Step-by-step procedures for setting, opening, and removing a password on Adobe Portable Document Format (PDF) files

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This guideline contains step-by-step procedures for (i) setting a password for Adobe Portable Document Format (PDF) files in order to protect them from unauthorized access; (ii) opening a password-protected Adobe PDF file; and (iii) removing the password of a password-protected Adobe PDF file.

In this guideline, we will show you the steps with an example of an Adobe PDF file named "**Confidential Information.pdf**" under "**C:\My Documents**".

Note: You may apply the steps to any existing Adobe PDF files in your computer.

# A.   To set a password for an Adobe PDF file

This part will show you how to set a password for the Adobe PDF file.

*Note: You need to use the "**Adobe Acrobat Professional**" to edit the password settings of an Adobe PDF file.*

Step A.1:

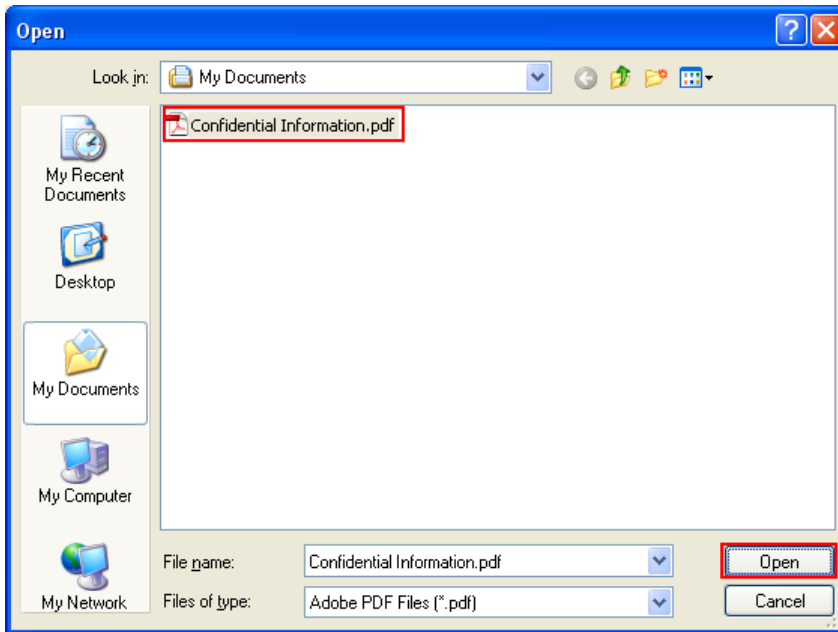Open the Adobe PDF file named "Confidential Information.doc" under "C:\My Documents\".

Run the Adobe Acrobat Professional, click "**File**" in the menu bar, then select "**Open**".
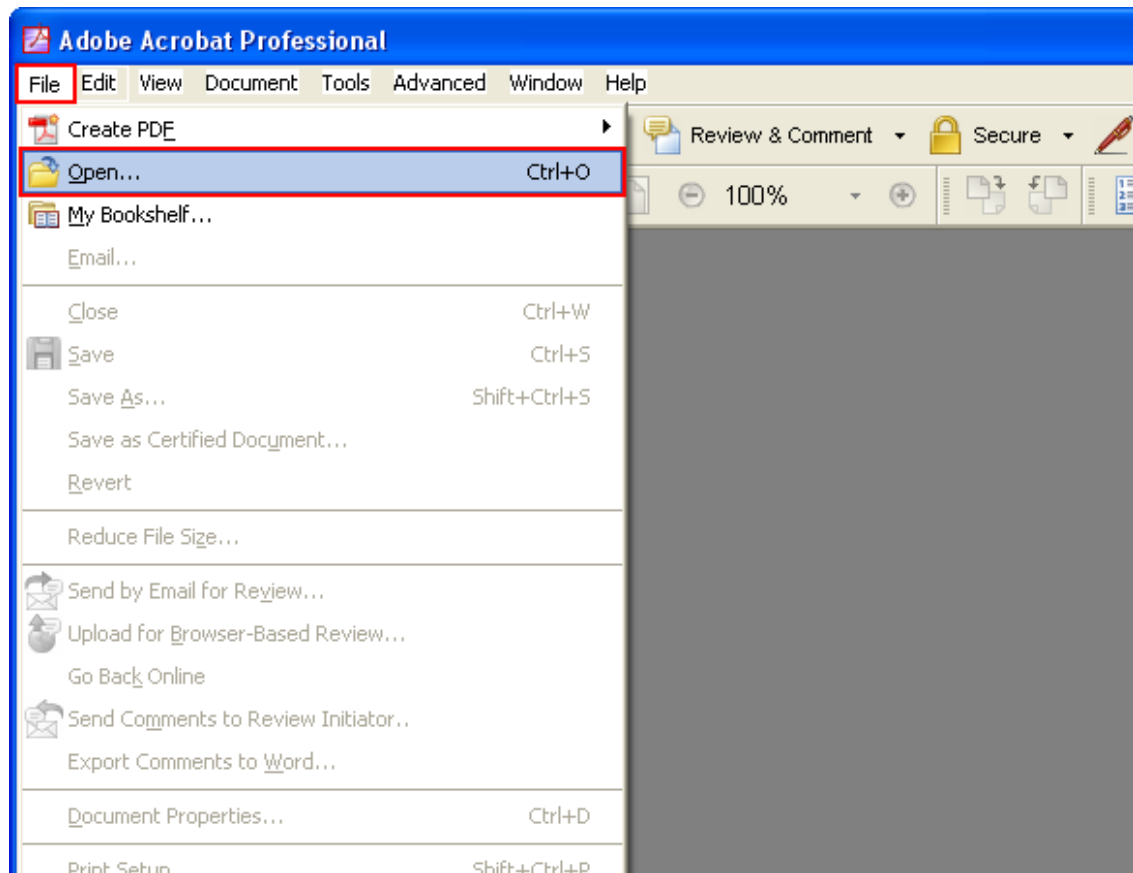
Note: You may apply the steps to any existing Adobe PDF files in your computer.
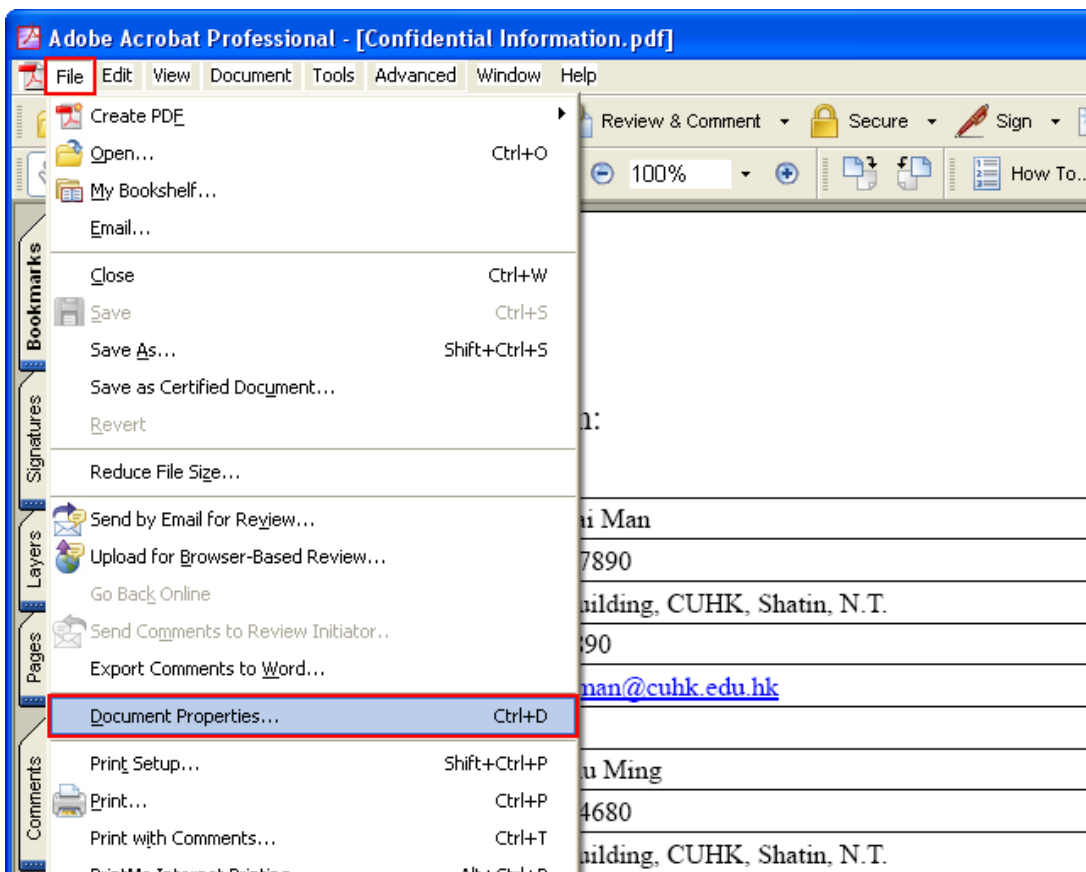
Step A.2:

The file selection window should appear.   Select the file and then click "**Open**".

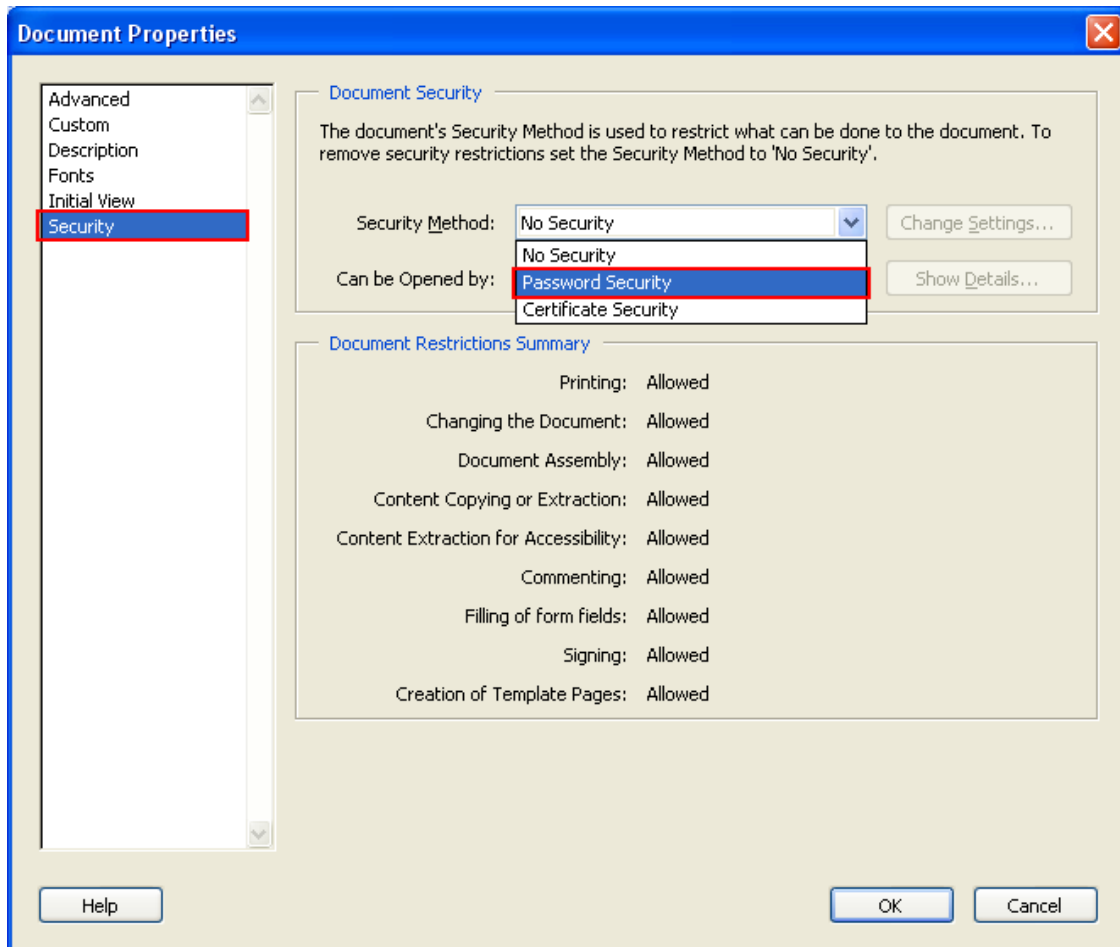**Step A.3:**

The "Confidential Information.pdf" is opened.

In the menu bar, click "**File**", select "**Document Properties …**".

Step A.4:

The Document Properties window should appear.

Click "**Security**" in the left menu, then select "**Password Security**" for Security Method.

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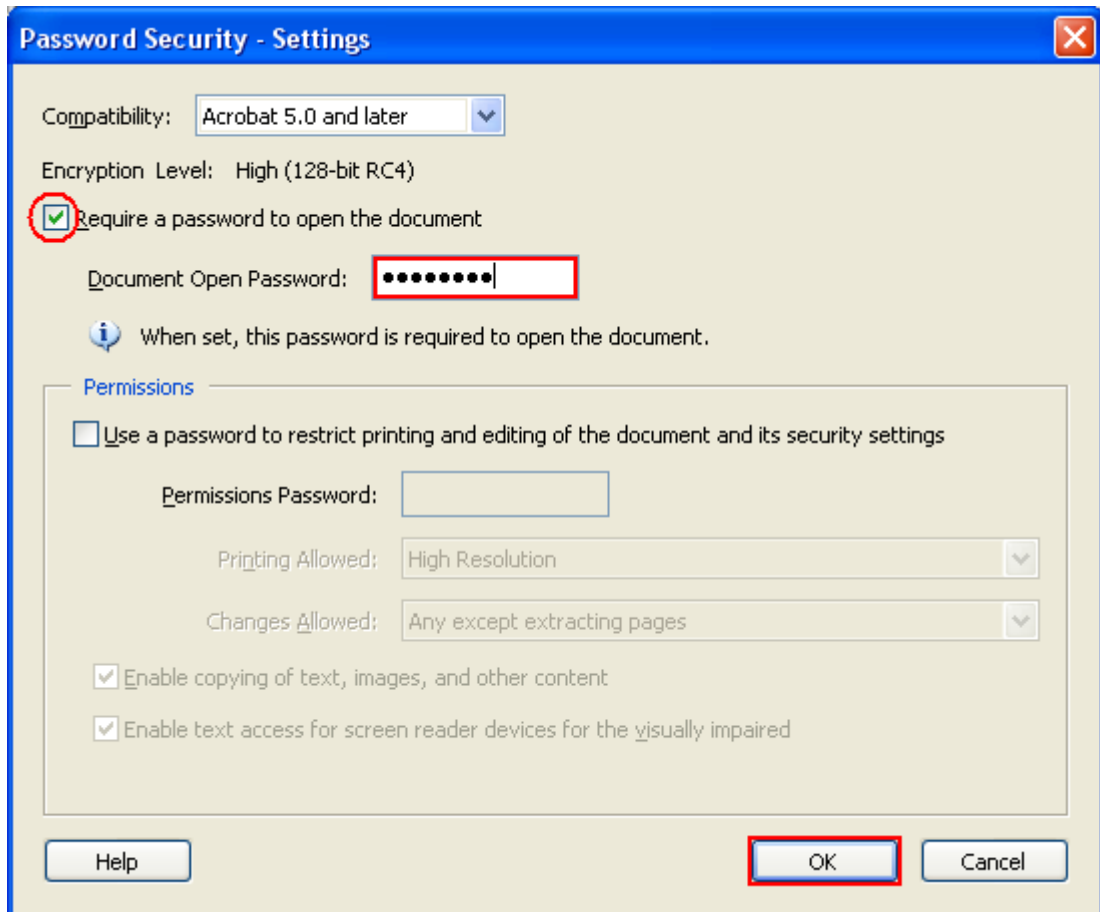Information Technology Services Centre, CUHK

Step A.5:
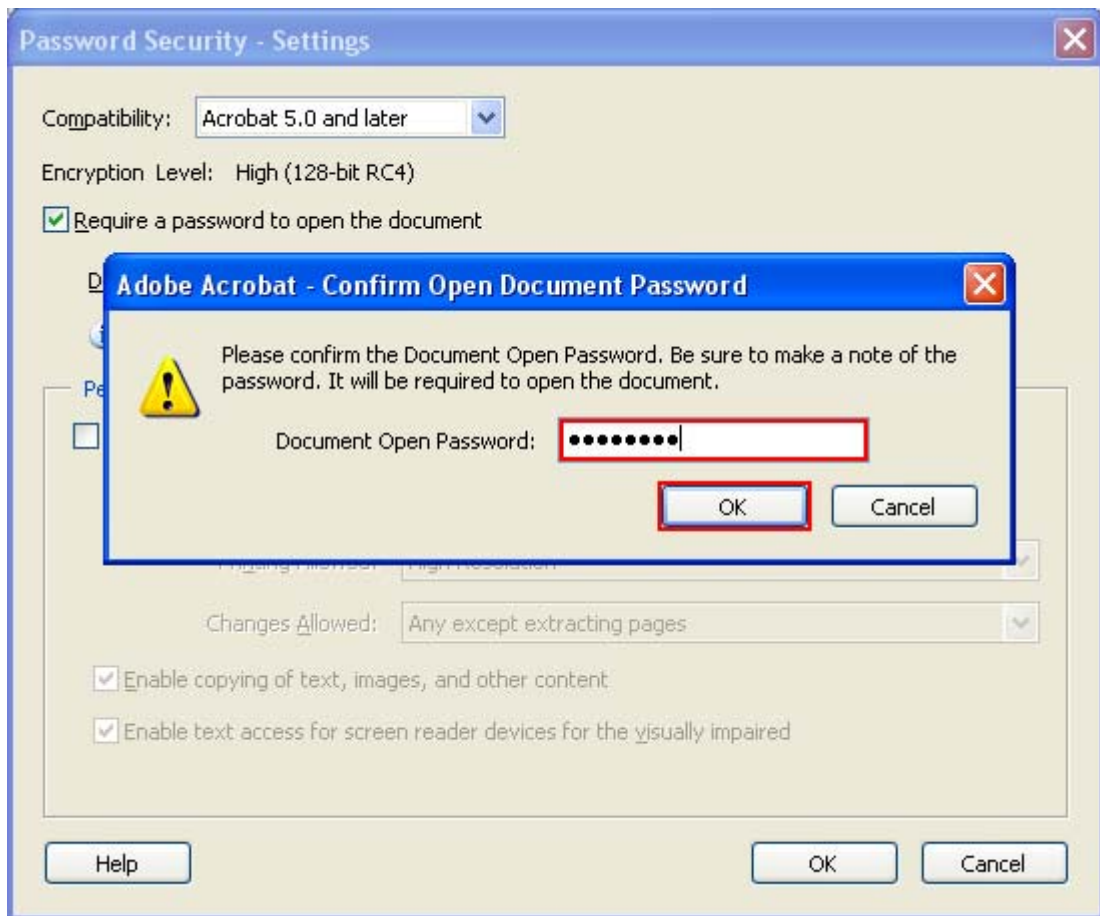
The Password Security Settings window should appear.

This is one of the most important steps. You have to choose a good password for protecting the file.

Tick "**Require a password to open the document**". Type the Document Open Password in the input field, then click "**OK**".
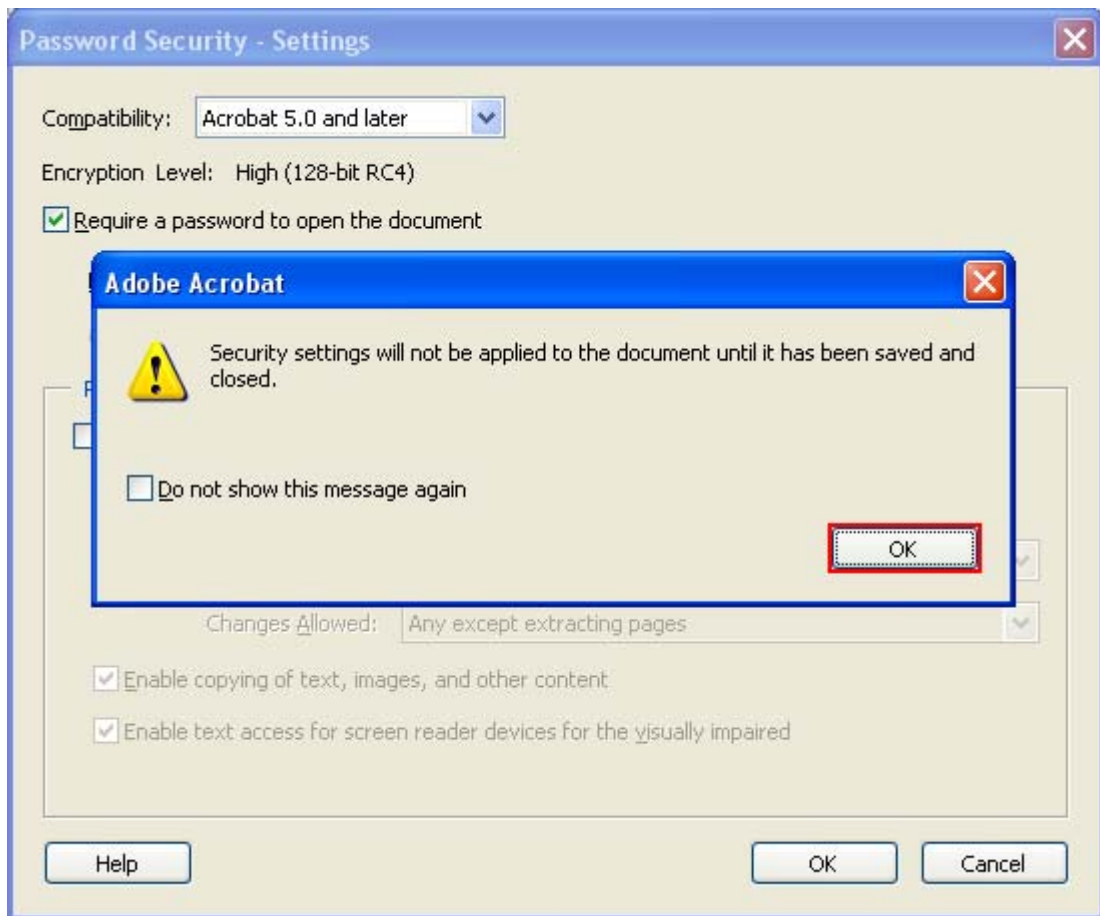
Step A.6:

Re-type the password in the input field of Confirm Open Document Password window, then click "**OK**".
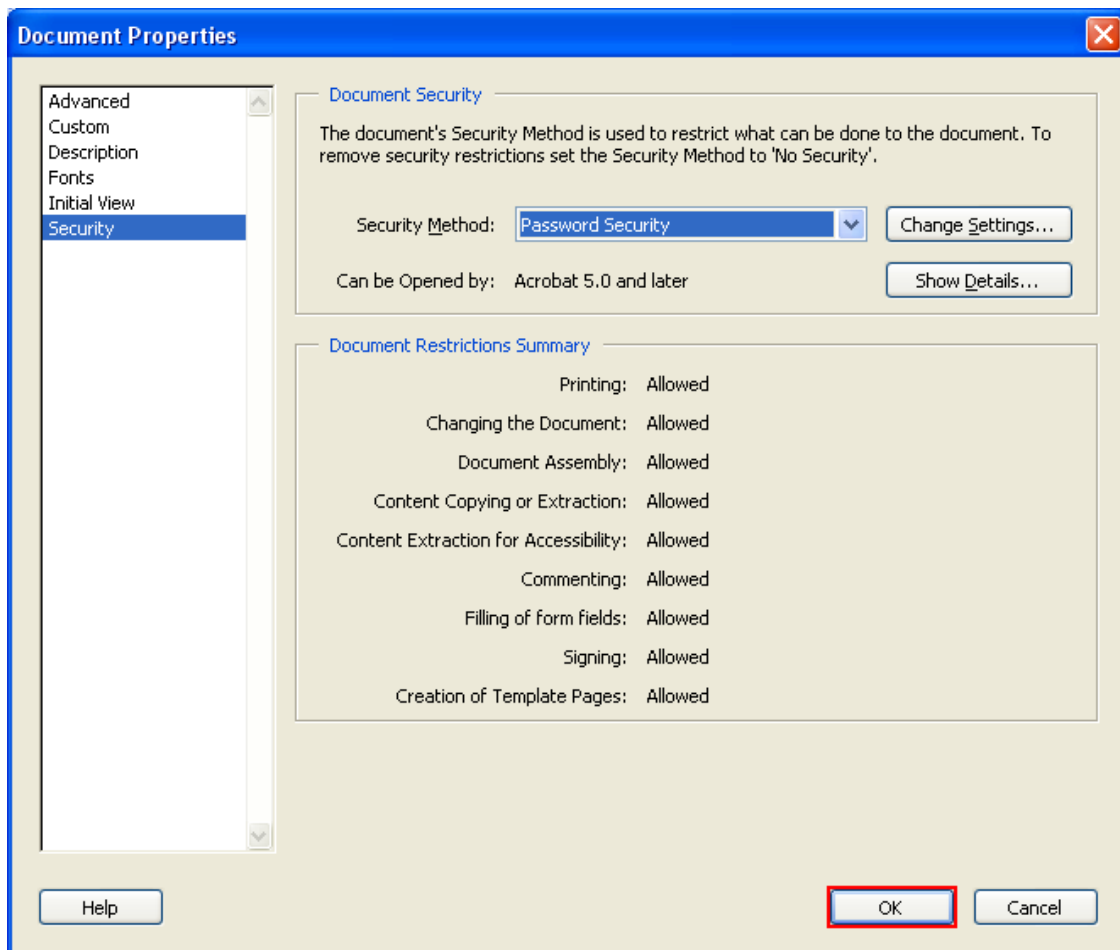
Step A.7:

The security setting will not be applied to the document until it has been saved and close. Click "**OK**" to close the dialog window and return to the document.

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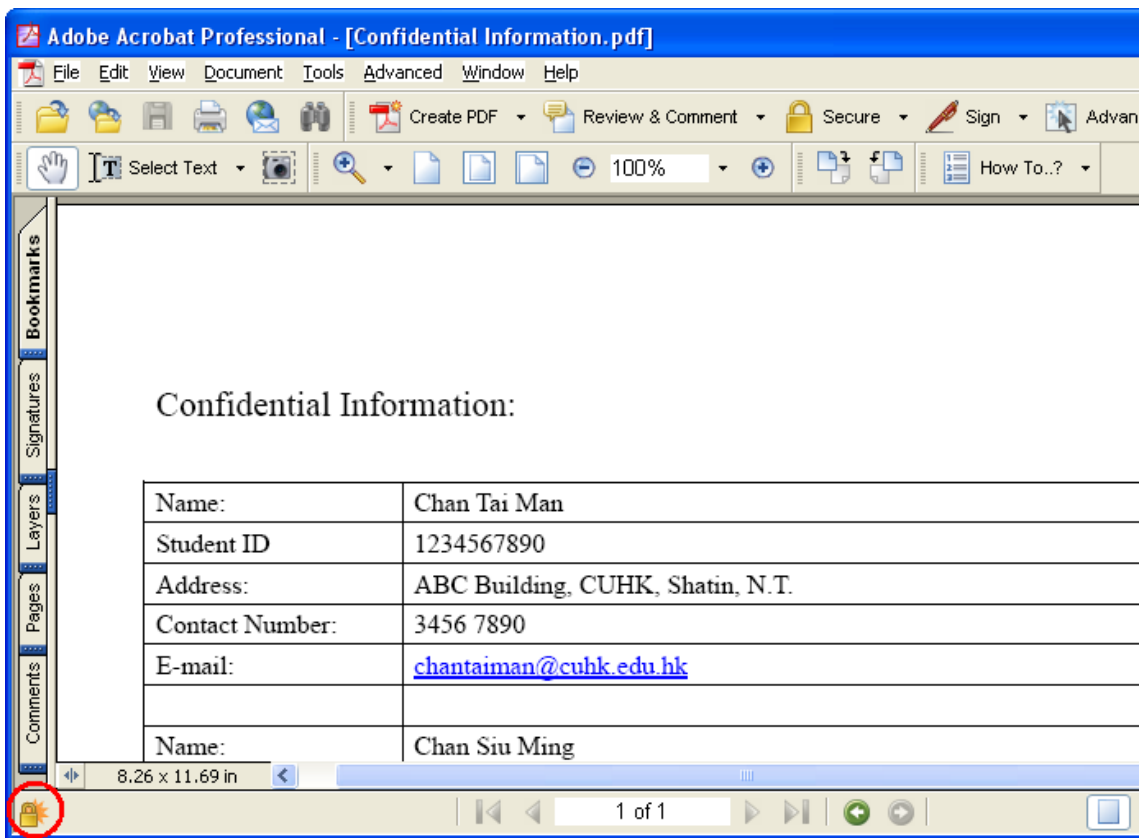Information Technology Services Centre, CUHK

Step A.8:

It will return to the Document Properties window.   Click "**OK**" to close the window and return to the file.
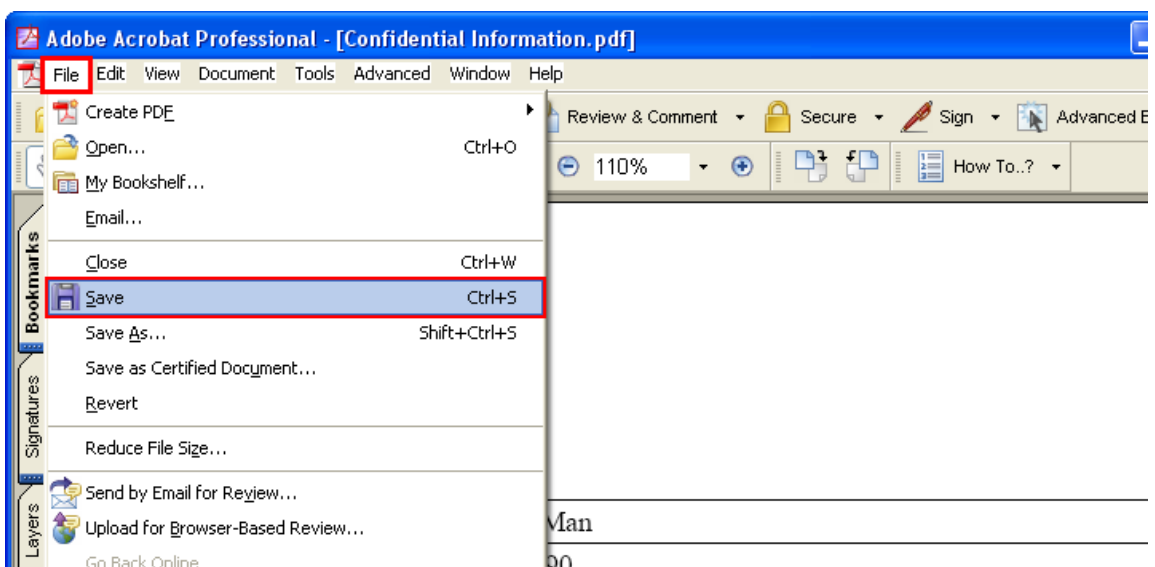
Step A.9:

A lock icon indicating that the document is password protected should be appeared on the bottom-left corner.

Step A.10:

In the menu bar, click "**Save**" to make change effective.

You can close the file and reopen it again to test the password protection setting.

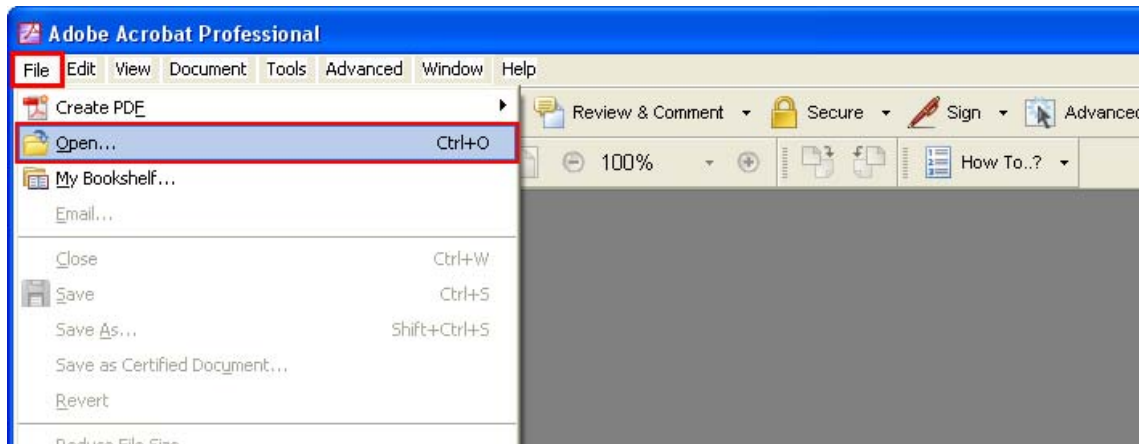## B. To open a password-protected PDF file

This part will show you how to open a password-protected Adobe PDF file.

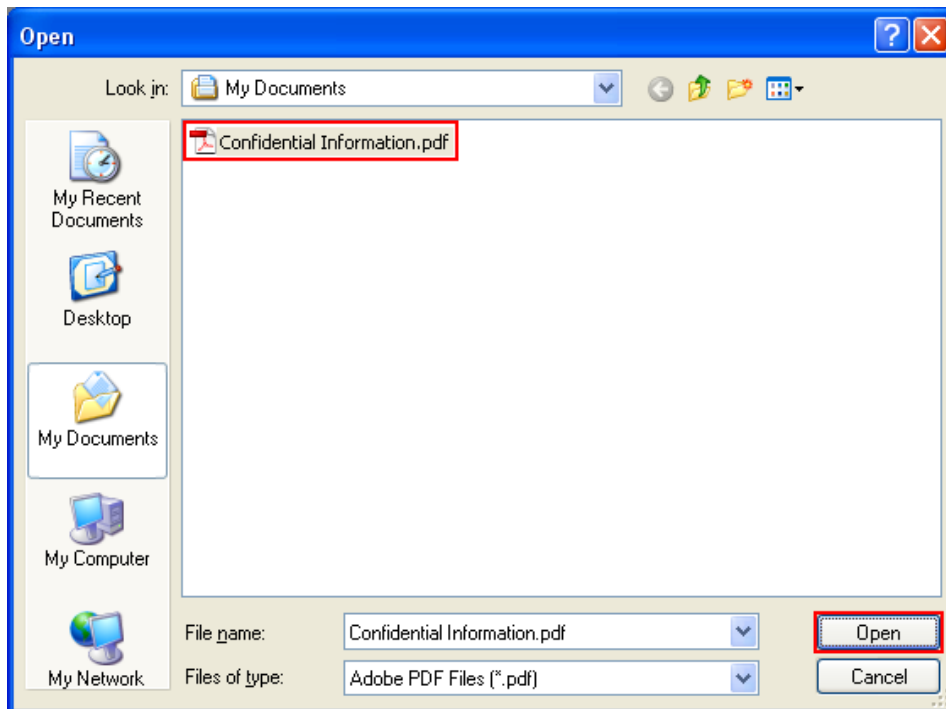*Note: You may use **Adobe Acrobat Professional** or **Adobe Acrobat Reader** to open the file.*

Step B.1:

Run the Adobe Acrobat Professional, click "**File**" in the menu bar, and select "**Open**".
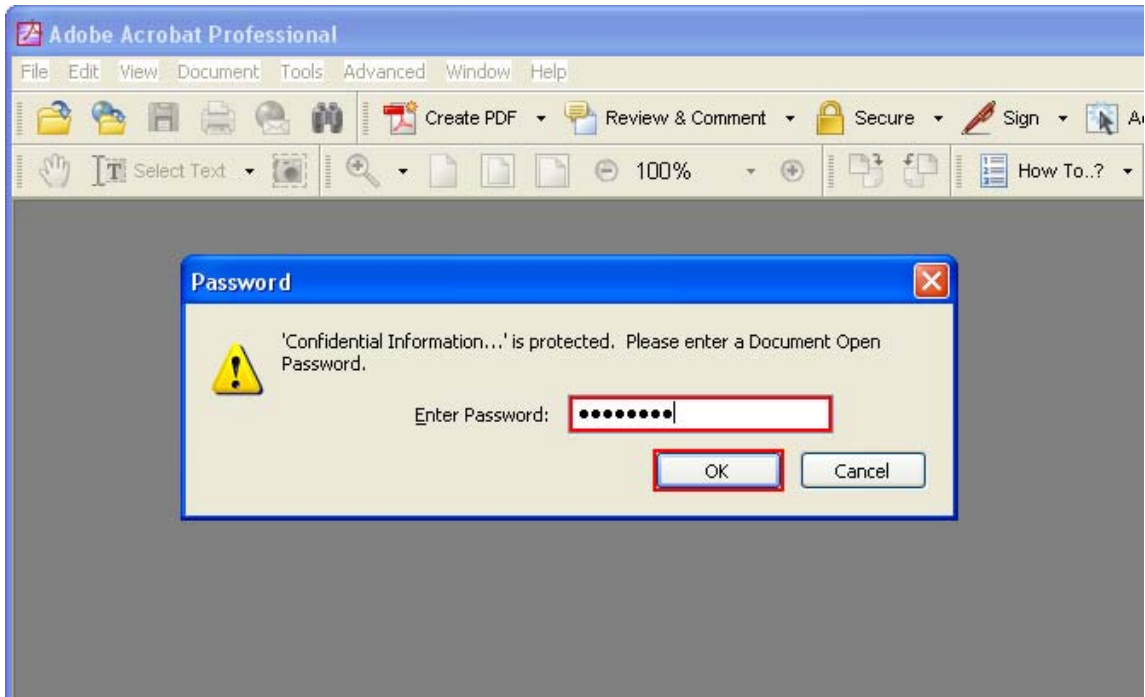
Step B.2:

The file selection window should appear. Select the file and then click "**Open**".

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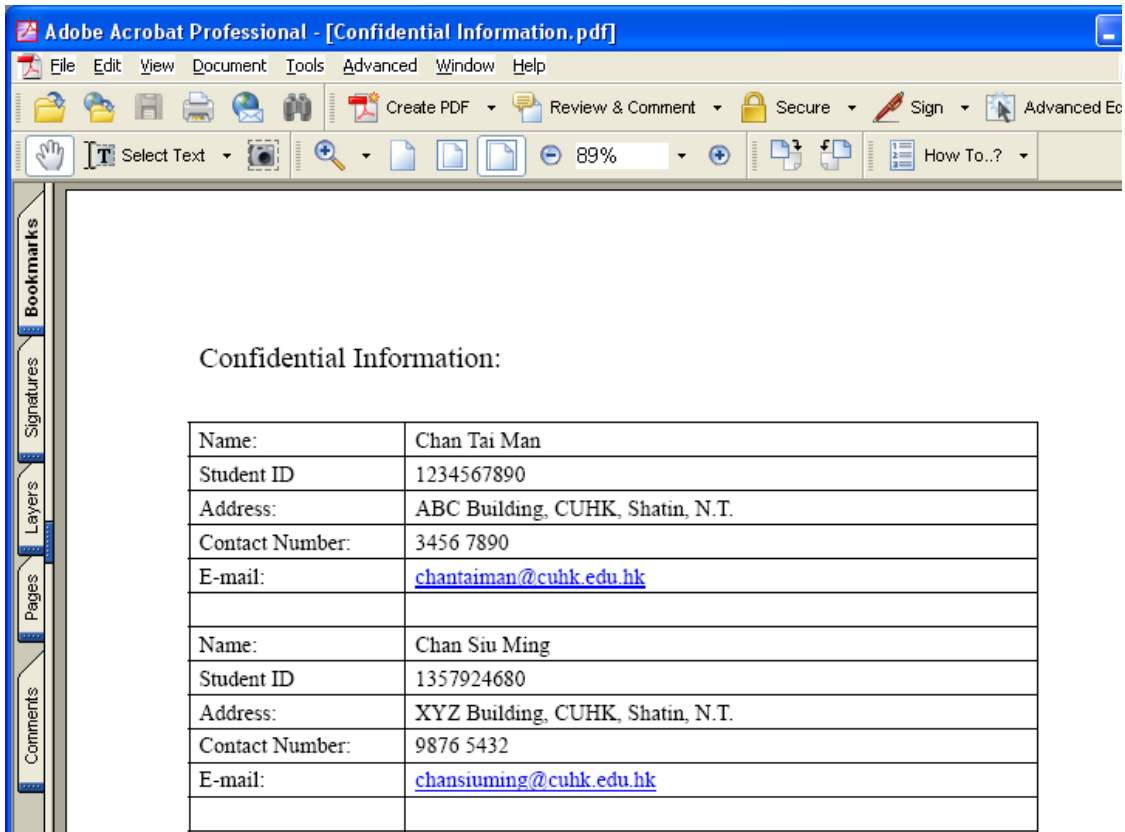Information Technology Services Centre, CUHK

Step B.3:

Password dialog window should appear.
Type the password (which you specified in Step A.4) in the input field, then click "**OK**".

The protected file should be opened.

C. To remove the password of a password-protected PDF file

This part will show you how to remove the password of a password-protected Adobe PDF file.

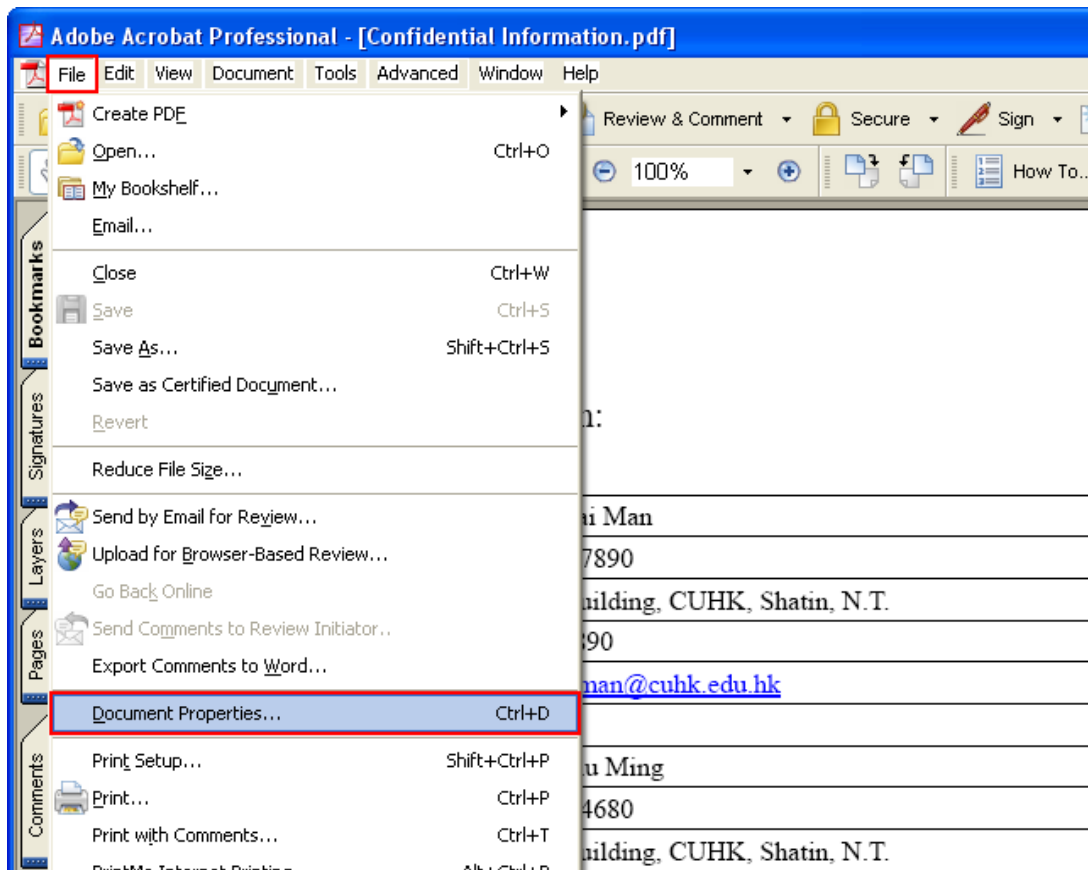*Note: You need to use the "**Adobe Acrobat Professional**" to edit the password settings of an Adobe PDF file.*

Step C.1:

Open the Adobe PDF file named "Confidential Information.pdf" under "C:\My Documents\" following the steps B.1-B.4.

Step C.2:
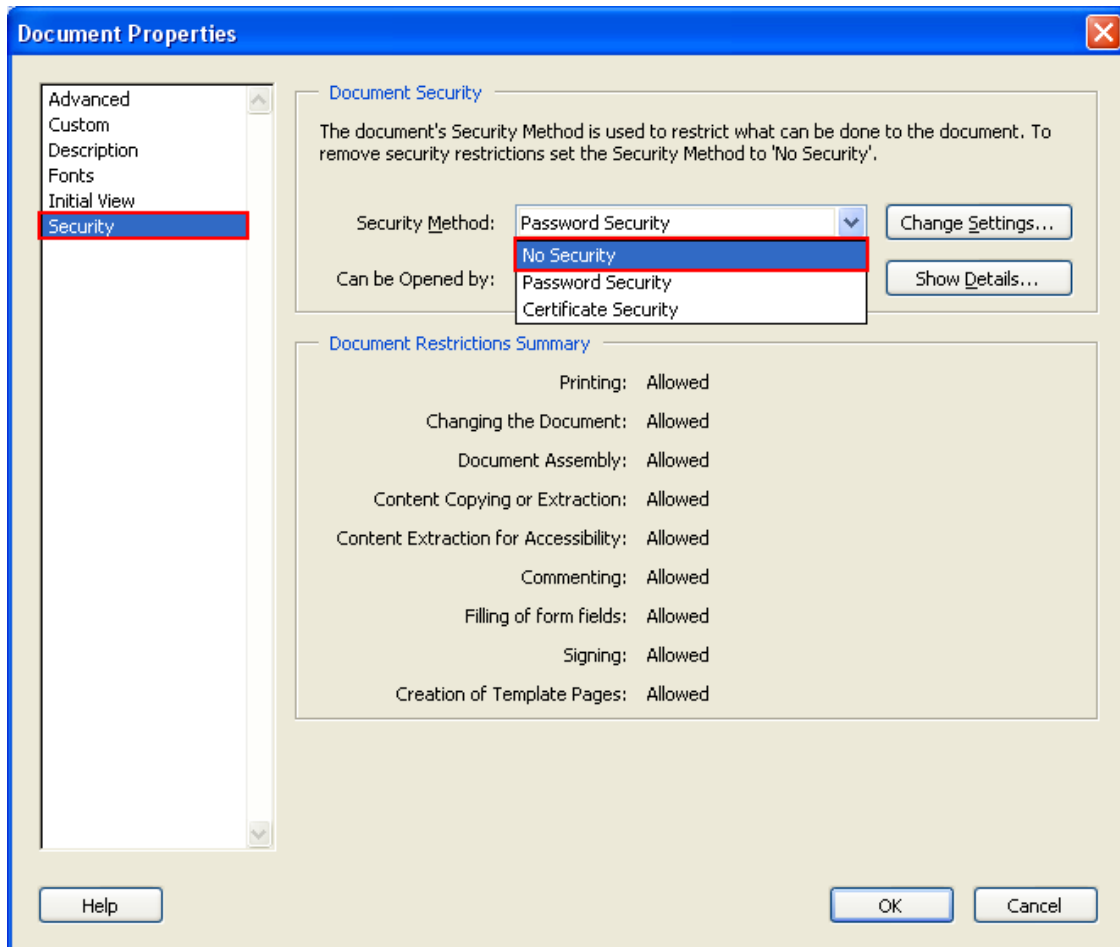
The "Confidential Information.pdf" is opened.

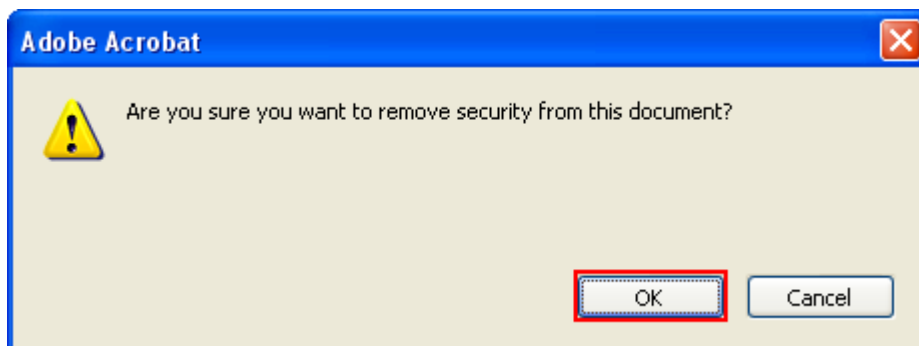In the menu bar, click "**File**", select "**Document Properties …**".

Step C.3:

The Document Properties window should appear.

Click "**Security**" in the left menu, then select "**Password Security**" for Security Method.
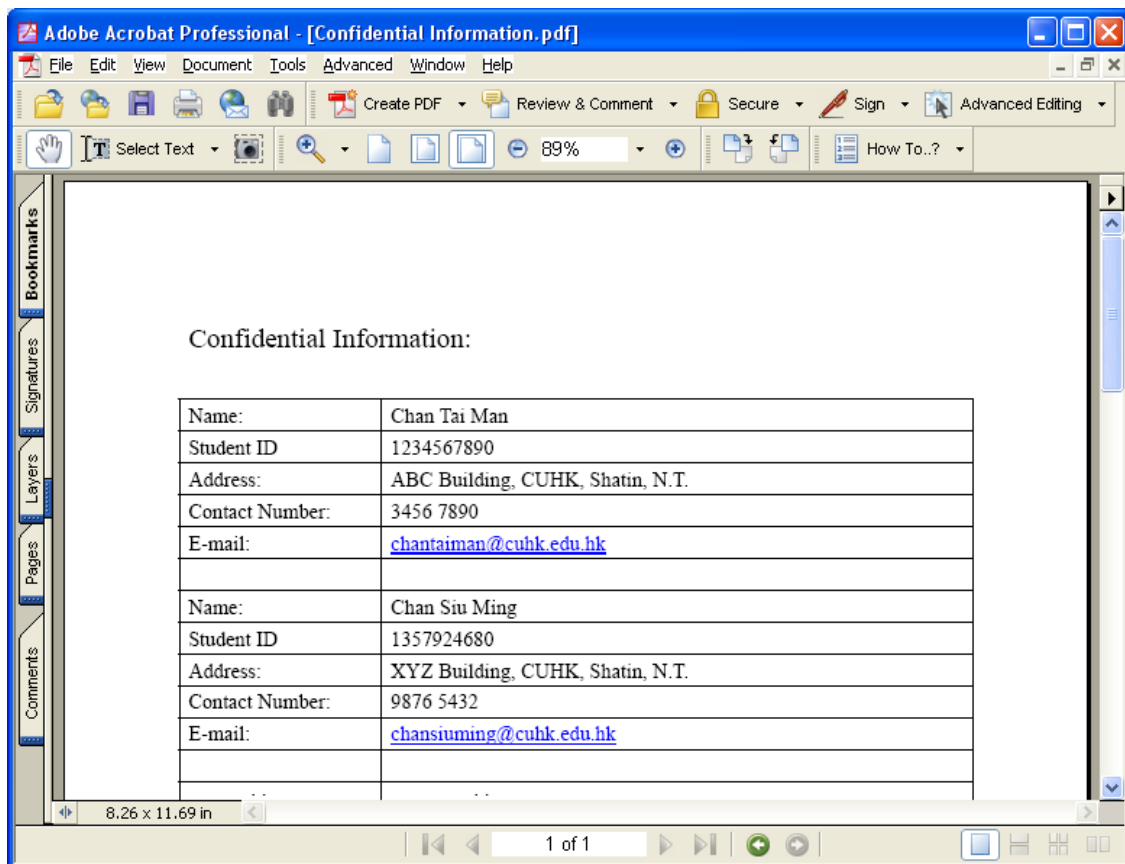

Step C.4:

An Adobe Acrobat dialog box appear, click "**OK**" to remove the security.

Step C.5:

It will return to the Document Properties window.   Click "**OK**" to close the window and return to the file.

A lock icon mentioned on the bottom-left corner (which mentioned in Step A.9) is disappeared.

Step C.6:

In the menu bar, click "**Save**" to make change effective.

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