



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.

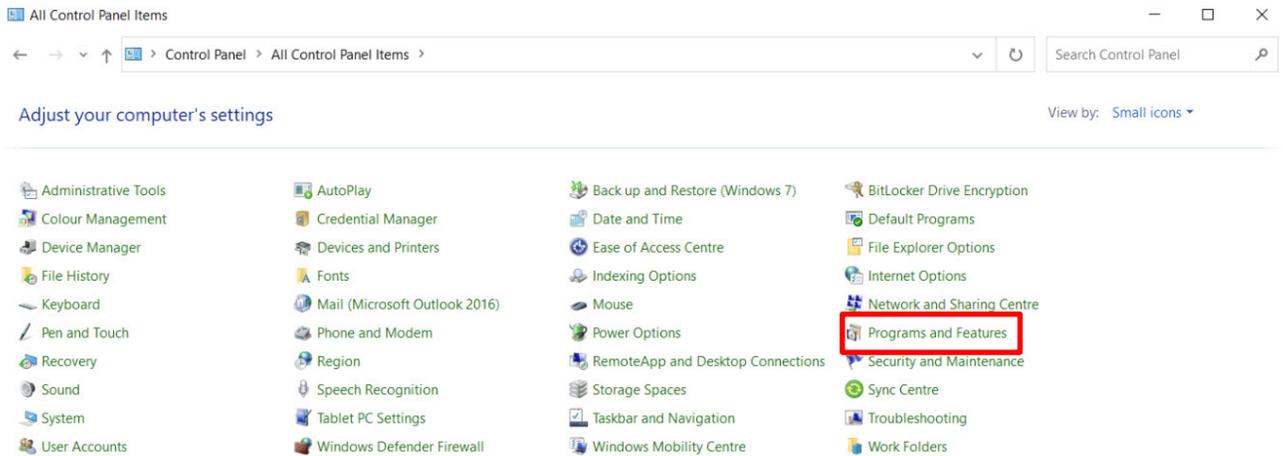
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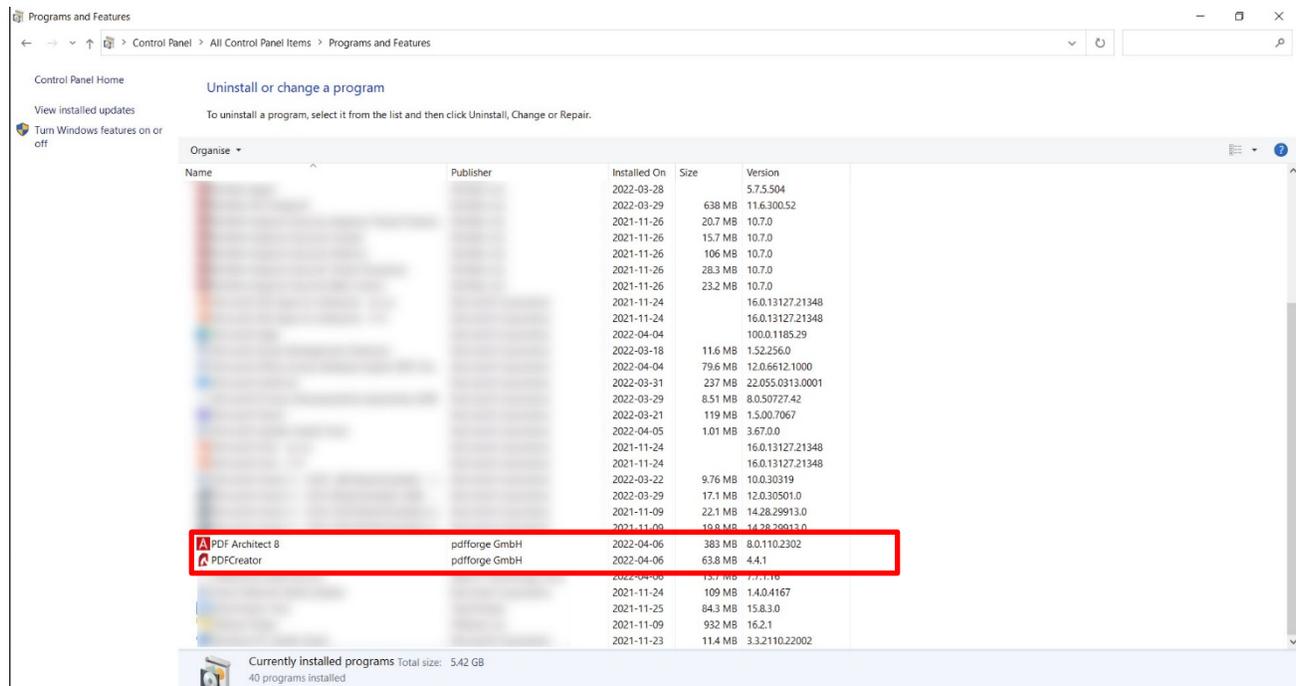
Note: If you have never downloaded PDF Creator, go directly to the next step.

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.

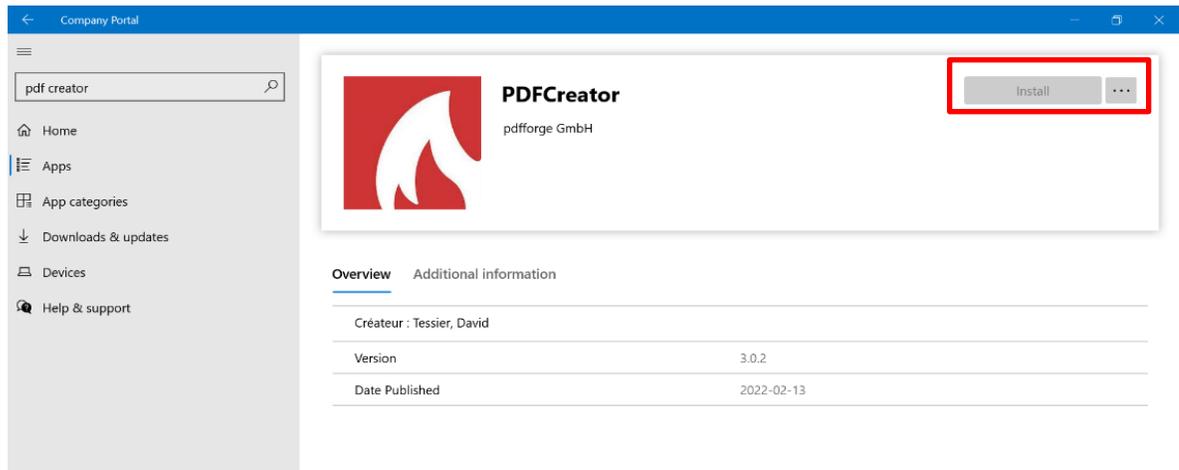
The screenshot shows the Windows 'Programs and Features' control panel window. The title bar reads 'Programs and Features'. The breadcrumb navigation shows 'Control Panel > All Control Panel Items > Programs and Features'. The main heading is 'Uninstall or change a program'. Below this, there is a table of installed programs. A dialog box is overlaid on the table, asking 'Are you sure you want to uninstall PDFCreator?'. The dialog has a yellow warning icon, a checkbox for 'In the future, do not show me this dialogue box', and 'Yes' and 'No' buttons. The table lists various programs, including PDF Architect 8 and PDFCreator. The PDFCreator entry is highlighted, and its details are shown at the bottom of the window.

Name	Publisher	Installed On	Size	Version
		2022-03-28		5.7.5.504
		2022-03-29	638 MB	11.6.300.52
		2021-11-26	20.7 MB	10.7.0
		2021-11-26	15.7 MB	10.7.0
		2021-11-26	106 MB	10.7.0
		2021-11-26	28.3 MB	10.7.0
		2022-03-31	237 MB	22.05.0313.0001
		2022-03-29	8.51 MB	8.0.50727.42
		2022-03-21	119 MB	1.5.00.7067
		2022-04-05	1.01 MB	3.67.0.0
		2021-11-24		16.0.13127.21348
		2021-11-24		16.0.13127.21348
		2022-03-22	9.76 MB	10.0.30319
		2022-03-29	17.1 MB	12.0.30501.0
		2021-11-09	22.1 MB	14.28.29913.0
		2021-11-09	19.8 MB	14.28.29913.0
PDF Architect 8	pdfforge GmbH	2022-04-06	383 MB	8.0.110.2302
PDFCreator	pdfforge GmbH	2022-04-06	63.8 MB	4.4.1
		2022-04-06	13.7 MB	7.7.1.16
		2021-11-24	109 MB	1.4.0.4167
		2021-11-25	84.3 MB	15.8.3.0
		2021-11-09	932 MB	16.2.1
		2021-11-23	11.4 MB	3.3.2110.22002

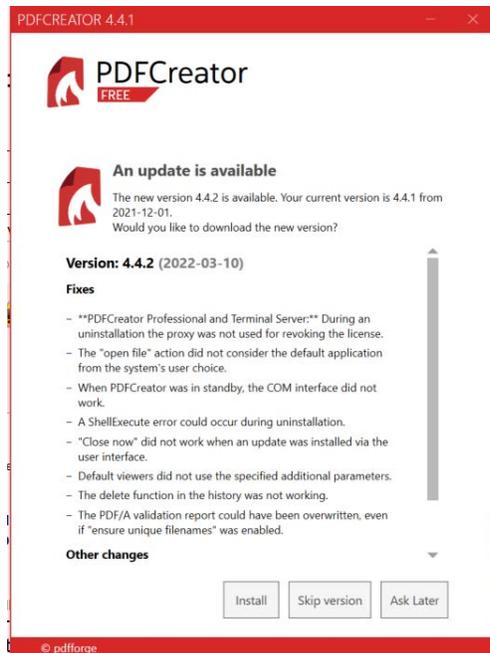
pdfforge GmbH Product version: 4.4.1 Support link: <https://www.pdfforge...> Size: 63.8 MB
Help link: <https://www.pdfforge...> Update information: <https://www.pdfforge...> Comments: PDFCreator is the popular PDF converter that offers all the features that you need to get your work done quickly ...

Installation and configuration of PDFCreator

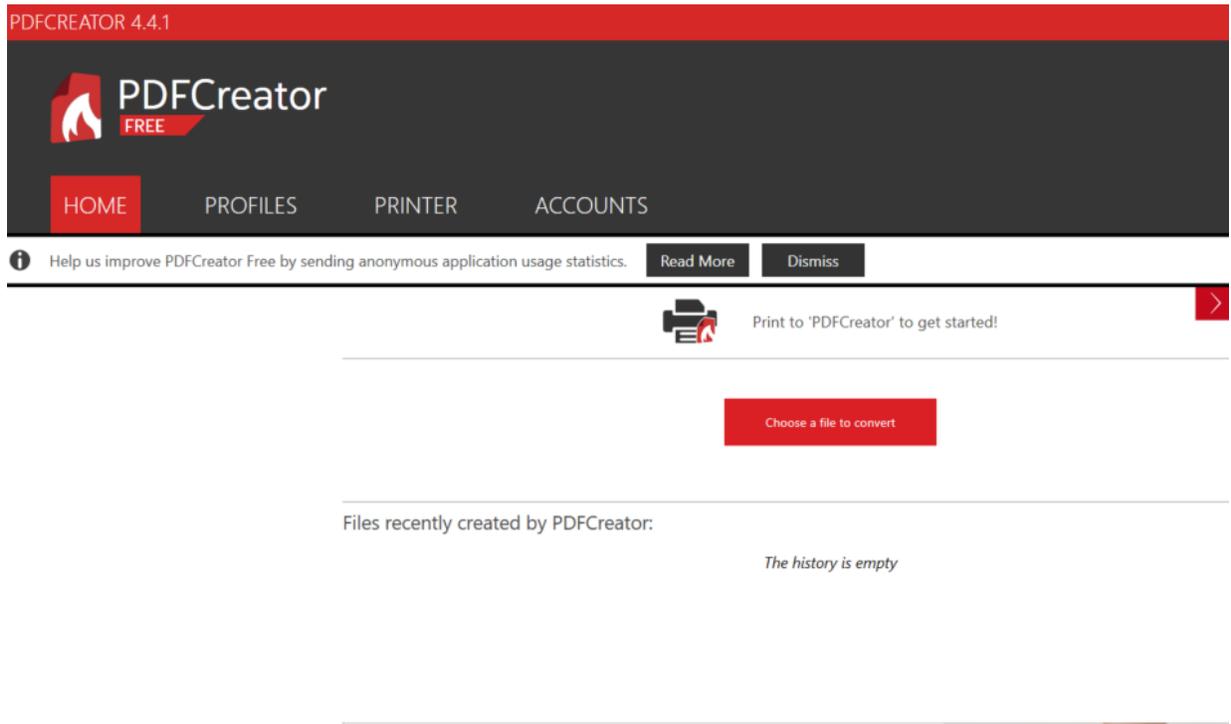
4. Click on the Start menu of your workstation. Search for the **Company Portal** application and click **install**.



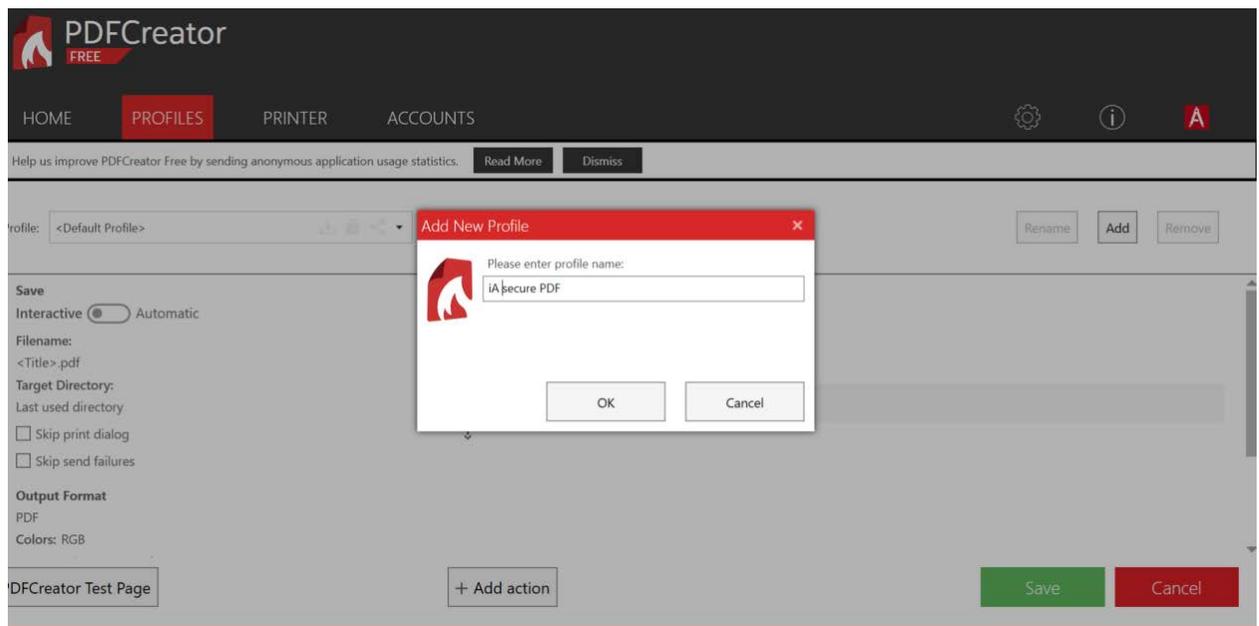
Note : If you see the message below when installing PDF Creator, click **Skip Version**.



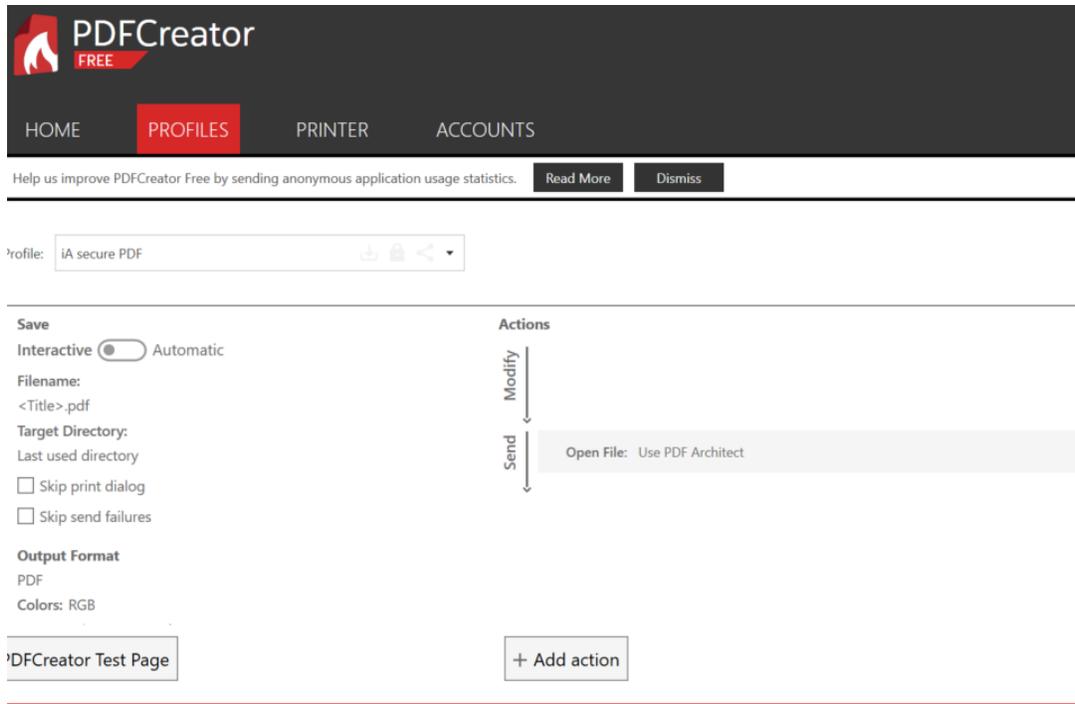
- Once the installation is complete, open the application and click on "**PROFILES**".



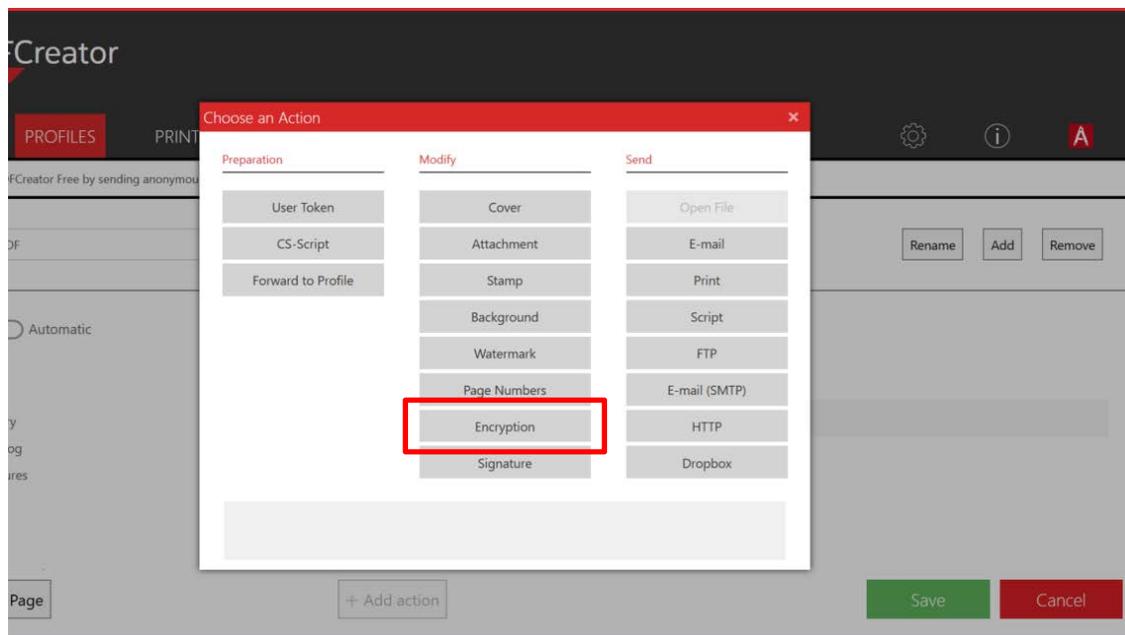
- Click on **Add** to create a new profile. Choose a name then click **OK**.



7. Click **Add action**.

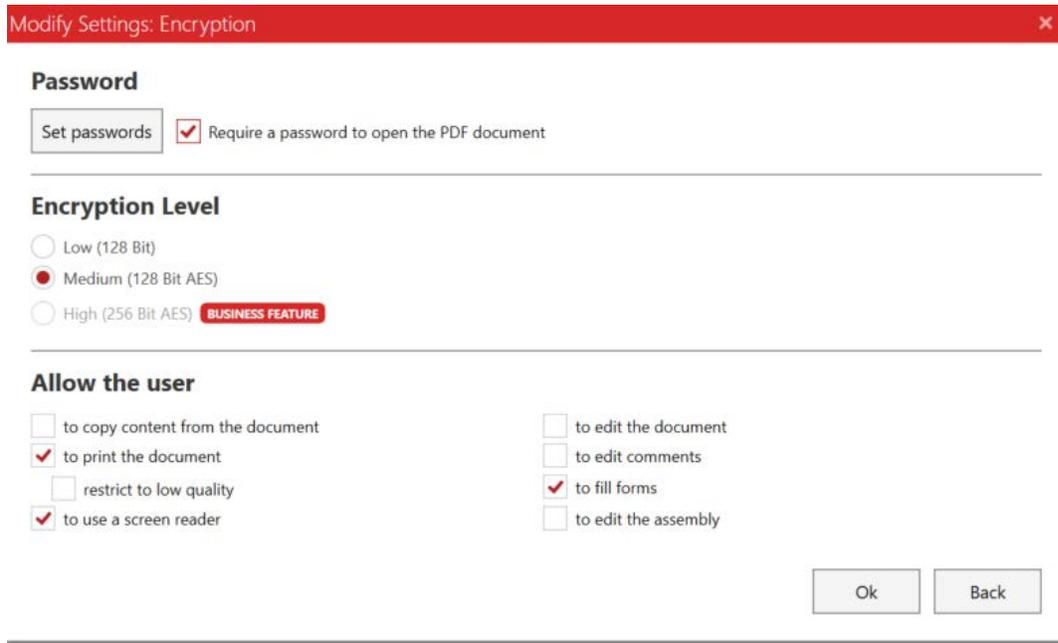


8. Click **Encryption**.

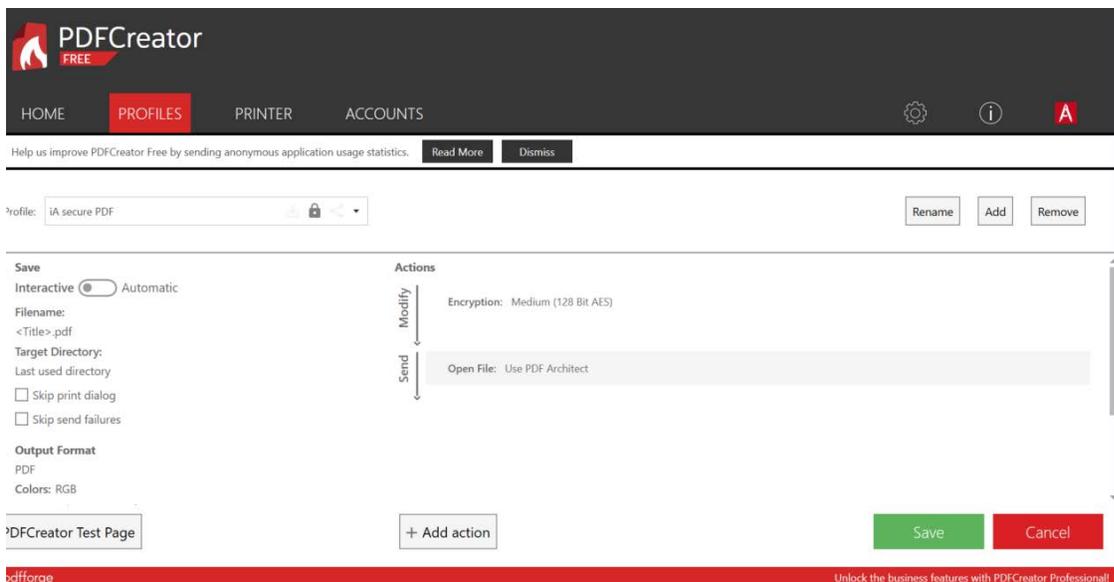


9. Change the following settings:

- Check the "Require a password..." box.
- Choose the encryption level (security level) **Medium (128 Bit AES)**.
- Click **OK**

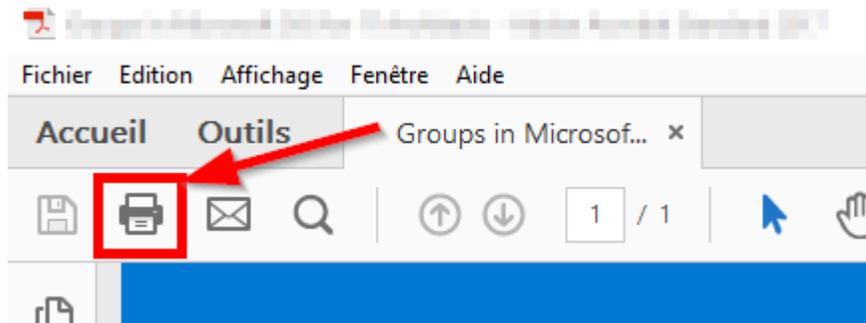


10. Click on **Save** to save the changes. The configuration is now complete and you can close the PDFCreator window.

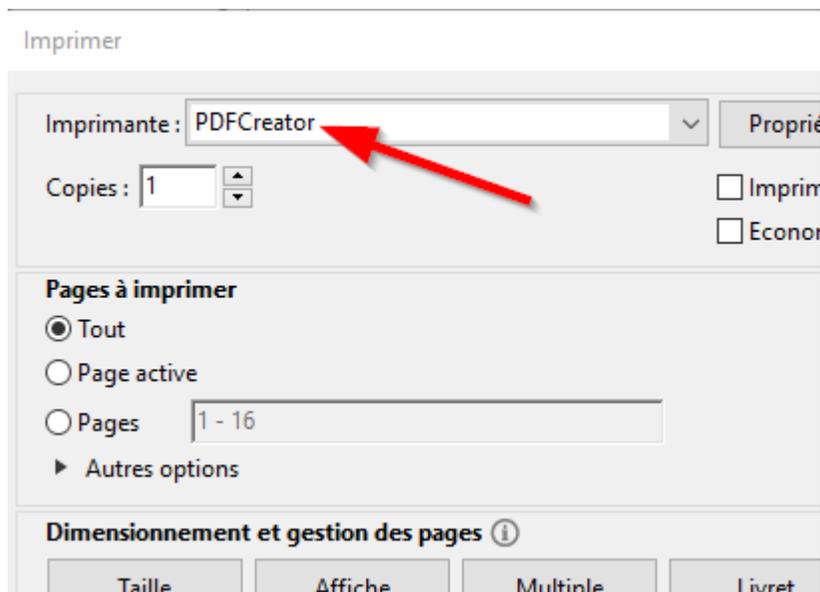


Creating a PDF file with password

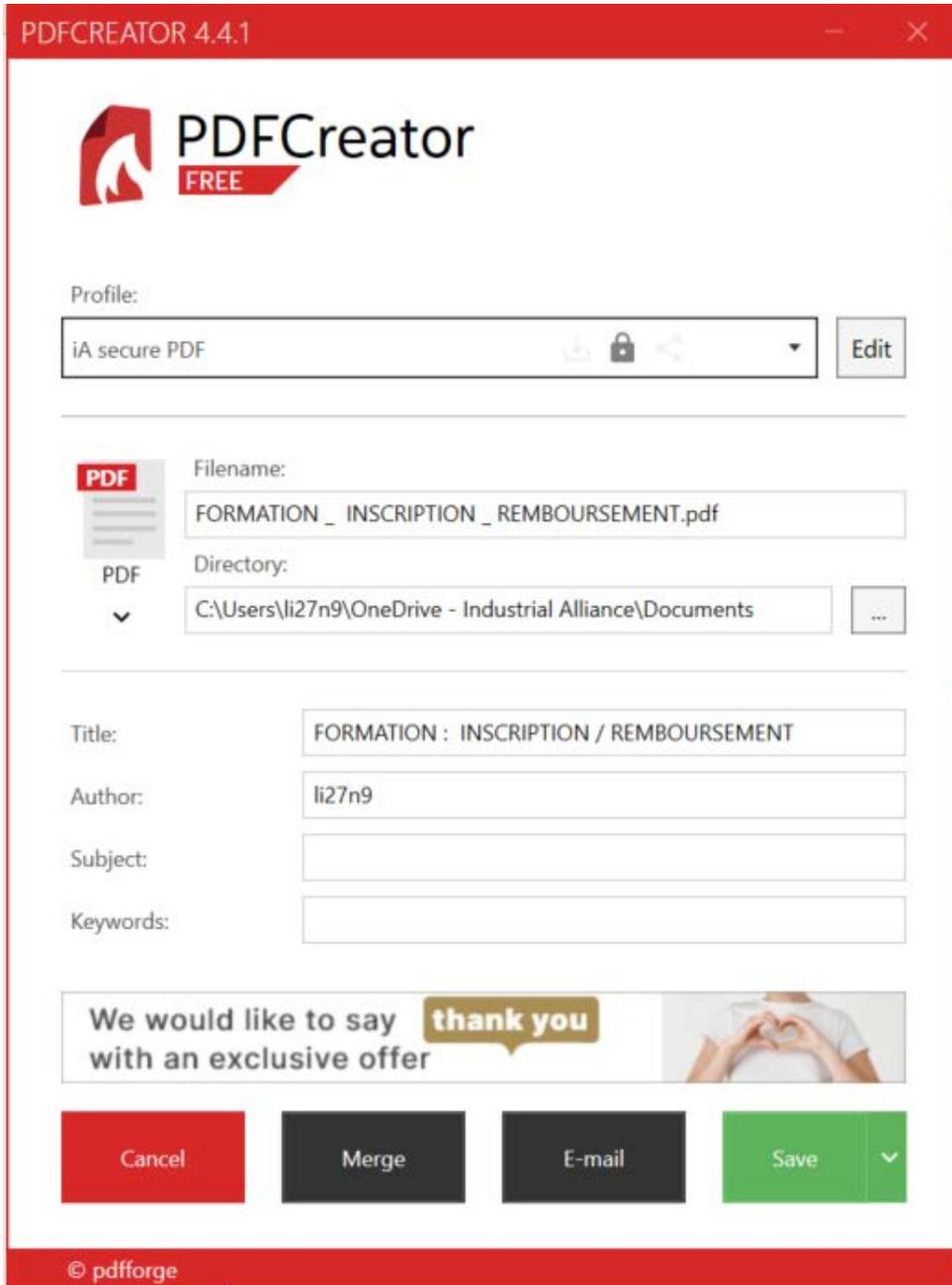
1. To create a password protected PDF, open a document (Word, Excel, PowerPoint, a non-encrypted PDF or any other document that can be printed).
2. Choose to print your document.
Depending on the type of document and the software that is running, the print option could be located in the File menu or 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.

PDFCREATOR 4.4.1

 PDFCreator
FREE

Security

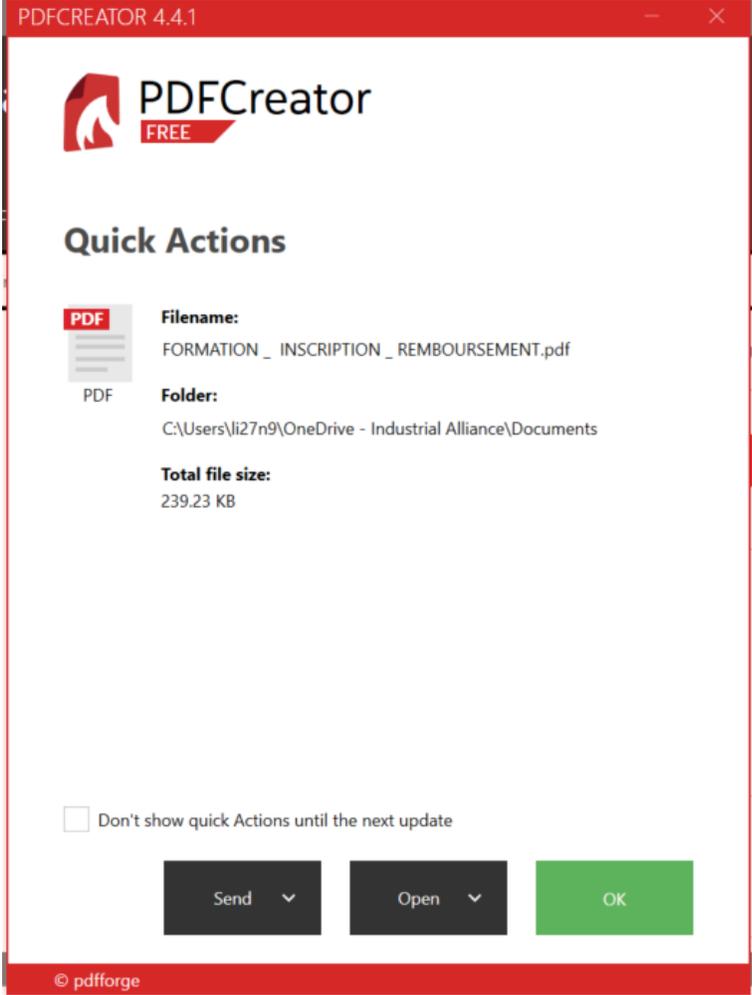
Owner password (for editing):
..... 

User password (for opening):
..... 

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Note: After creating the password, **do not click on Send.** Documents must be sent to clients from Client Management. The PDF Creator application is not linked to Client Management. Follow the appropriate procedure for sending documents to clients.

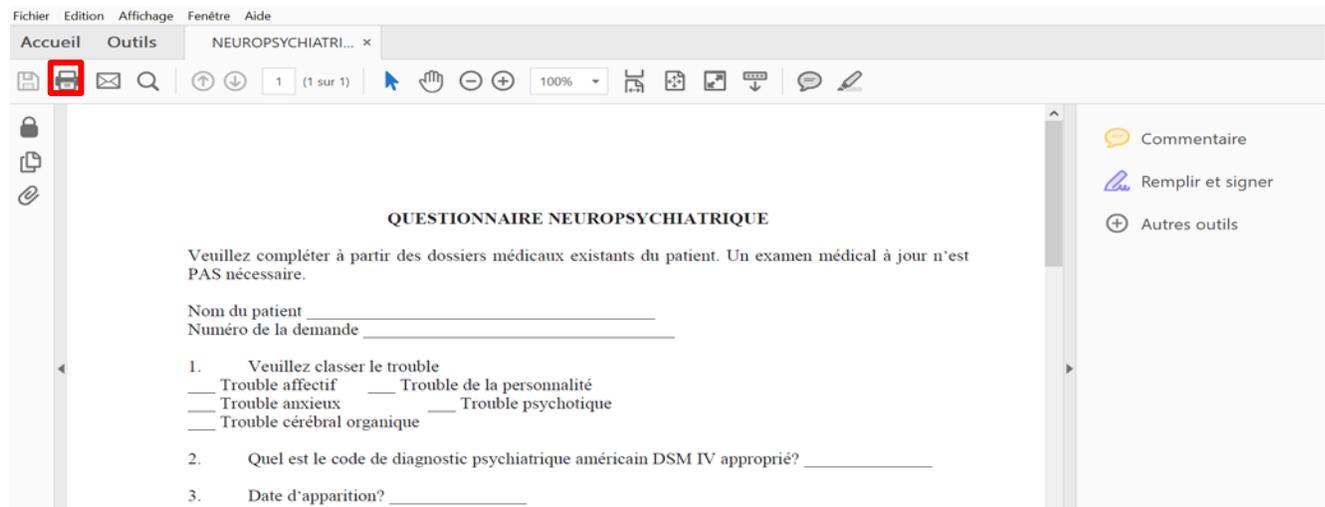


Save a copy of the PDF without a password

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

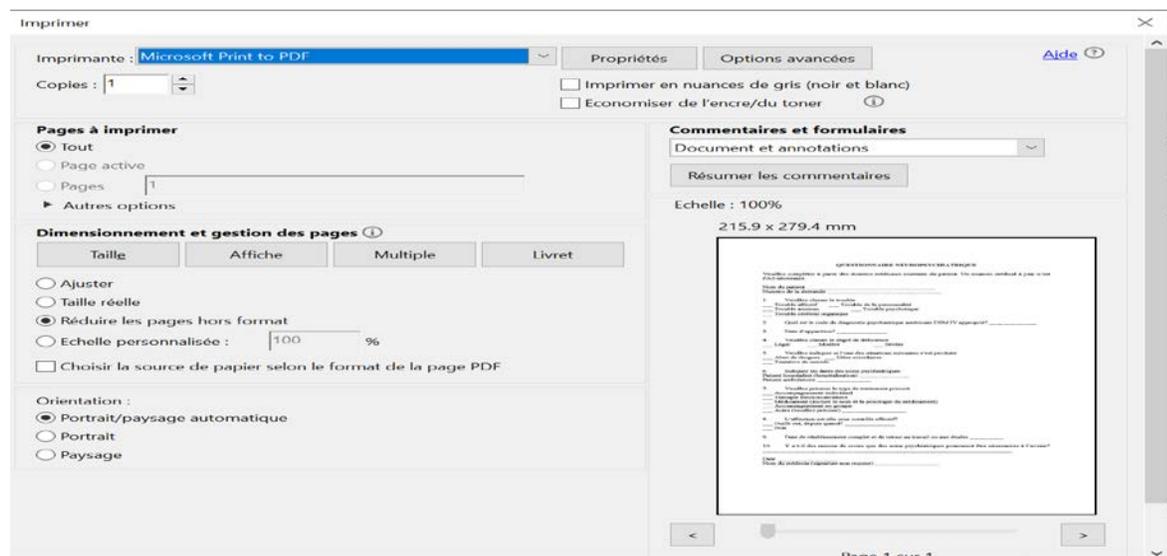
Notes: **Do not choose PDF Creator** as your PDF reader. The password of the pdf will be required to open it.

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

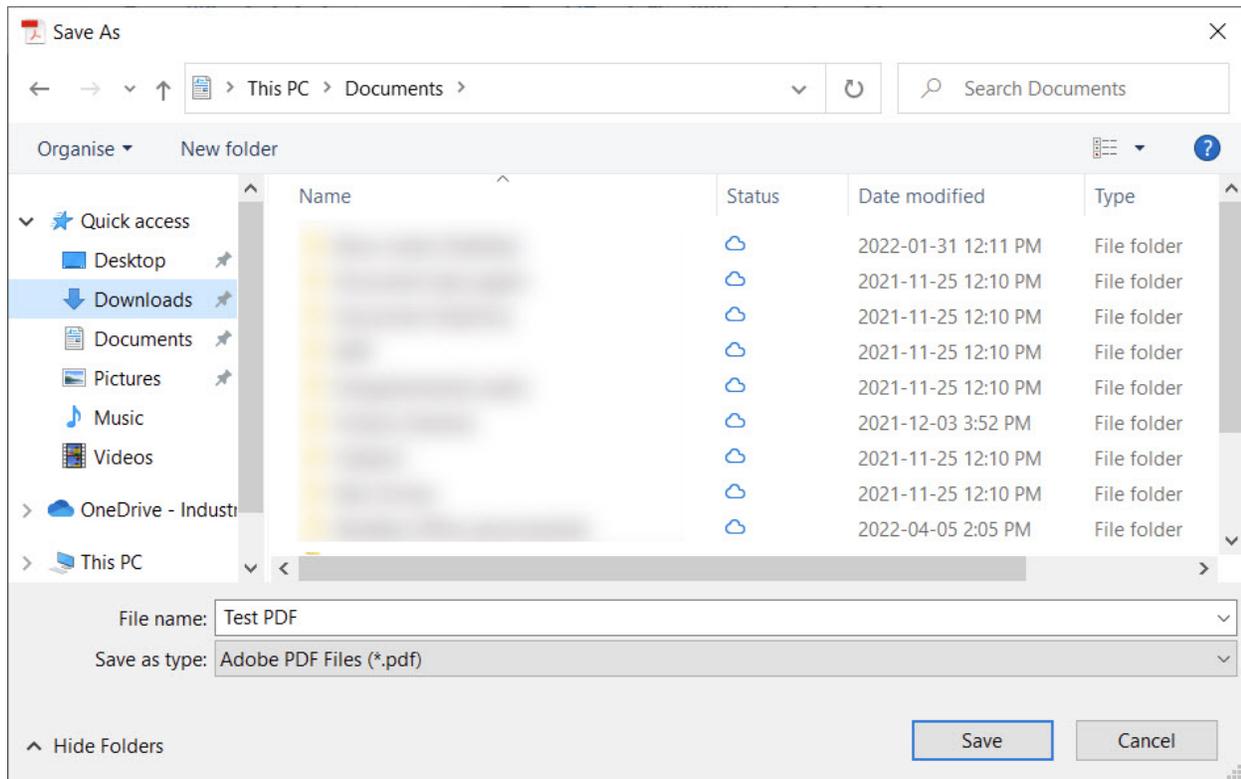


3. Click on the print button and choose a PDF reader to print your file. This can be Adobe Acrobat or Microsoft Print to PDF as in this case.

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/>