# 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.

Require a password to open the	e document	
ocument Open Password:	********	Strong
This password will be requ	uired to open the document.	

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 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.

	1		
Require a pa	issword to open the	document	
Document O	pen Password:		Strong
This part	ssword will be requi	red to open the document.	
ermissions			
🕅 Restrict editi	ing and printing of t	he document. A password will be required in order to change these	permission settings.
	Printing Allows	di High Resolution	-
	Changes Allows	d: Any except extracting pages	
Enable cop	pying of text, image	s, and other content	
Enable co	pying of text, image it access for screen r	s, and other content eader devices for the visually impaired	
Enable co Enable tex Change Perm	pying of text, image it access for screen r ressours Password	s, and other containt eader devices for the visually impaired	NotRated
Charge Perm	pying of text, image it access for screen r missions Persword:	s, and other content eader devices for the visually impaired	Not Rated
Compatibility:	pying of test, image it access for screen r missions Parsword: Acrobat 7.0 and lo	eader devices for the visually impaired  ster  Encryption Levet: 128-bit AES	Not Reted
Enable cop     Enable tex     Change Perm     prions     Compatibility:     @ Encrypt all d	pying of text, image it access for screen r insions Password: Acrobat 7.0 and la locument contents	s, and other contant eader devices for the visually impaired ter  • Encryption Levet 128-bit AES	Not Kated
Enable cop     Enable tex     Change Perm      Dytions      Compatibility:      Encrypt all d      Encrypt all d	pying of test, image it access for screen i insions Password: Acrobat 7.0 and la locument contents locument contents	s, and other content eader devices for the visually impaired ter   Encryption Levet 128-bit AE5 except metadets (Acrobat 6 and later compatible)	Not Rated
Enable cop     Enable tex     Change Perm     Iptions     Compatibility:     Encrypt all d     Encrypt all d     Encrypt only	pying of test, image access for screen r instans Password: Acrobat 7.0 and Is locument contents locument contents ( rile attachments (A	s, and other content eader devices for the visually impaired ter   Encryption Level: 128-bit AES except metadata (Acrobat 6 and later compatible) crobat 7 and later compatible)	Not Reted

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 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 <a href="mailto:finaid@yccc.edu">finaid@yccc.edu</a>

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



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 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.



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