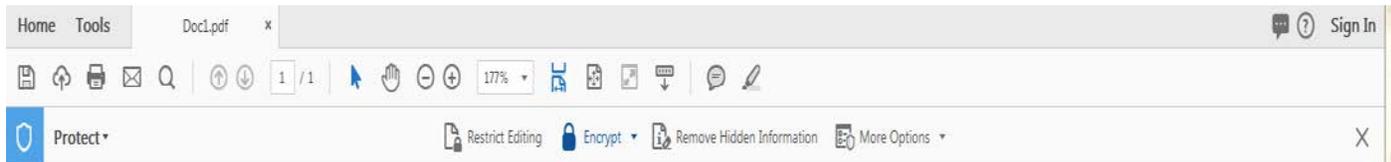


How to Password Protect Your PDF Files

Step 1: Open the PDF click on tools in menu bar

Step 2: Click on Protect

Step 3: Click on Encrypt



Step 4: From drop down menu bar select Encrypt with Password.

Step 5: If you receive a prompt, click yes to change the security.

Step 6: Select Require “A Password to Open the Document”, then type the password in the corresponding field.

Step 7: Confirm password

Step 8: Click “save” to save your changes

Step 9: Attach in your email to finaid@yccc.edu

Step 10: Follow up with a second email that contains the document’s password for the recipient to open up the attachment.



Password Security - Settings let you set a password to open a PDF

In order to help you safeguard your personally identifiable information, such as social security numbers, we want to ensure that if you are emailing this information to us, please use one of these methods of password protecting your documentation in order to minimize the ability for someone to access your private information while you are transmitting it to us by email. If you cannot successfully password protect your information prior to sending it to www.finaid@yccc.edu , DO NOT SEND IT BY EMAIL, rather we prefer you mail or fax it to us, attention Financial Aid.

Preferred method PDF File

Email: Finaid@yccc.edu

How to Password Protect Your BMP, JPEG, PNG Files

Step 1: Copy the image

Step 2: open up a new word document

Step 3: Click on blank document

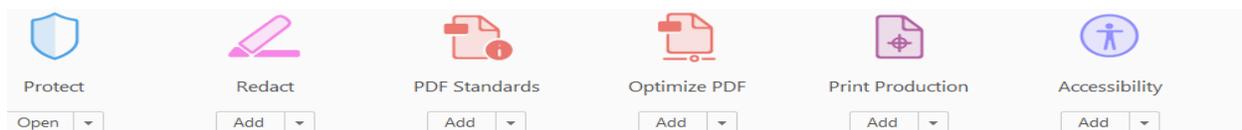
Step 3: Paste your copied image

Step 4: Save your document

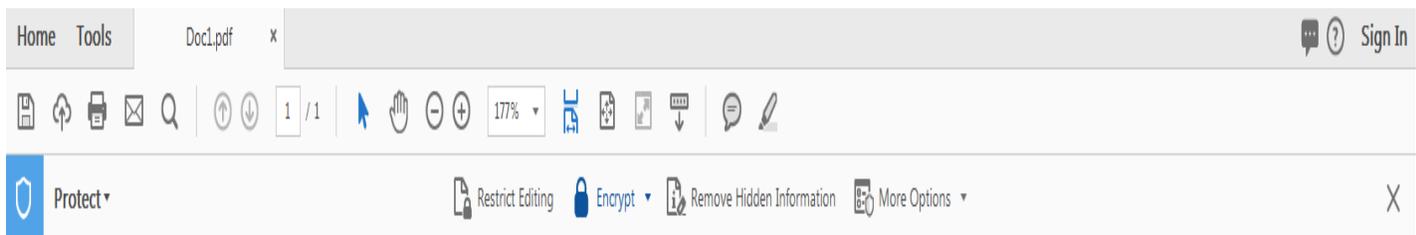
Step 5: Open your new saved document

Step 6: Save as a PDF file

Step 6: Click on the Protect Shield



Step 7: Click on the Encrypt



Step 4: From drop down menu bar select Encrypt with Password.

Step 5: If you receive a prompt, click yes to change the security.

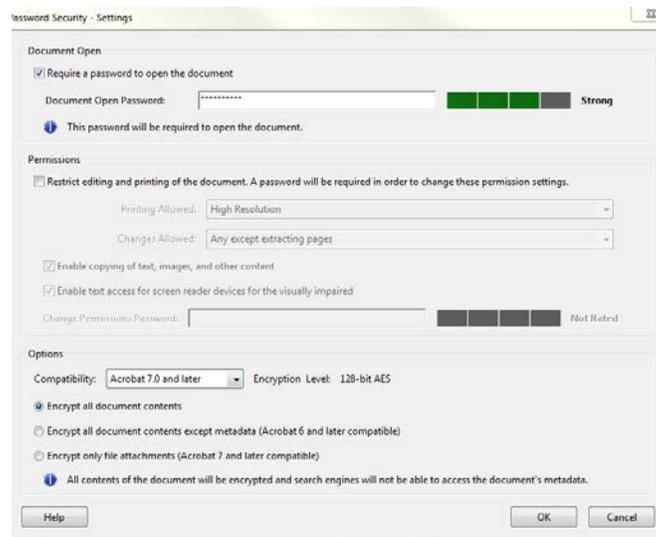
Step 6: Select Require "A Password to Open the Document", then type the password in the corresponding field.

Step 7: Confirm password

Step 8: Click “save” to save your changes

Step 9: Attach in your email to финаid@yccc.edu

Step 10: Follow up with a second email that contains the document’s password for the recipient to open up the attachment.



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Preferred method PDF File

Email: финаid@yccc.edu

How to Secure Excel Documents before E-mailing

Often the easiest way to send documents and information to our Financial Aid office is through email as a password protected document in a **PDF file**. However, we want your documents, and personal information to be protected! We ask that all students password protect their documents before sending. Here's how:

Step 1: Save your Document

Step 2: Click on the File Tab

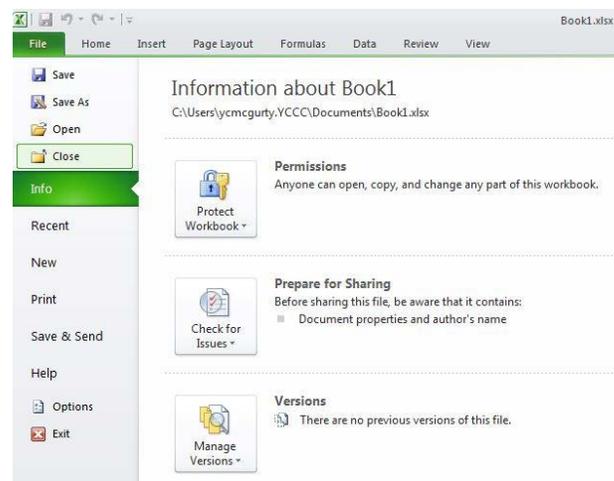
Step 3: Click on Protect Workbook (Word) or Protect Document (Excel)

Step 4: Create a Password Step 5: Confirm Password

Step 6: Click on "Save" to save your changes

Step 7: Attach in your email to finaid@yccc.edu

Step 8: Follow up with a second email that contains the document's password for the recipient to open up the attachment.



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Preferred method PDF File

Email: Finaid@yccc.edu

How to Secure Word Documents before Emailing

Step 1: Open the document as **PDF Adobe** file

Step 2: Click the “File” tab.

Step 3: On the “Info” screen, click the “**Protect Document**” button

Step 4: Select “Encrypt with Password” from the drop-down menu.

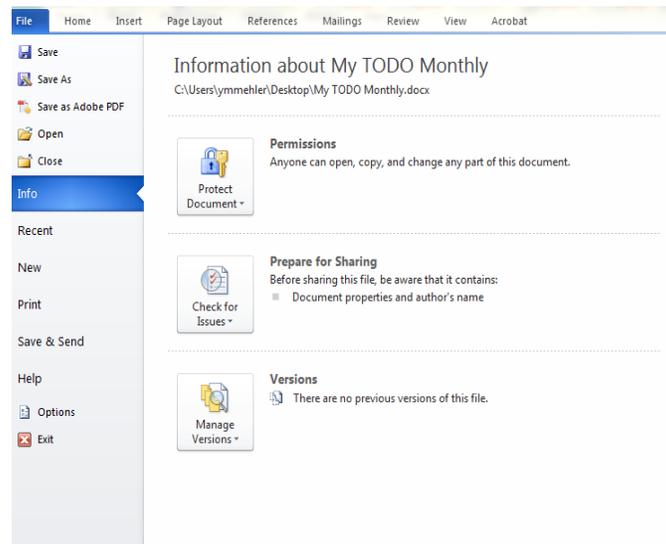
Step 5: On the “Encrypt **Document**” dialog box, enter a password

Step 6: Confirm password

Step 7: Click on “Save” to save your changes

Step 8: Attach in your email to finaid@yccc.edu

Step 9: Follow up with a second email that contains the document’s password for the recipient to open up the attachment.



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Email: Finaid@yccc.edu

