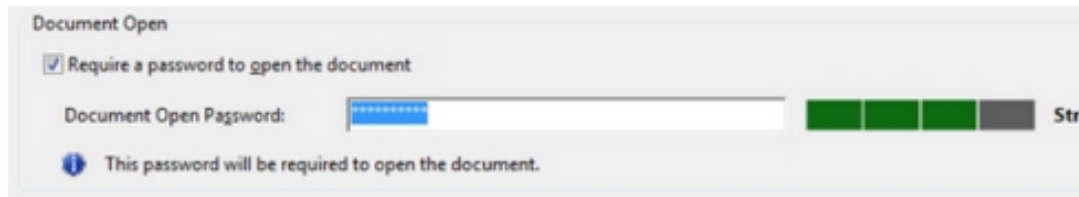


Password Protect In *Adobe Acrobat*

To Add or to Remove a PDF password

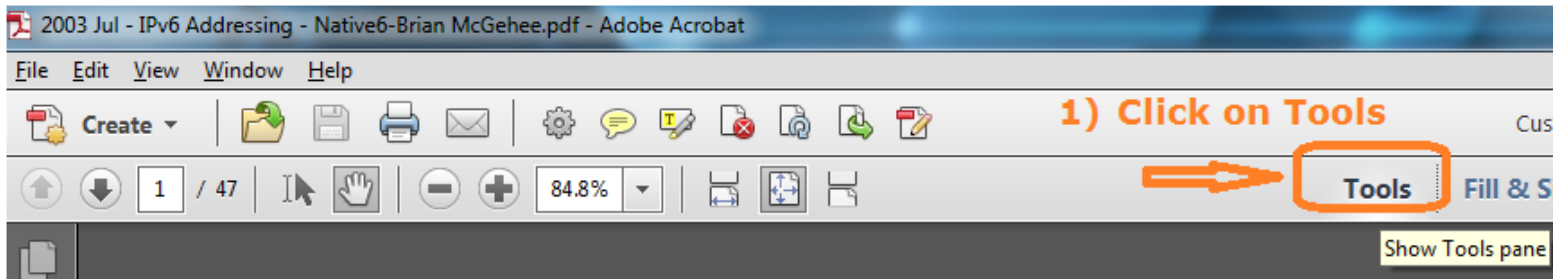
Add a password to a PDF

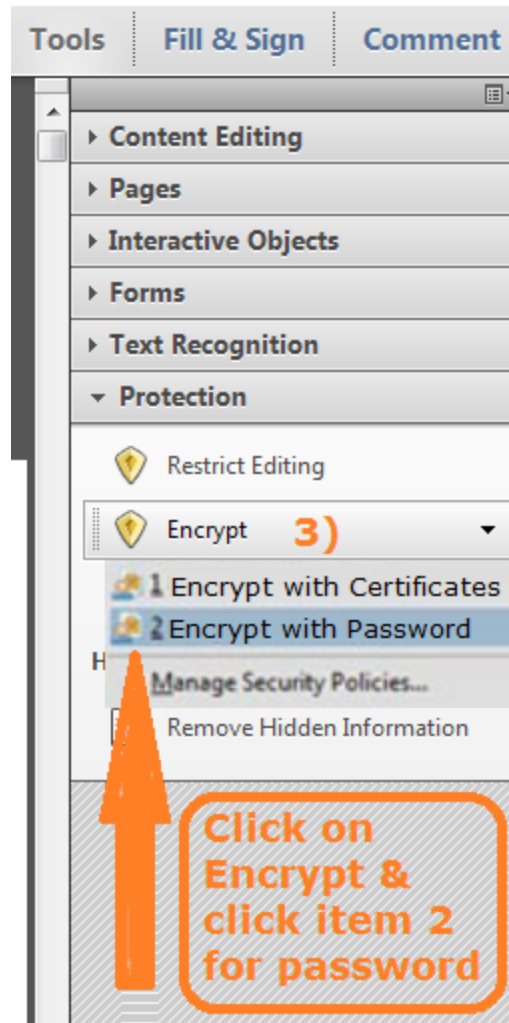
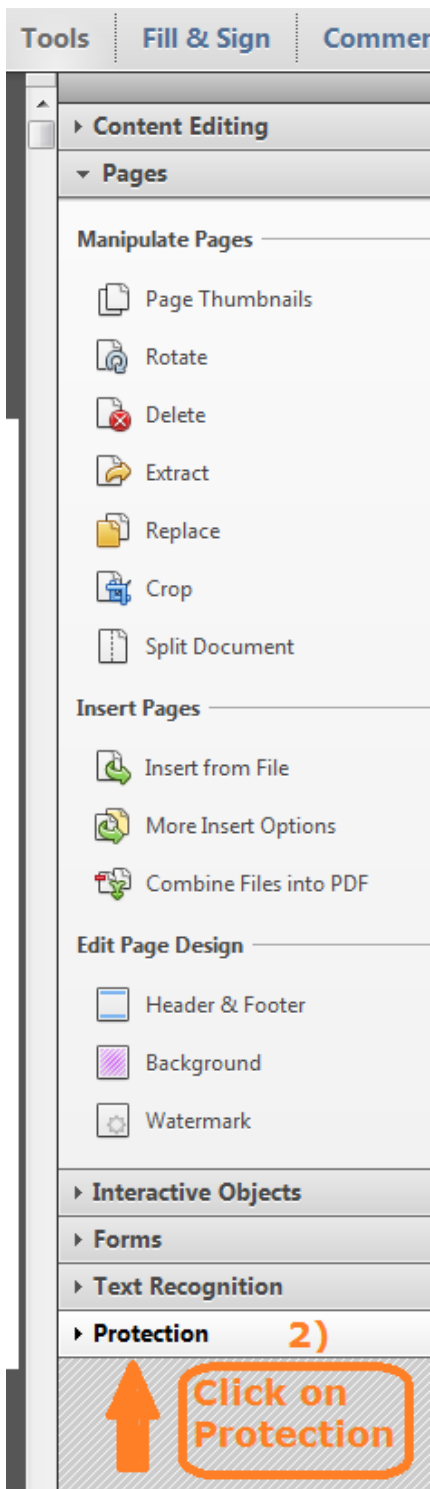
1. Open the PDF and choose **Tools > Protect > Encrypt > Encrypt with Password**.
2. If you receive a prompt, click **Yes** to change the security.
3. Select **Require A Password To Open The Document**, then type the password in the corresponding field. For each keystroke, the password strength meter evaluates your password and indicates the password strength.

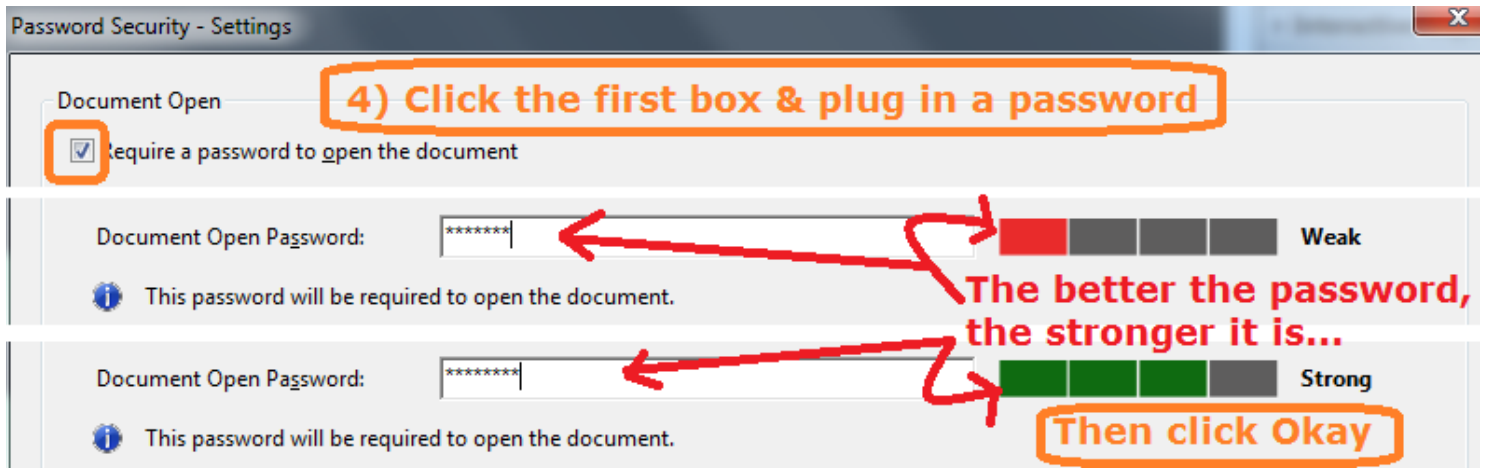


Password Security - Settings let you set a password to open a PDF

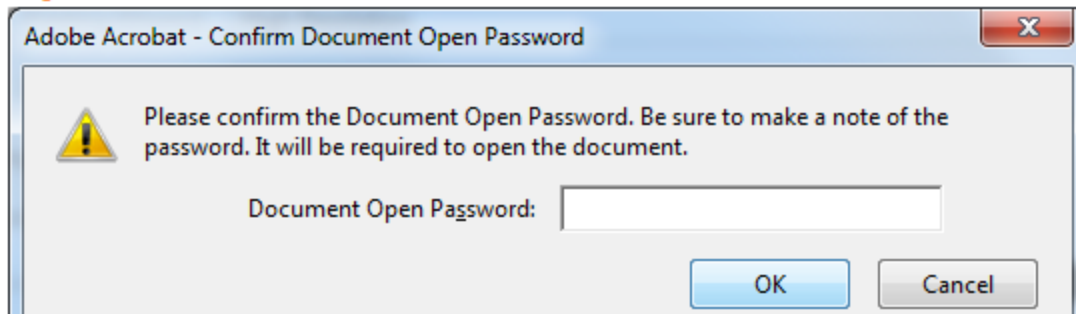
Or follow the graphics below:







5) You then get this pop up to confirm before you can save the PDF



To remove the password:

Follow the same sequence but instead of selecting *option 2* for Encrypting with Password, go down to the bottom option (which is now enabled) and select **Remove Password**.