How To Password Protect Your PDF's using Nuance PDF

1.) Open up your PDF document. Select the Document drop-down menu.
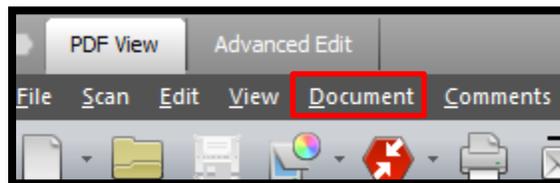
2.) Bring your mouse to the "Security" option on the list, and select "Secure Document" from the options list.
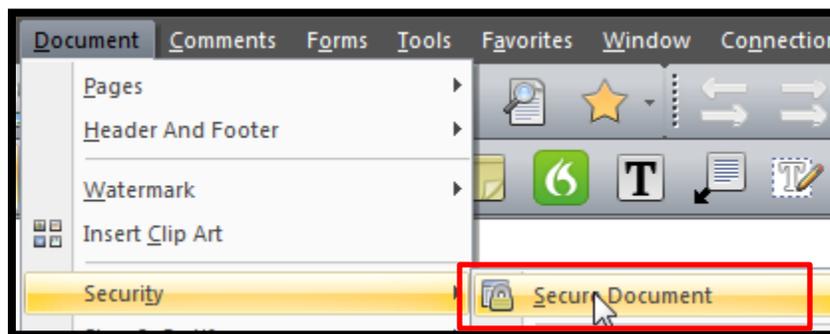
3.) A menu will appear on the side of the document with Password Security Options. Click the "+".
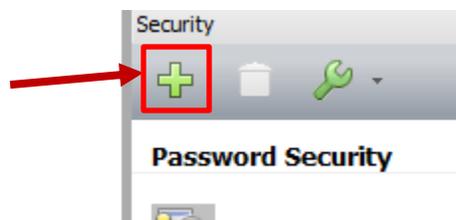
4.) A window will open for you to create a New Security Scheme. Submit details on the Scheme name and Description. Then, click Next.
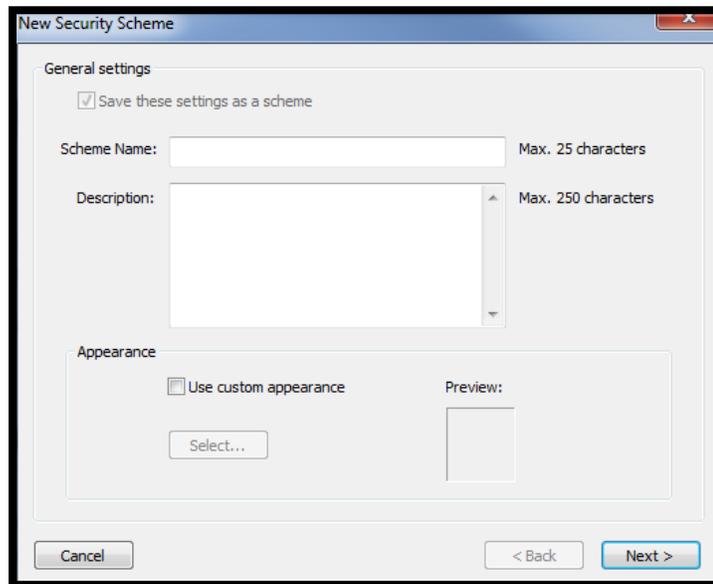
5.) You will be prompted to select the Security Type. Please select "Use password", and make sure that "Save password with scheme" is selected. Then, click Next.

6.) After you click next, you will be given a confirmation screen that will look like the following. Click "Finish" once confirming all information is correct.
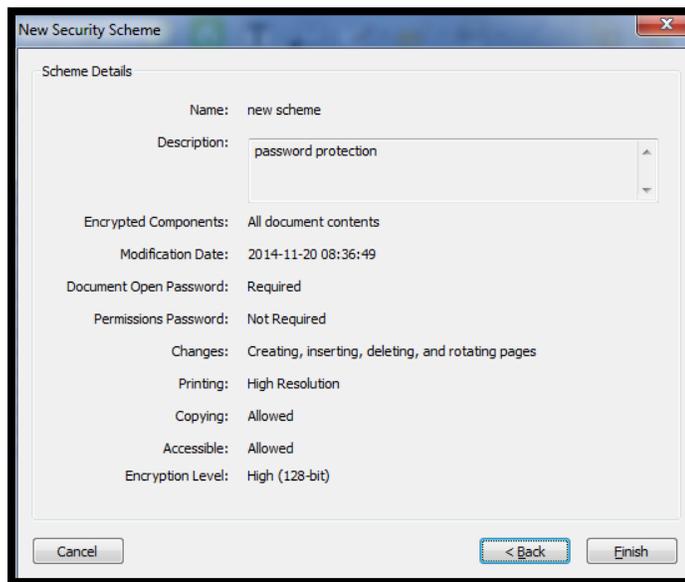
7.) When you return to the main document, a Security menu will appear on the right-hand side. To apply the security theme you made, right click on the name of the scheme. Select "Apply Security Scheme". Set a password, and save the document. Additionally, you may also click on the Privacy option in the Security menu to set a password.

Please make sure you record the password so you or anyone who needs access to the document to can access it.