

Encrypting Individual Files

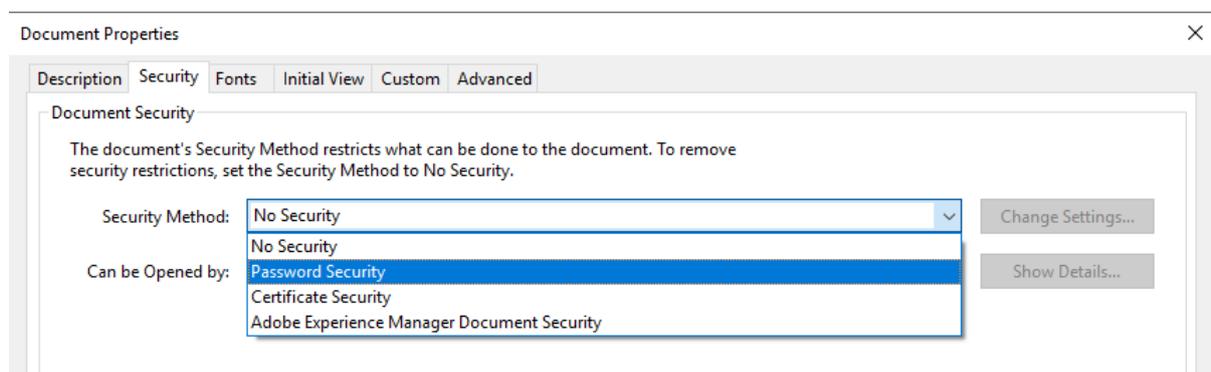
Encrypting files prevents them from being accessed by anyone without the password.

Note: If you lose the password the file CANNOT be recovered under ANY circumstances.

The process below uses Adobe Acrobat, which is deployed onto all University corporate desktops. This document should always be read in conjunction with the University Acceptable Use Policy when handling personal or sensitive data.

Encryption Procedure

1. To begin, open Adobe Acrobat DC – this should be available on University computer through the Start Menu.
2. Open your chosen PDF file. If the file you wish to encrypt is not a pdf, you will need to first convert it.
3. In Acrobat, select “File”, from the toolbar, then click on “Properties”. The “Document Properties” window will open (see below).



4. Select “Password Security” from the drop-down menu and the “Password Security” window will open (see below).
5. Click on the tick box to “Require a password to open the document”, then type your chosen password into the “Document Open Password:” text box. The metre on the left will tell you how strong your chosen password is.

Document Open

Require a password to open the document

Document Open Password: ■ ■ ■ ■ **Best**

 This password will be required to open the document.

6. Customise the options for your encryption in the “Options” box at the bottom of the window, including compatibility with other versions of Acrobat, and which parts of your document you wish to encrypt. We recommend selecting “Encrypt all document contents”.

Options

Compatibility: Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

 All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

7. Select “OK”, and you will be prompted to re-enter your set password.

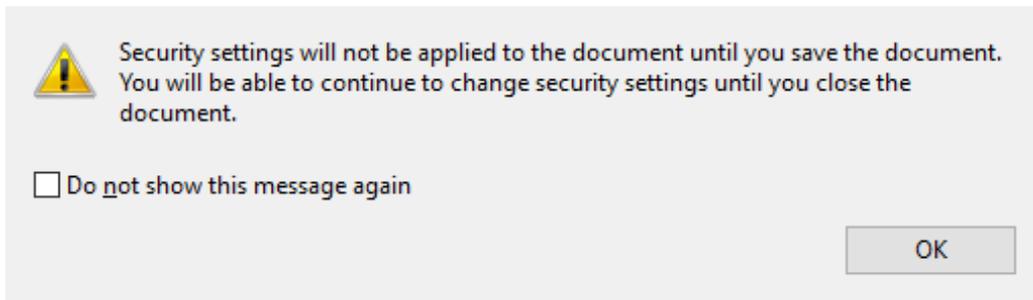
Adobe Acrobat - Confirm Document Open Password

 Please confirm the Document Open Password. Be sure to make a note of the password. It will be required to open the document.

Document Open Password:

8. You will be prompted to save your document to apply all security settings. Click on “File”, then “Save”, and close the document to make the security settings final.

Adobe Acrobat



Opening an Encrypted File

Once you've sent your encrypted document to another user, they will need to enter the password you set in order to open it.

To decrypt the file, the recipient will be prompted to enter the password that was used to encrypt it.

However, the password must be given to recipient via a different method than the file. For example, if the file is emailed the password can be given by phone or text.

This is to prevent anyone intercepting the encrypted file from intercepting the password at the same time.

