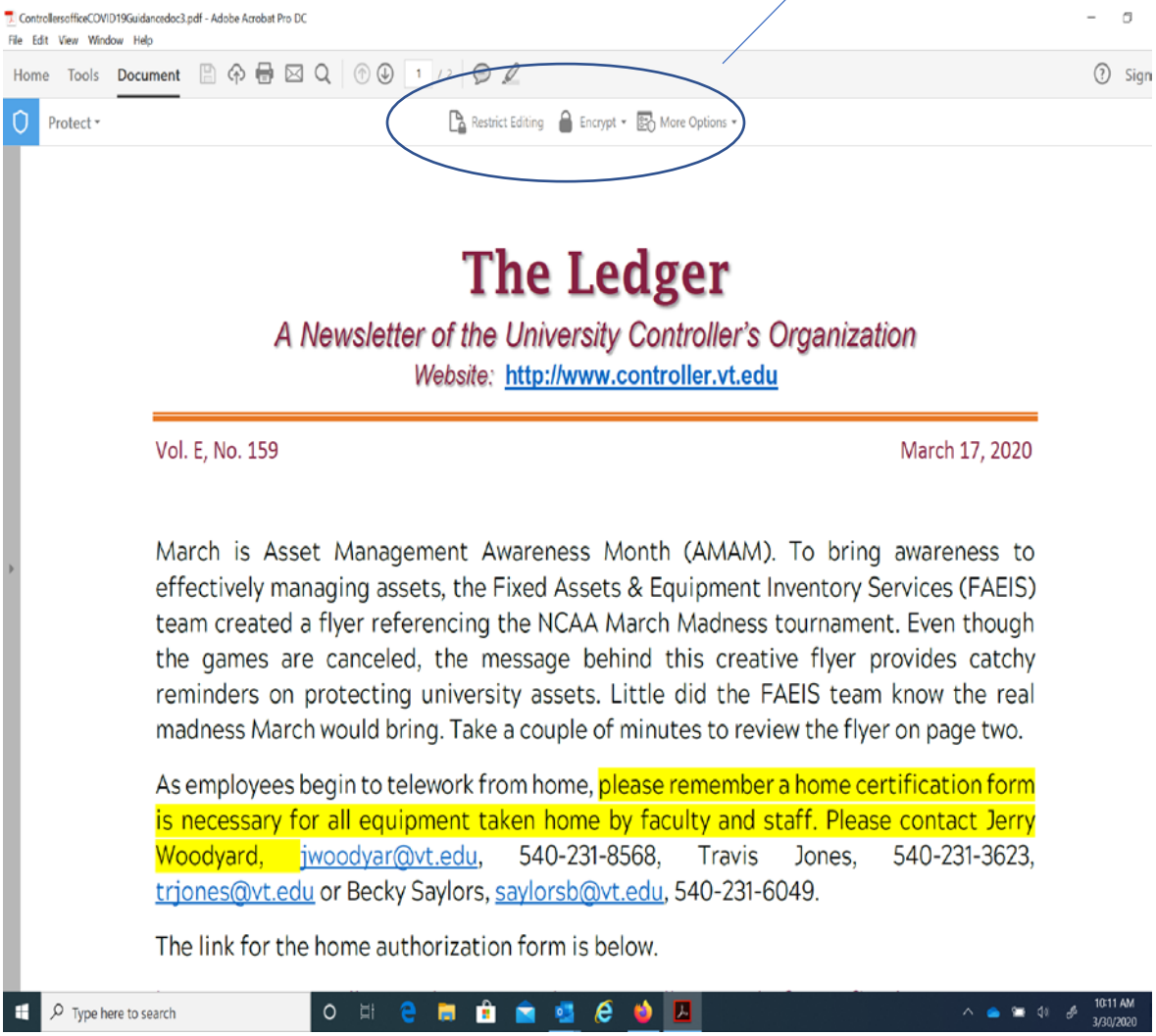
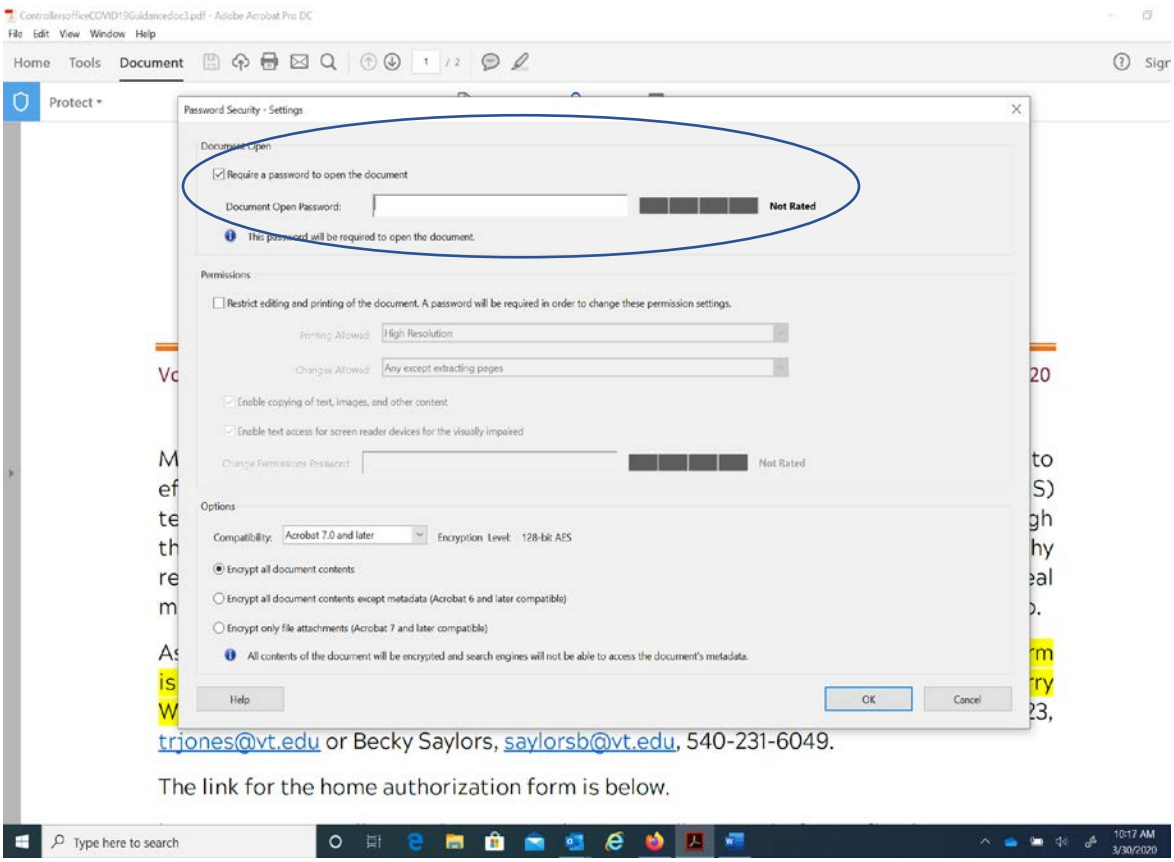
To Password Protect an Adobe File

Open the Adobe Document you are trying to protect

Click Tools, Click Protect, Click Encrypt, Select Encrypt with Password

Select Encrypt with Password



Type your password in the below box “Document Open Password” and click ok. You will have to save the document before it will apply the password. When you email the document, you will want to send the password in a separate communication. Keep in mind that the password is case sensitive.