## 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
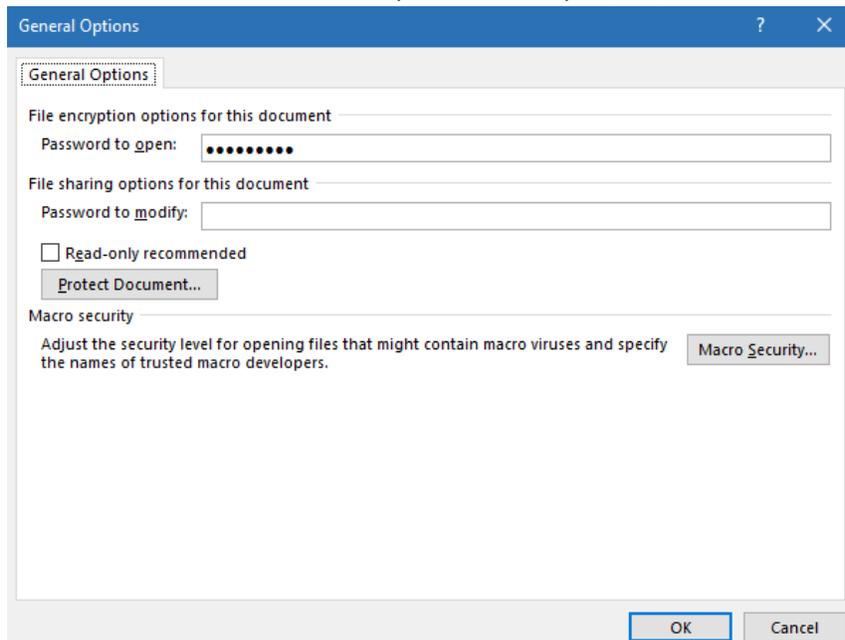
   **Open Word or Excel or PowerPoint file**

   ### 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.



   **Your Word/Excel file is now encrypted - *Voilà!***

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# Pdf File Encryption (Solutions 2, 3 and 4)

## 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"

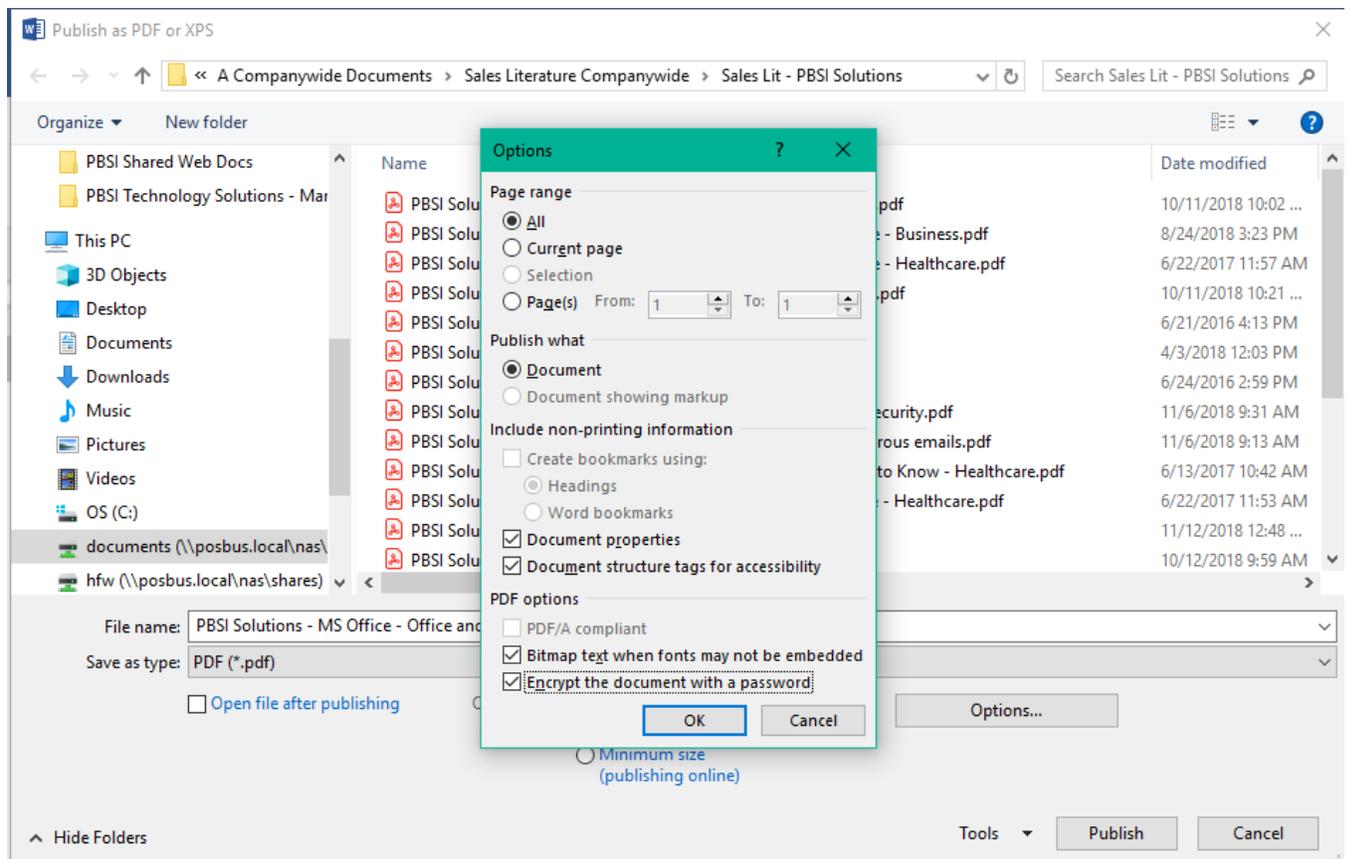Select "Create PDF/XPS Document" (Do NOT select Adobe pdf document type)

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.



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

### 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**

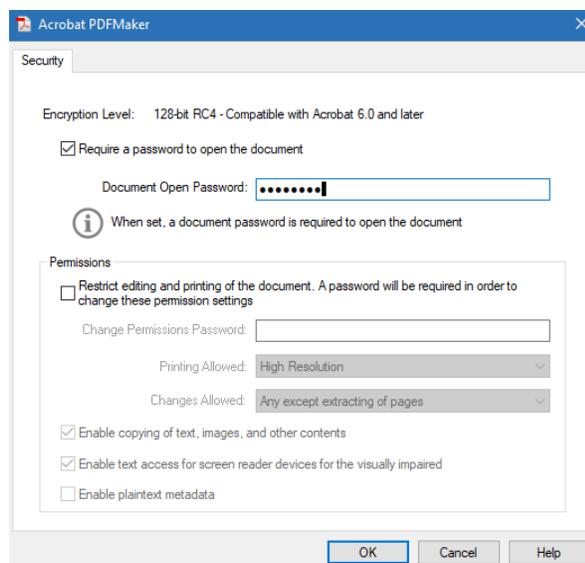### Choose File, "Save-as Adobe pdf" (you will only see this option if using Adobe Professional)

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.



**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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