# PIS

# MS Office & pdf File Encryption

# **MS Office File Encryption**

Documents containing private information (PHI or PII) can easily be encrypted with current versions of MS Office

Four solutions are included in this document:

- 1. Encrypt a Word or Excel file from within Office app (Word, Excel, PowerPoint)
- 2. Encrypt a Pdf File from any MS Office app
- 3. Encrypt a Pdf File using Adobe Acrobat DX within Office 365
- 4. Encrypt an existing Pdf File using free Adobe Reader

Application: Encrypt files "at rest" that contain Personally Identifiable Info (PII) or Protected Health Info (PHI)

1. Encrypt an Office file from within Office app Works same in all Office apps

#### Open Word or Excel or PowerPoint file

#### Choose File, "Save-as"

Under file name, choose "more options..."

Lower right corner, choose "Tools", then "General Options"

Enter "password to open", press "OK" (Leave "password to modify" blank) Confirm: Reenter password to open, OK; then SAVE.

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Your Word/Excel file is now encrypted - Voilà!

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Encrypted pdf files can be opened by anyone with free Adobe Reader

## 2. Encrypted a Pdf File – from any MS Office app (version dependent)

**Open Word or Excel or PowerPoint file** 

#### Choose File, "Export"

Select "Create PDF/XPS Document" (Do NOT select Adobe pdf document type) Click button "Create PDF/XPS"

Click "Options" button

Bottom of displayed box, Click "Encrypt this document with a password" Enter password, and confirm password, Click OK Click "Publish" button.

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Your newly created/"published" pdf file is now encrypted - Voilà!

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# 3. Encrypted a Pdf File – Using Adobe Professional within Office 365

Works the same in all MS Office apps

**Open Word or Excel or PowerPoint file** 

Choose File, "Save-as Adobe pdf" (you will only see this option if using Adobe Professional)

Bottom center, click "Restrict Editing"

In box, UNSELECT Restrict editing and printing box

SELECT Require a password to open the document

Enter password, OK

Confirm "Document Open Password", OK – then SAVE.

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Security	
Encryption Level: 128-bit RC4 - Compatible with Acrobat 6.0 and later	
Require a password to open the document	
Document Open Password:	
When set, a document password is required to open the document	
- Restrict edition and printing of the document. A password will be required in order to	
change these permission settings	
Change Permissions Password:	
Printing Allowed: High Resolution	
Changes Allowed: Any except extracting of pages $\sim$	
$\bigtriangledown$ Enable copying of text, images, and other contents	
Enable text access for screen reader devices for the visually impaired	
Enable plaintext metadata	
OK Cancel Help	

Your newly created pdf file is now encrypted - Voilà!

## 4. Encrypt an existing Pdf File – Using Adobe software (including free Reader)

#### Open the PDF

Choose Tools > Protect > Encrypt > Encrypt with Password.

If you receive a prompt, click Yes to change the security.

Select Checkbox "Require A Password To Open The Document"

Enter password, OK

Confirm "Document Open Password", OK – then SAVE.

Your pdf file is now encrypted - Voilà!

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