Using PDFCreator to password-protect a document

PDFCreator is a free software that allows you to create PDF documents. Among its features, it allows you to secure a PDF document with a password.
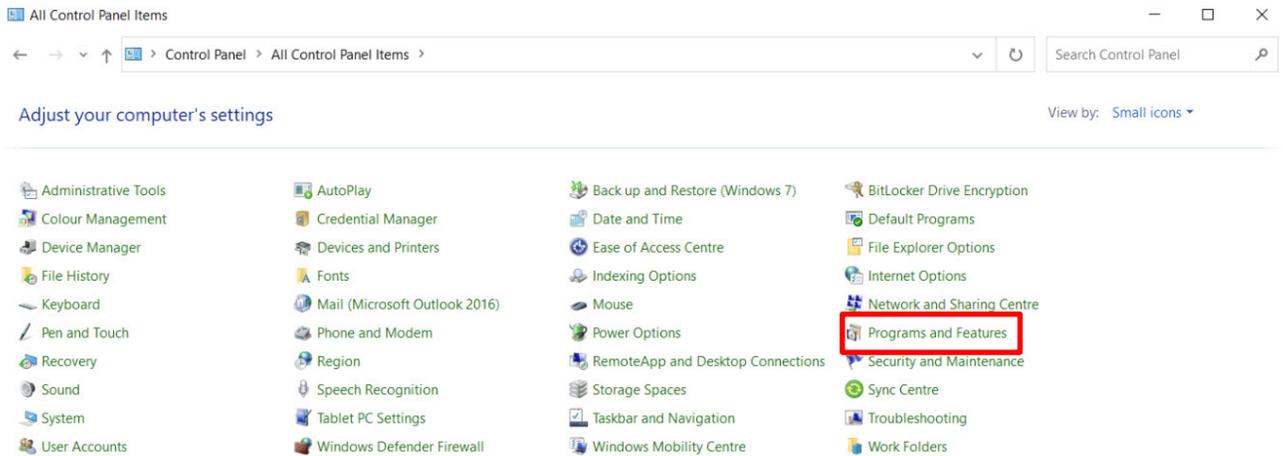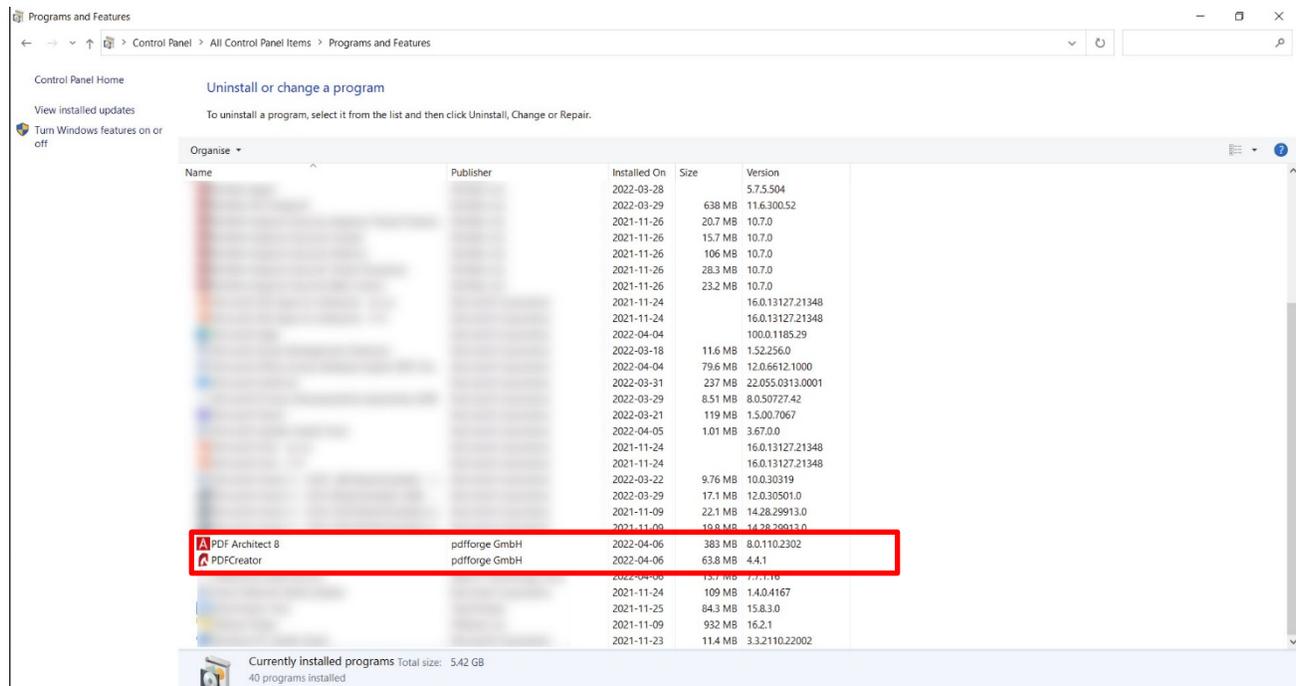
Contents

Note: If you have never downloaded PDF Creator, go directly to the next step.

Uninstalling the old version of PDF Creator and PDF Architect

1. Click on the Start menu of your workstation and look for the **Control Panel**. Once in the Control Panel, click on **Programs and Features**

2. Search for the PDF Creator application in the Program list

3. Double click on the name of the application and click yes in the window that appears.
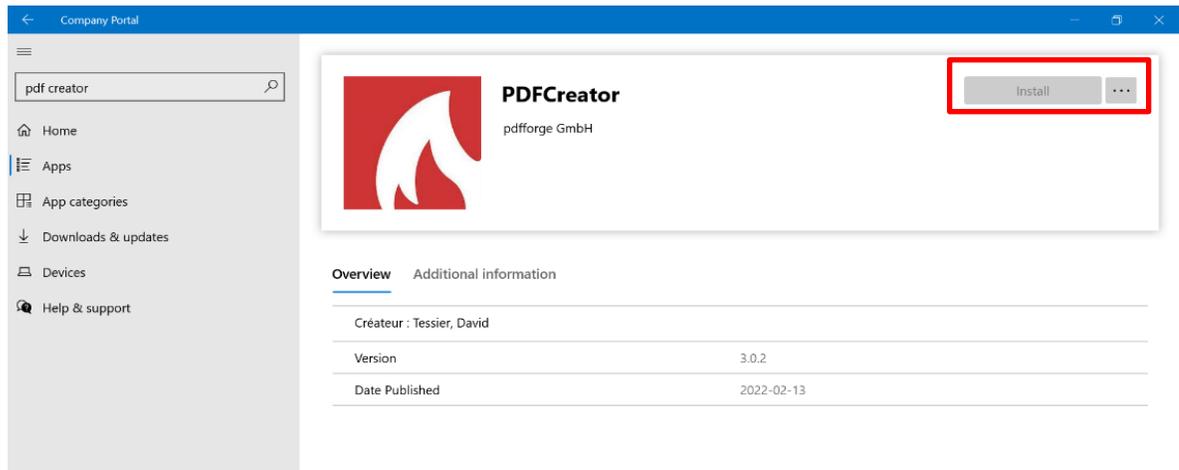   The same procedure applies for uninstalling PDF Architect.

Installation and configuration of PDFCreator

4. Click on the Start menu of your workstation. Search for the **Company Portal** application and click **install.**

Note : If you see the message below when installing PDF Creator, click **Skip Version**.
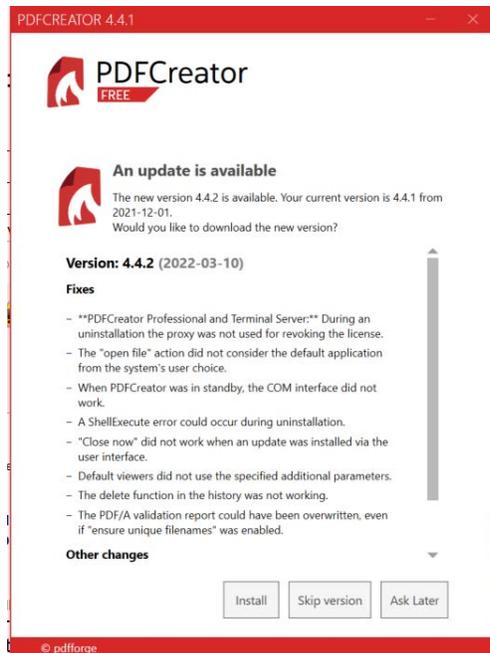
5. Once the installation is complete, open the application and click on "**PROFILES**".
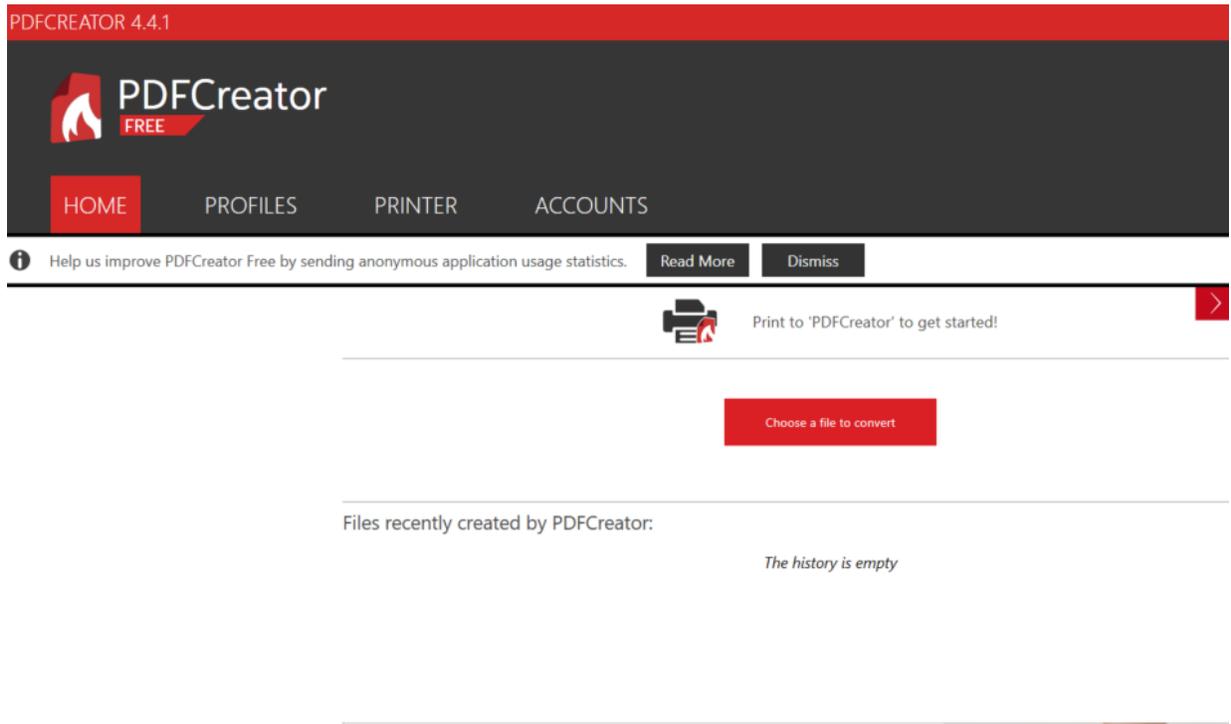
6. Click on **Add** to create a new profile. Choose a name then click **OK**.
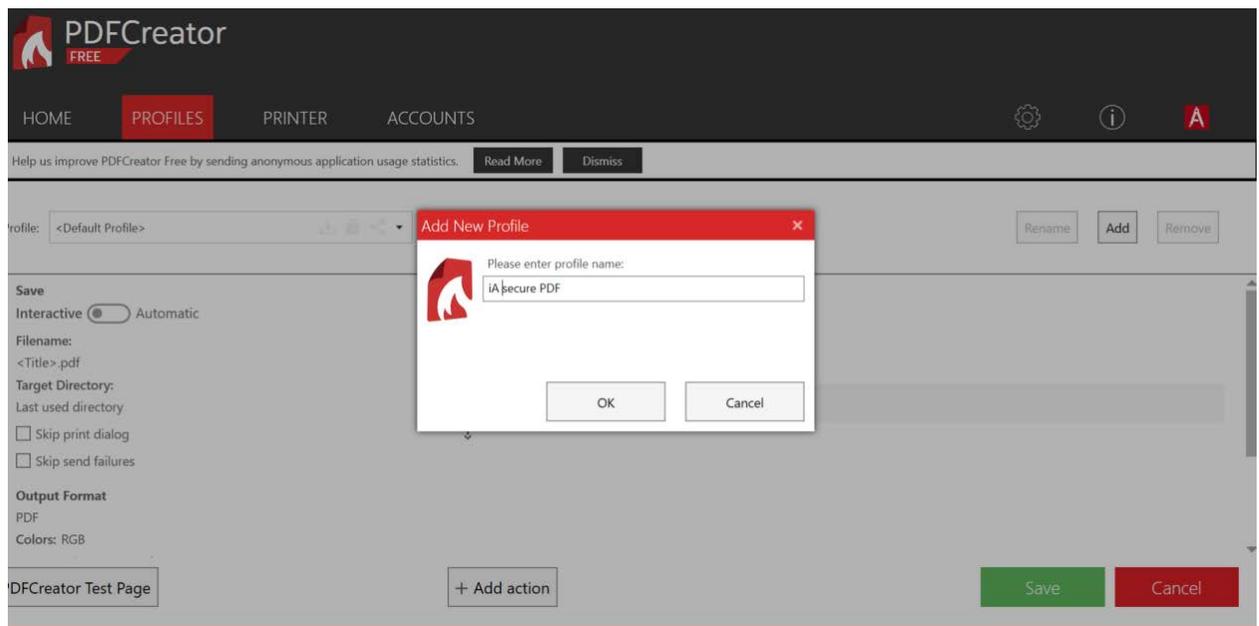
7. Click **Add action**.
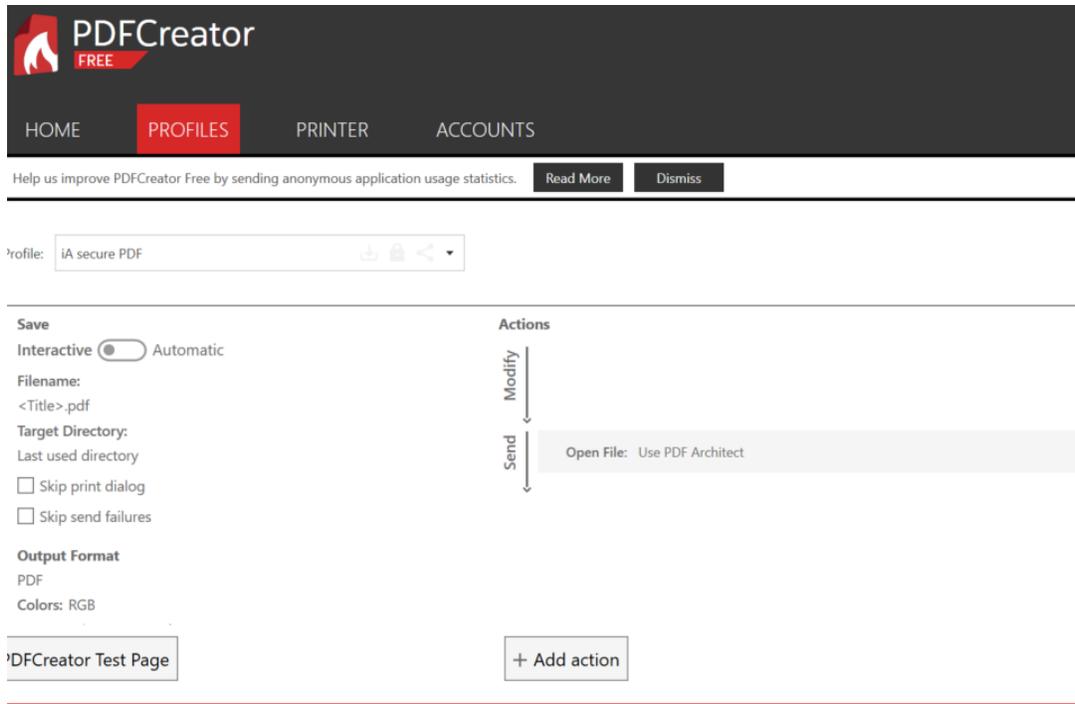
8. Click **Encryption**.
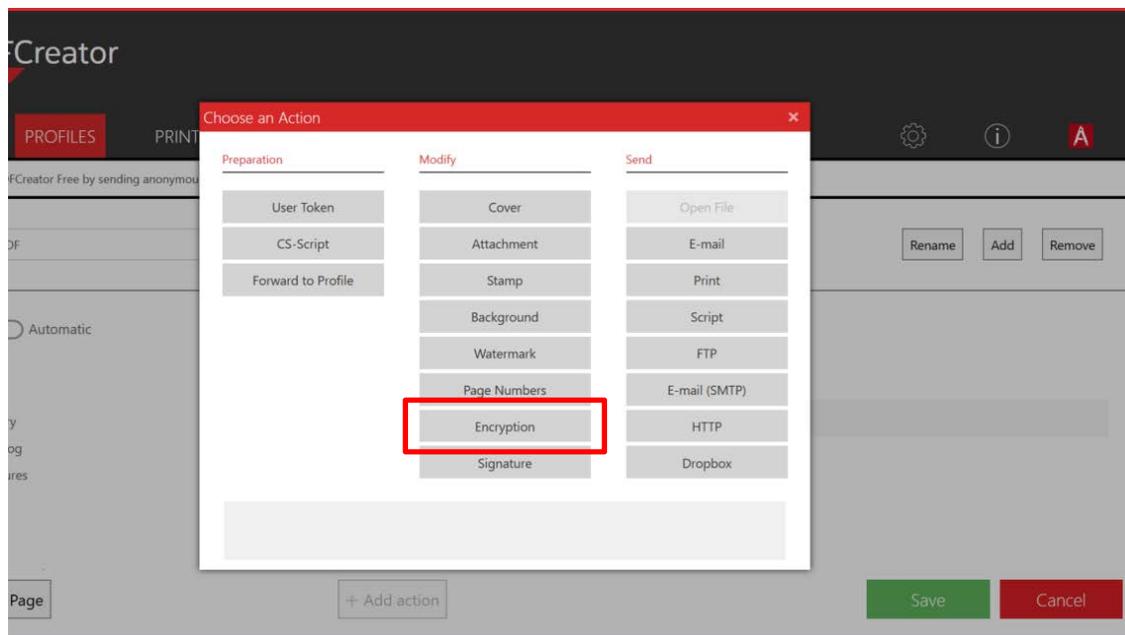
9. Change the following settings:
   a. Check the "**Require a password...**" box.
   b. Choose the encryption level (security level) **Medium (128 Bit AES).**
   c. Click **OK**
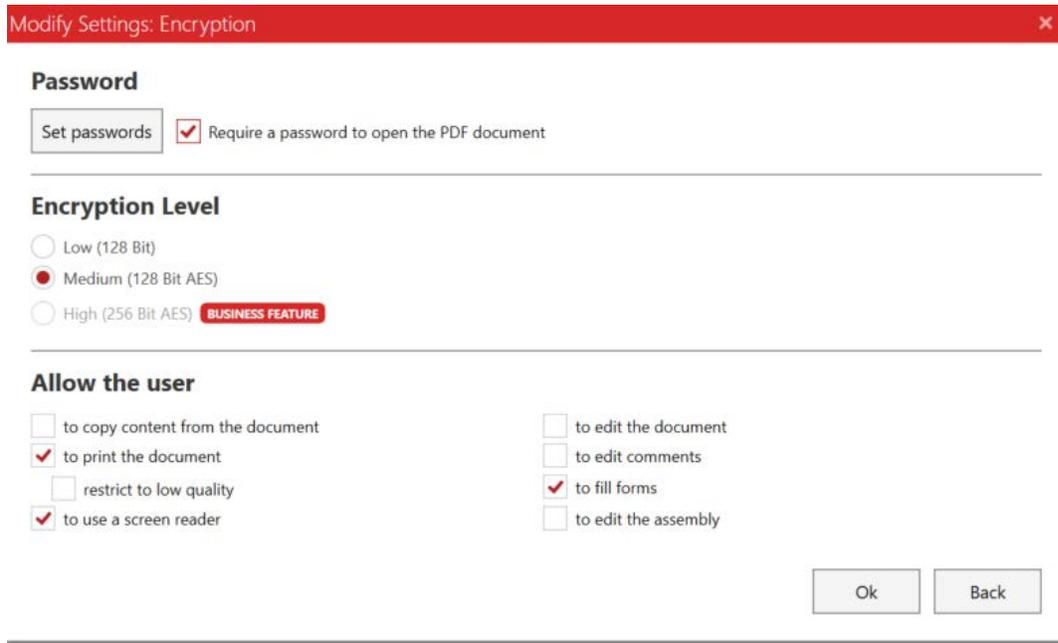
10. Click on **Save** to save the changes. The configuration is now complete and you can close the PDFCreator window.
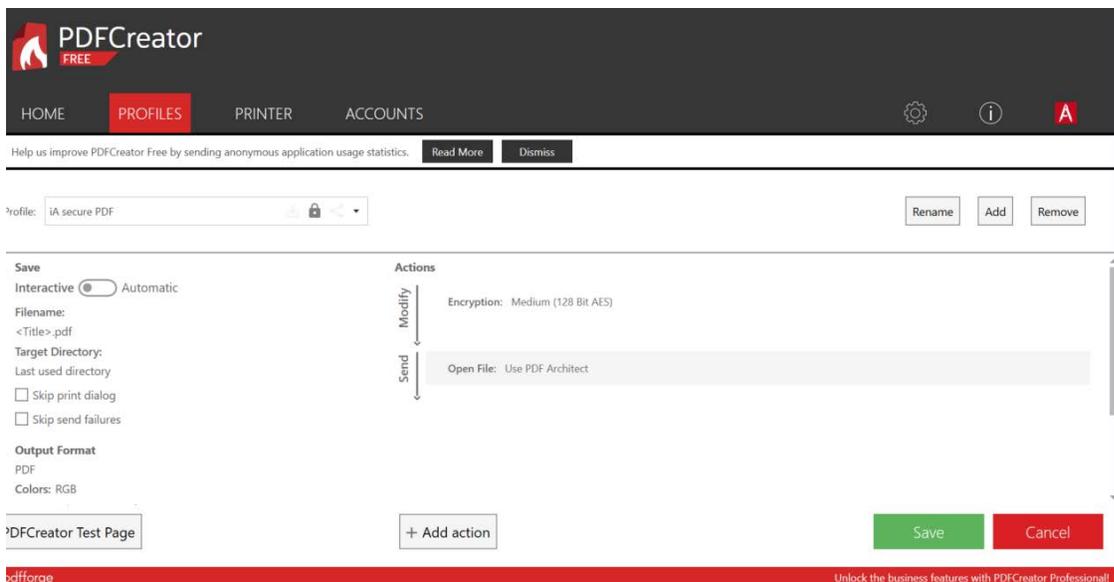
Creating a PDF file with password

1. To create a password protected PDF, open a document (Word, Excel, PowerPoint, a non-encrypted PDF or any other document that can be printed).

2. Choose to print your document.
   Depending on the type of document and the software that is running, the print option could be located in the File menu or in a shortcut bar. This is the case for PDFs opened in Adobe Acrobat:
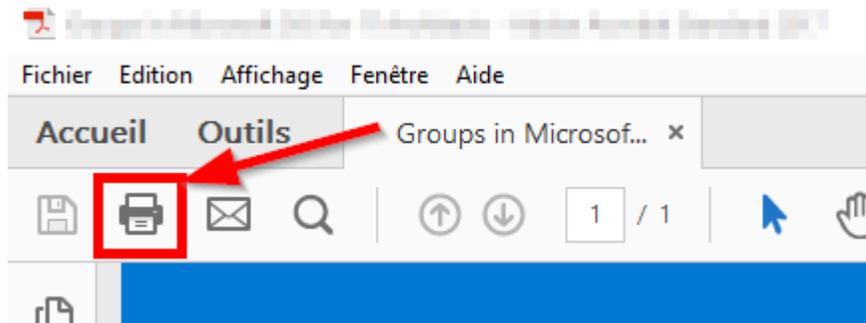

3. Choose **PDFCreator** as your printer then click **Print**.
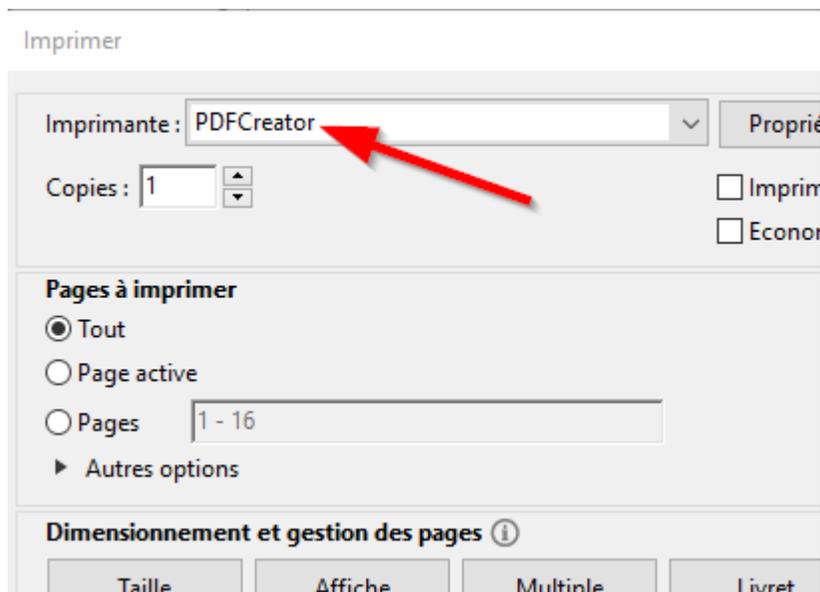
4. A PDFCreator window will open and you will need to do the following:
    a. Choose the profile you created earlier.
    b. Choose the directory for the new PDF by clicking on the "..." button.
    c. Click **Save**.
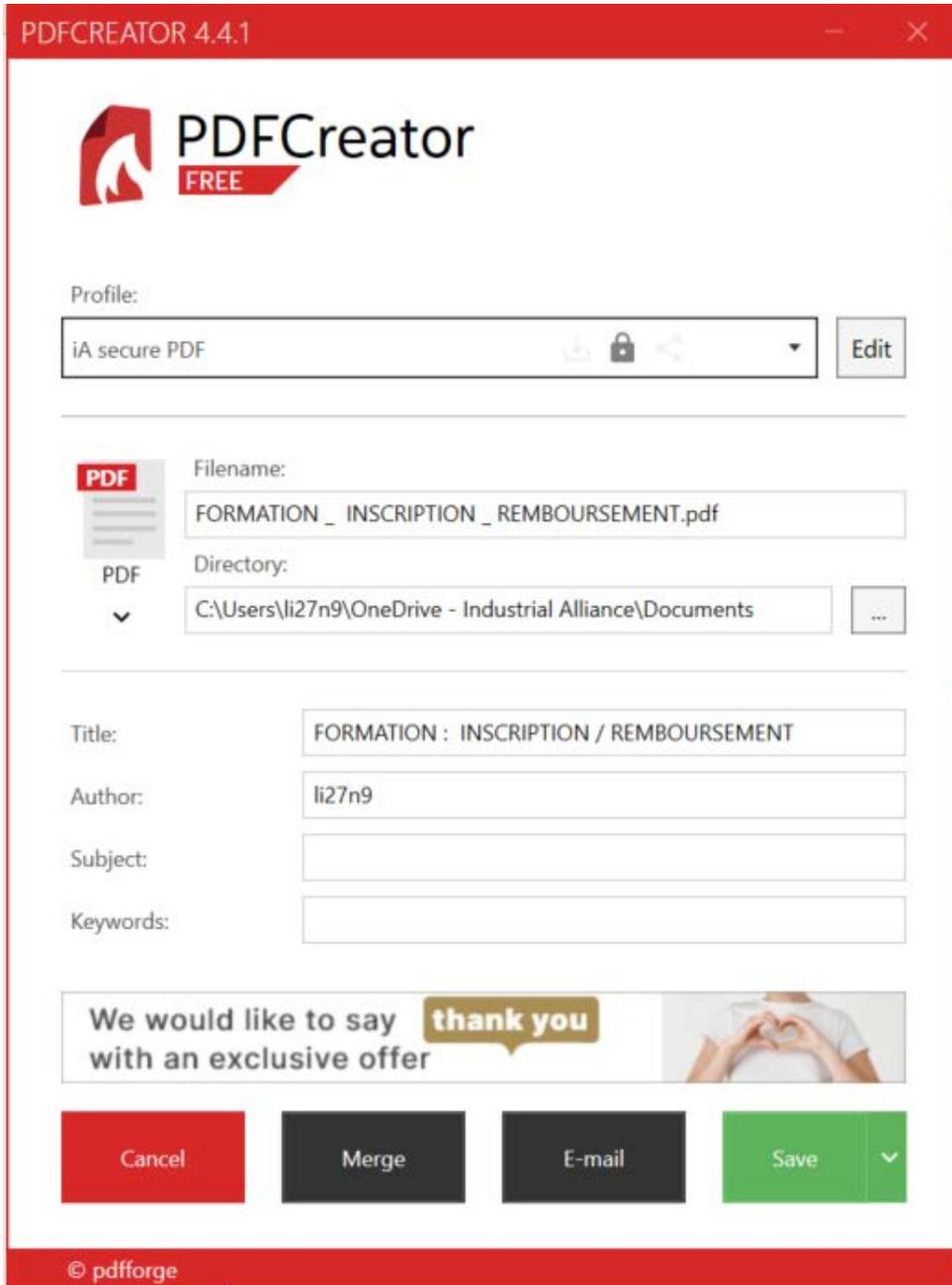
5. Both passwords must be entered:
The **Owner Password** allows someone to modify the file.
The **User Password** allows to view the file only.

You must enter two different passwords so that only holders of the user password can view the PDF, but not modify it.

Click on **Ok** to finish creating the PDF.
Note: The iA password security requirements are as follows:

  a. A minimum length of 12 characters
  b. At least 3 of the 4 requirements below:
       i. At least one capital letter;
      ii. At least one lower case letter;
     iii. At least one number;
      iv. At least one special character.
  c. Change the password each time you send it.

Note: After creating the password, **do not click on Send**. <mark>Documents must be sent to clients from Client Management.</mark> The PDF Creator application is not linked to Client Management. Follow the appropriate procedure for sending documents to clients.
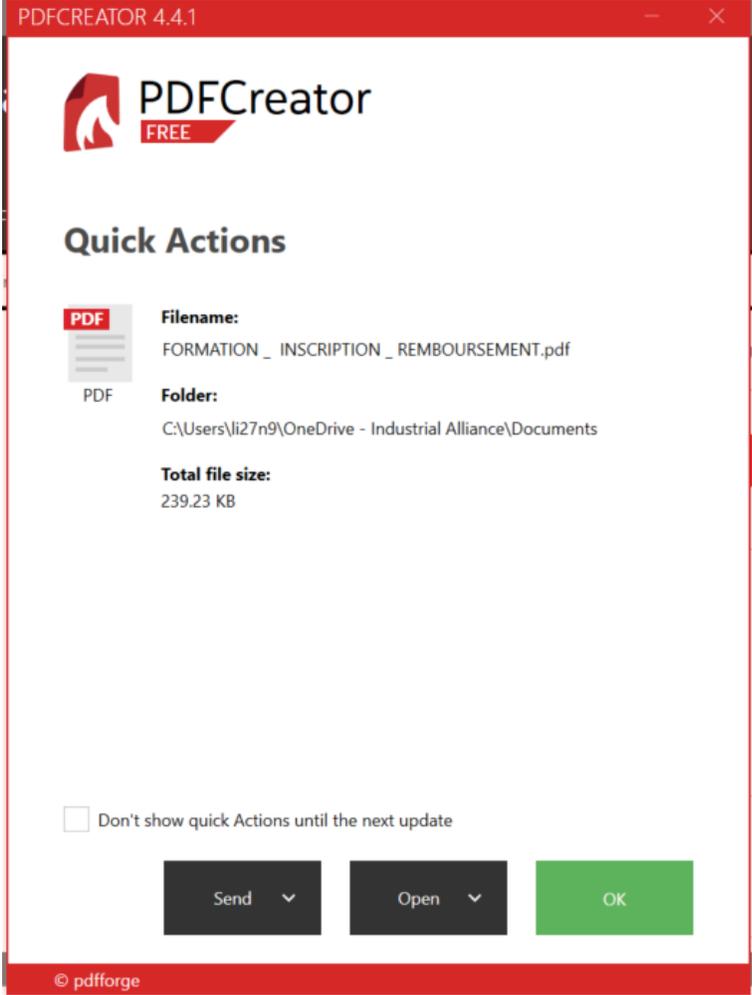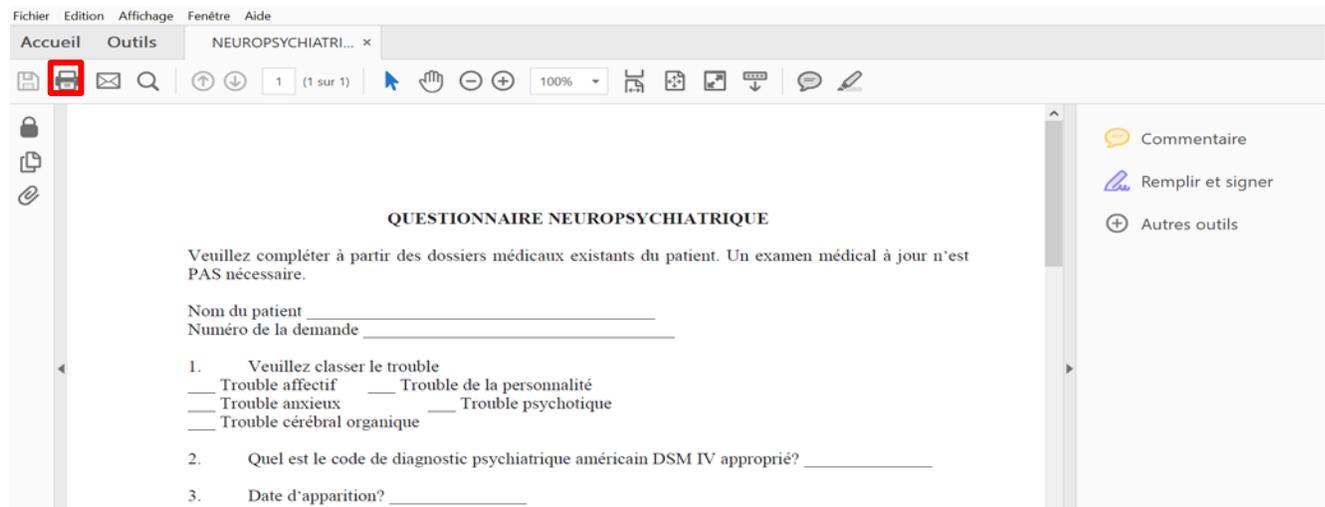
Save a copy of the PDF without a password

1. Download the pdf with password to your computer;
2. Open the PDF in your PDF reader.

Notes: **Do not choose PDF Creator** as your PDF reader. The password of the pdf will be required to open it.

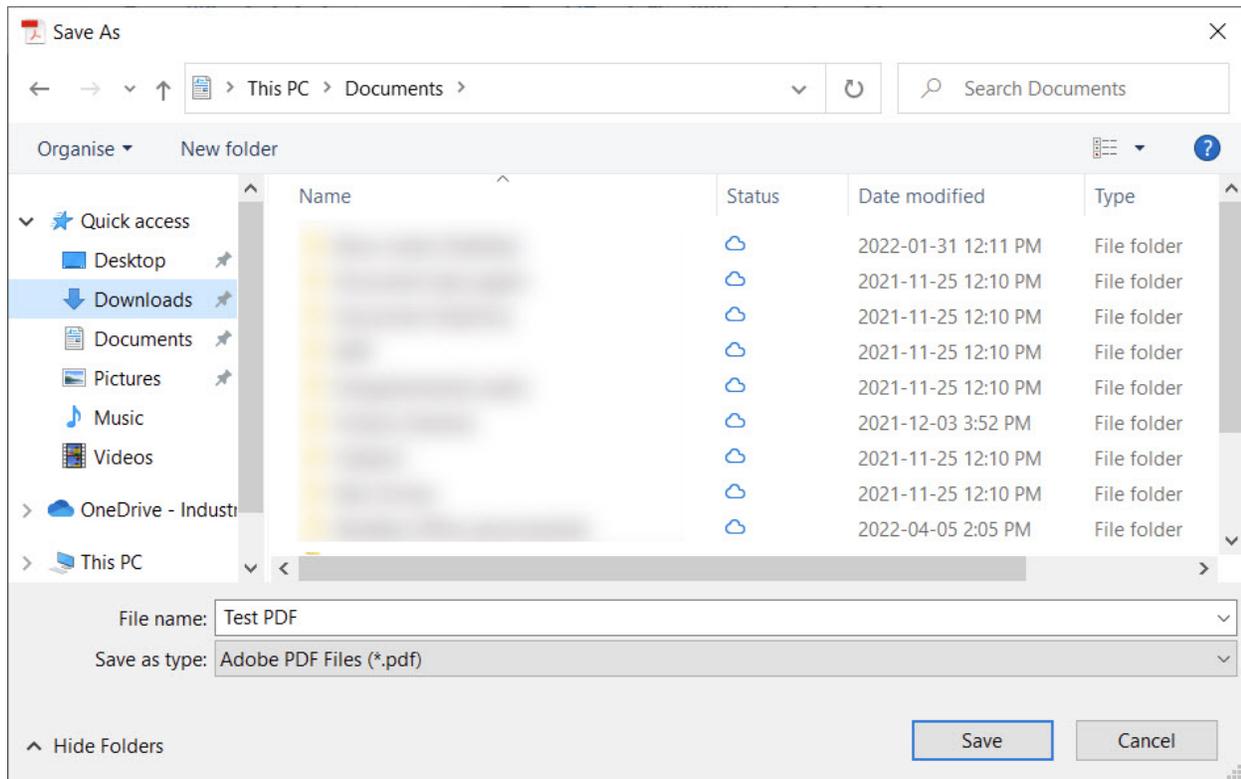**Note**: You will need the password to open the PDF.

3. **Click on the print button and choose a PDF reader to print your file. This can be Adobe Acrobat or Microsoft Print to PDF as in this case.**

Note: Do not choose a real printer linked to your computer.
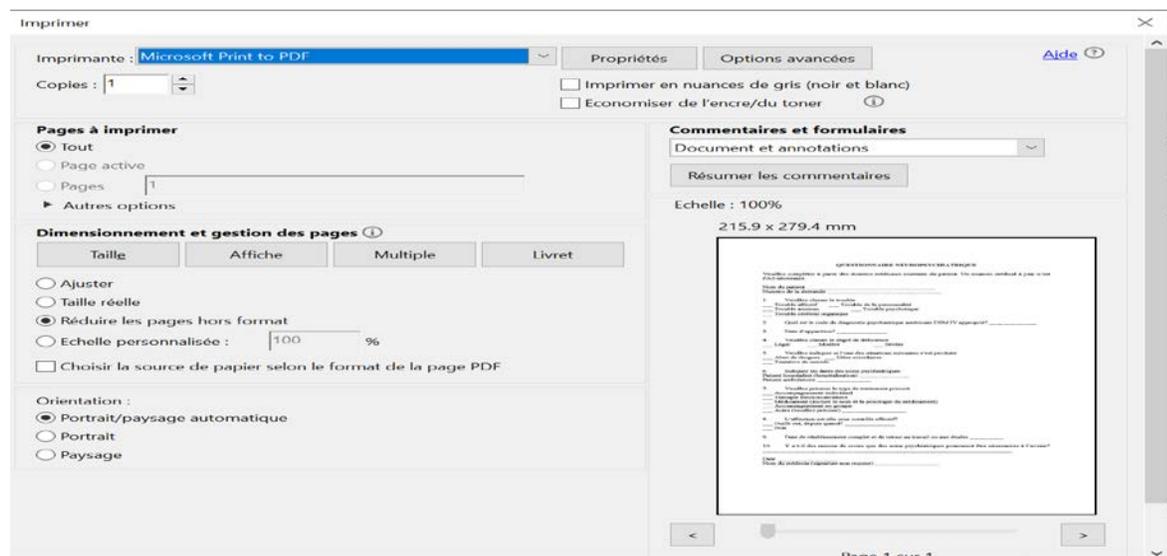
4. In the window that opens, enter the name of the new file without a password and choose the file location. Then click **Save.**

You can now open the new PDF file without a password.

PDF Creator Tool Documentation

1- Feature of PDf Creator
https://docs.pdfforge.org/pdfcreator/en/pdfcreator/introduction/features/

2- Create a pdf
https://docs.pdfforge.org/pdfcreator/en/pdfcreator/using-pdfcreator/create-a-pdf/

3- Merge two documents
https://docs.pdfforge.org/pdfcreator/en/pdfcreator/using-pdfcreator/merge-two-documents/