Securing Your Sensitive Documents

Encrypting or password protecting your files is a method of securing your information to ensure that only invividuals with authorization are able to view and/ or edit your files.

This guide outlines how to secure word documents in Microsoft Word and PDF files in Adobe Acrobat. Please note: this guide uses the most current version of each program, program versions might affect instructions.

When sending documents to the Office of Financina Aid at Illinois Tech, remember:
- Choose a strong password by using a mixture of characters, numbers, upper case and special characters
- Remember your password! Forgetting or losing your password will affect your ability to access your file
- When sharing your document, include the password in a separate email

Password Protect a Microsoft Word Document:

1. Open your document. Locate and select "File" on the upper right hand corner. Click "Protect Document" then select "Encrypt with Password".
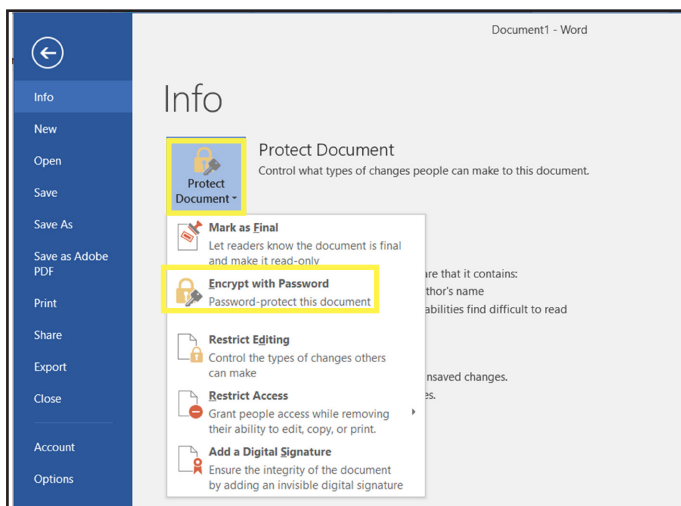
2. A dialogue box will appear when you select "Encrypt with Password". Create a password and click "OK". Re-enter your password on the next screen to confirm encryption.
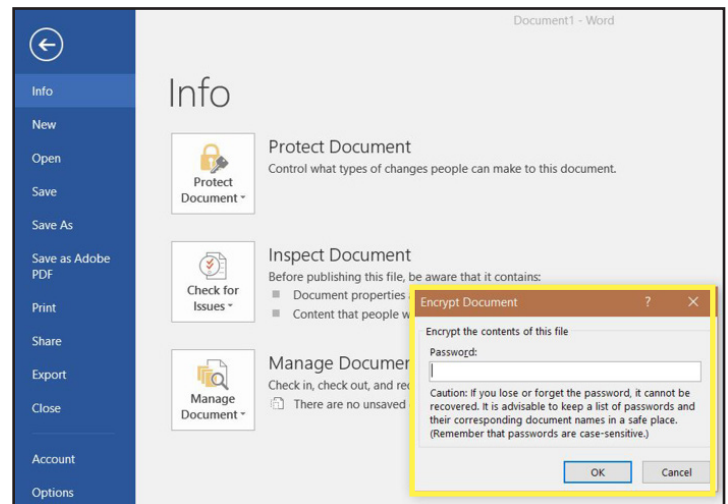

3. To confirm that your password was recorded, exit and re-open the document. When you try to open the protected document, a dialogue box will appear.

4. When submitting documents to the Office of Financial Aid at Illinois Tech, send your password protected document and your password in separate emails.

1. Open your PDF document and locate the "Tools" section and select the "Protect" icon.

The tools section can be accessible through the panel on the right hand side of your document or by selecting "Tools" on the upper right hand corner of your page.
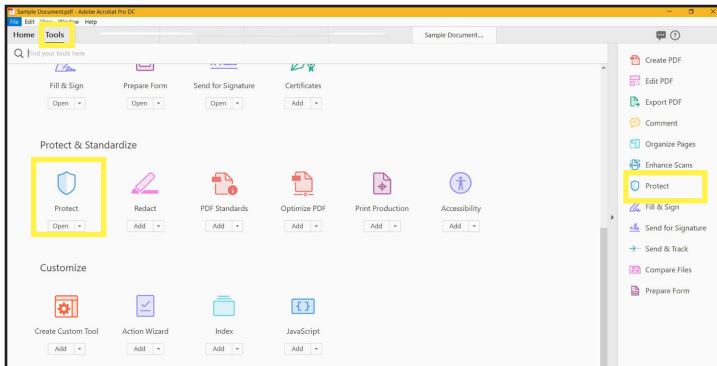
2. The "Protect" icon will generate a series of options along the tool bar area. Click the "Encrypt" drop-down option and select option #2 "Encrypt with Password" to generate a password.
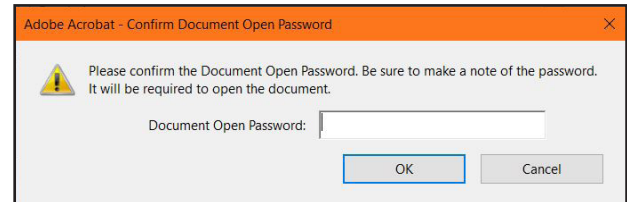
A dialogue box will prompt for confirmation to make security changes. Click "Yes" to continue.
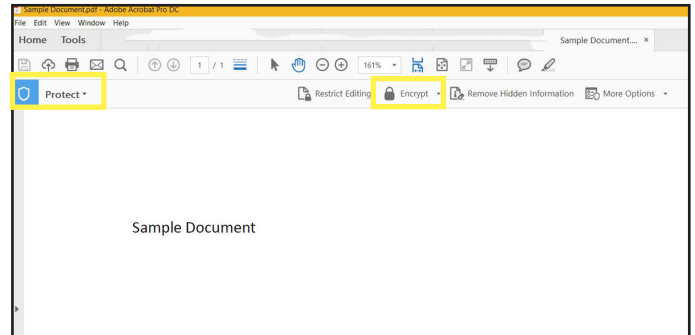
3. A "Password Security" dialog box will appear. Check the "Require a password to open the document" box and type a password. Click "OK".
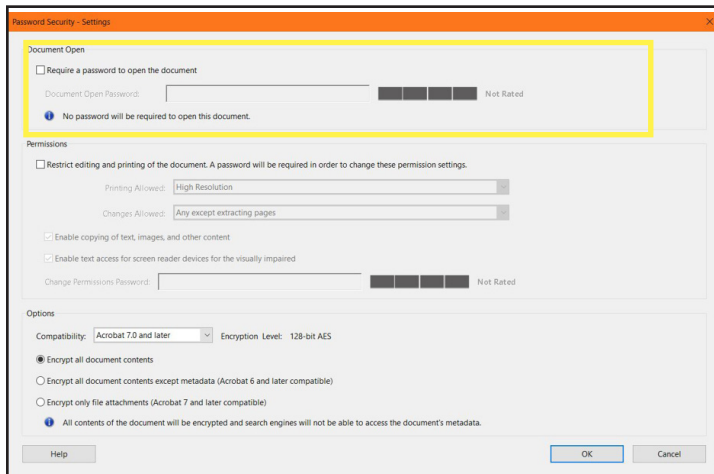
4. Once you have created a password, a new dialog box will prompt you to retype your password. Click "OK".

5. Document Encryption will not occur until you re-save your document. Select the "Save" icon on the upper right hand corner of your document to complete encryption.

6. When submitting documents to the Office of Financial Aid at Illinois Tech, send your password protected document and your password in separate emails.