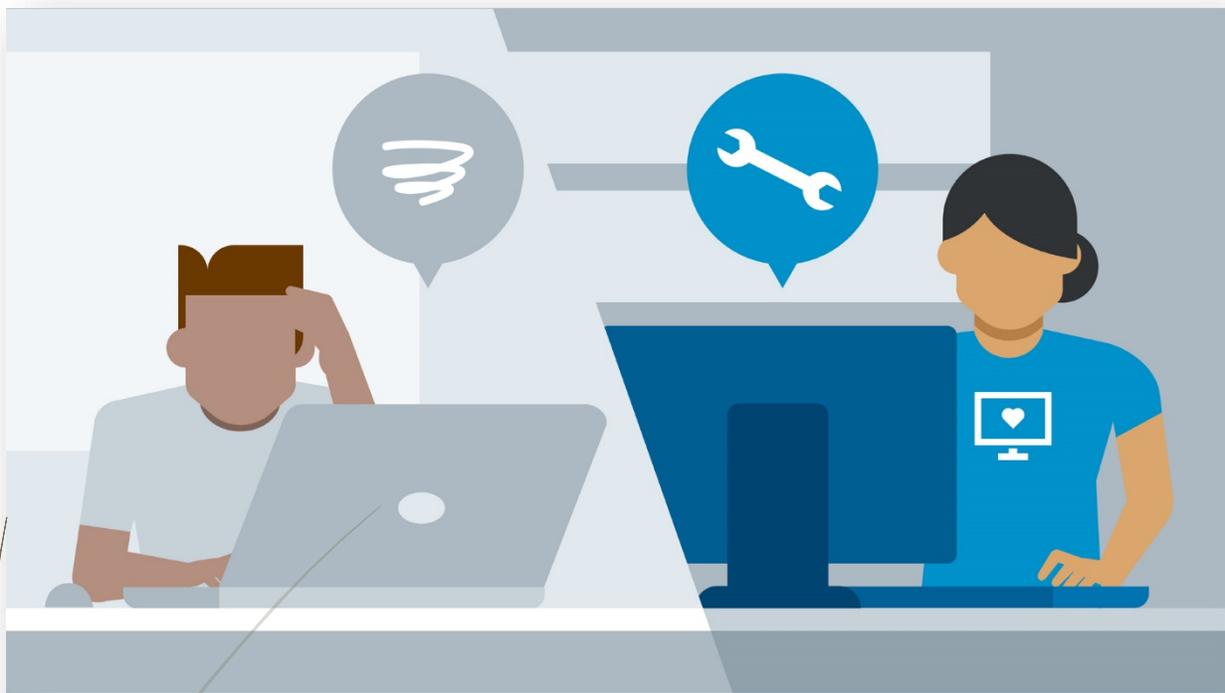


# Tech Help User's Manual



3/11/2019

## PDF Creator – Password Protection



Prepared for  
Leon County School District

*Date: March 11, 2019*  
*Version 1.1*

**Whittle, Scott**  
LEON COUNTY SCHOOLS -LCSB



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## DOCUMENT CONTROL

<b>Author</b>		Helpdesk Management Team	
<b>Title</b>		PDF Creator – Password Protection	
<b>File Name</b>		Helpdesk_PDF Creator – Password Protection.Docx	
<b>Milestone</b>		End User Training	
<b>Last Edited</b>		3/11/2019 2:06 PM	
<b>Number of Pages</b>		6	
<b>Version</b>	<b>Revision Date</b>	<b>Revision Comments</b>	<b>Author</b>
1.0	3/7/2019	Created Document [Template]	Scott Whittle/Jacquelyn Crutchfield
1.1	3/11/2019	Update file source location to <a href="#">\\scm-cs\Applications\</a> vs original <a href="#">\\tis-scm1\applications\</a>	Scott Whittle

# Tech Help User's Manual

## PDF Creator Password Protect Document Instructions

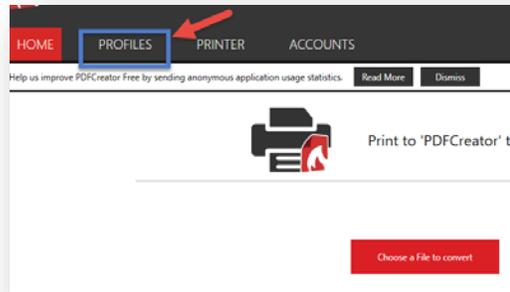
1) Download the software. Contact the helpdesk to provide assistance with this step.

<\\sccm-cs\Applications\>

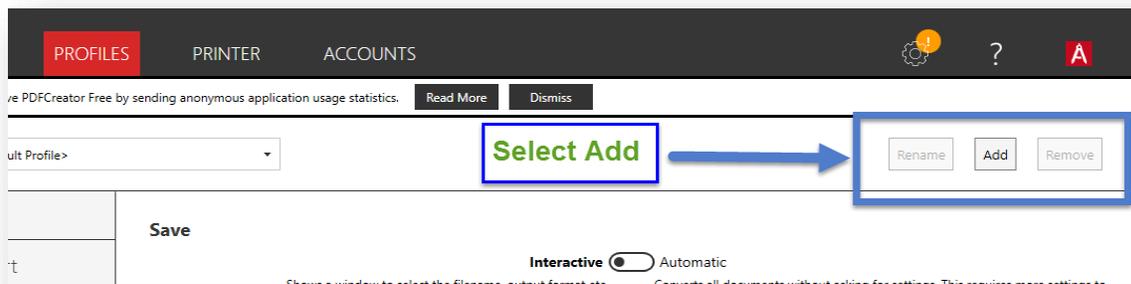
Locate the PDF creator folder and run the setup



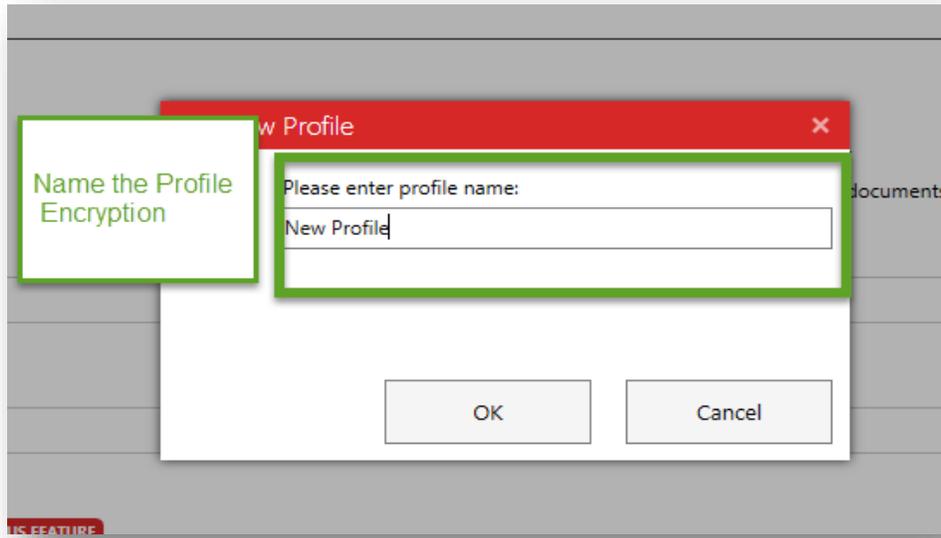
2) **Open** the Software; select Profiles.



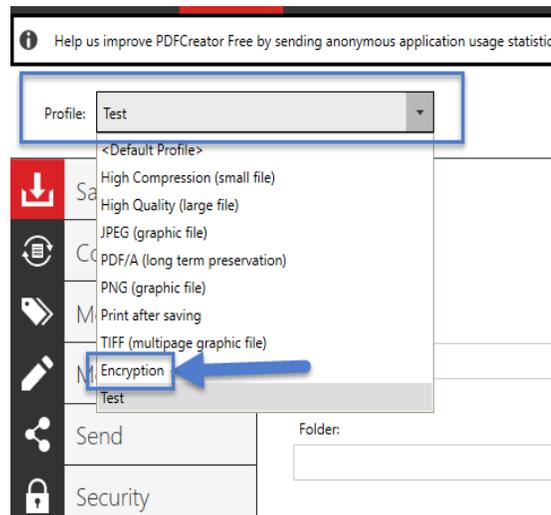
3) Select the **Add** button



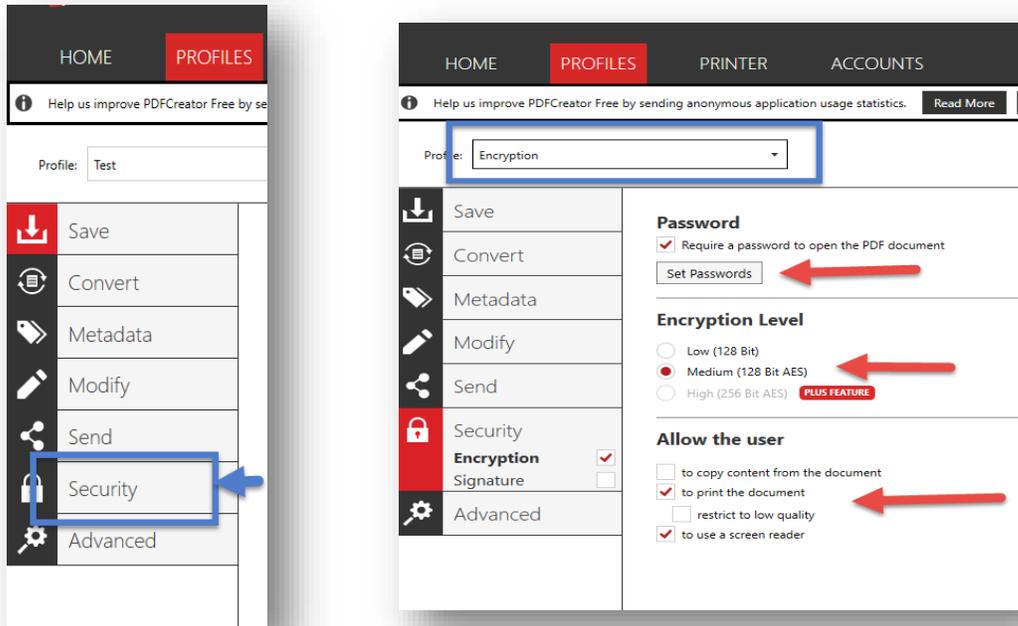
4) Name the Profile.



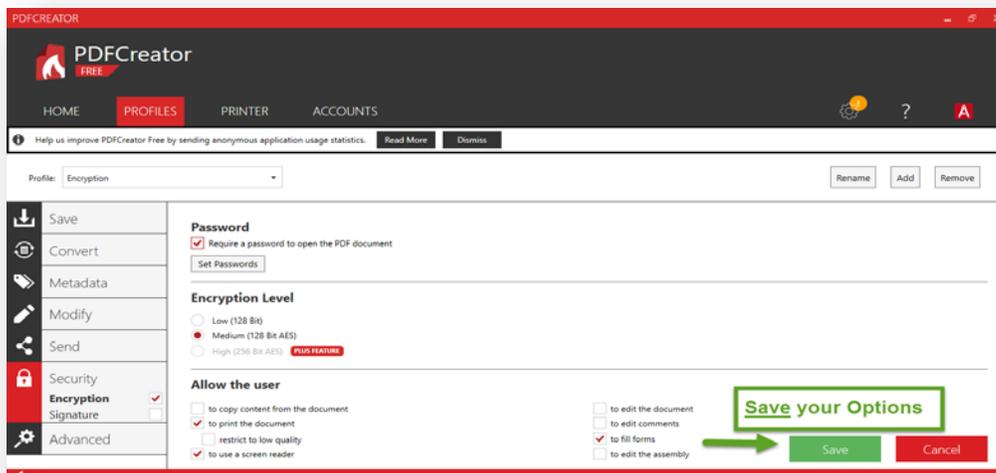
5) Select the added profile from the Profile dropdown menu.



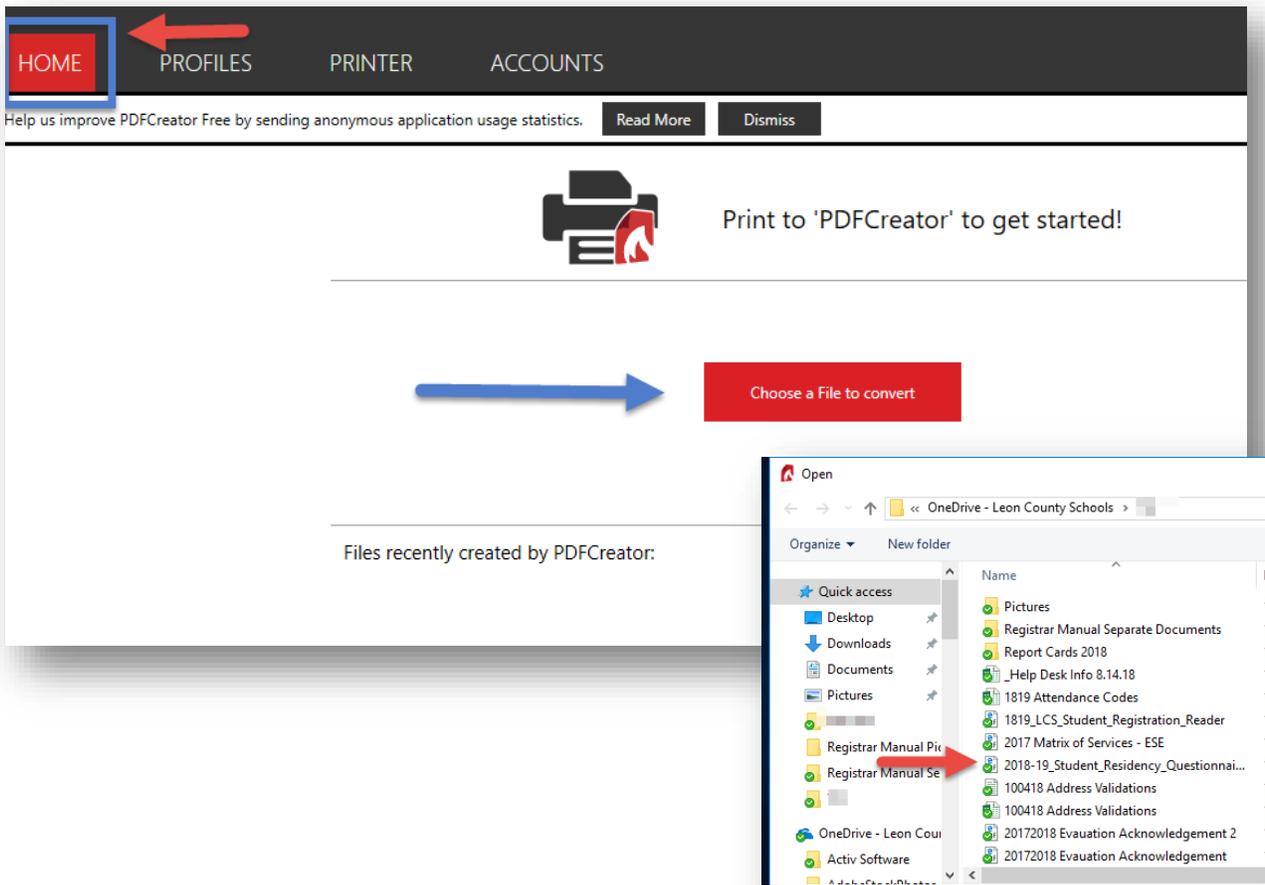
6) **Select** Security from the main menu. At this point you will only check the box for setting Passwords. Do not type in the passwords at this point. You will complete this information at the point that you encrypt the file. Select the **Encryption Level** and **Allow the User** options. **Medium**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



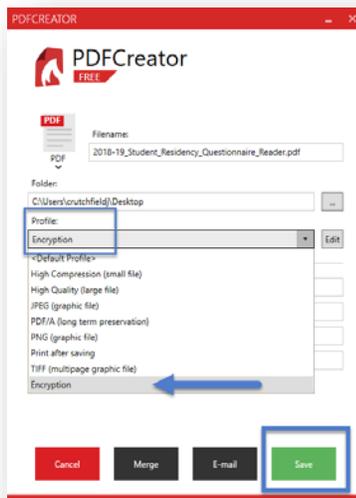
7) **Save** your Options.



8) Return to the Home Screen and Select **Choose** a File to Convert.



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



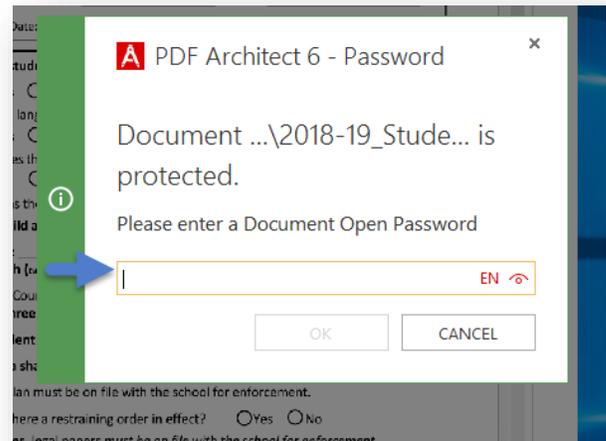
10) You will be prompted to **Enter** either an owner or a user password.

- The **Owner password** is used to control who has access to edit and modify the original document the source documents
- The **User password** is used to restrict the document from being opened and printed
- 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 **Ok**. 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.

