HOW TO ENCRYPT FILES

The OSEP Personnel Development Program Data Collection System (PDPDCS) requires that all attachments emailed to the Help Desk, including photos, scanned documents, PDFs, or any other document(s) containing personally identifiable information (PII), are encrypted. Encryption simply means a file requires an encryption key (like a password) to decrypt it. If you send the encrypted file to another entity, a password will be required to open and view the file.

There are several ways listed below to encrypt and/or password protect your files.

When emailing a file with PII to the PDPDCS Help Desk, make sure you encrypt the file and send **a second email to the Help Desk with the password** to decrypt that file to the Help Desk.
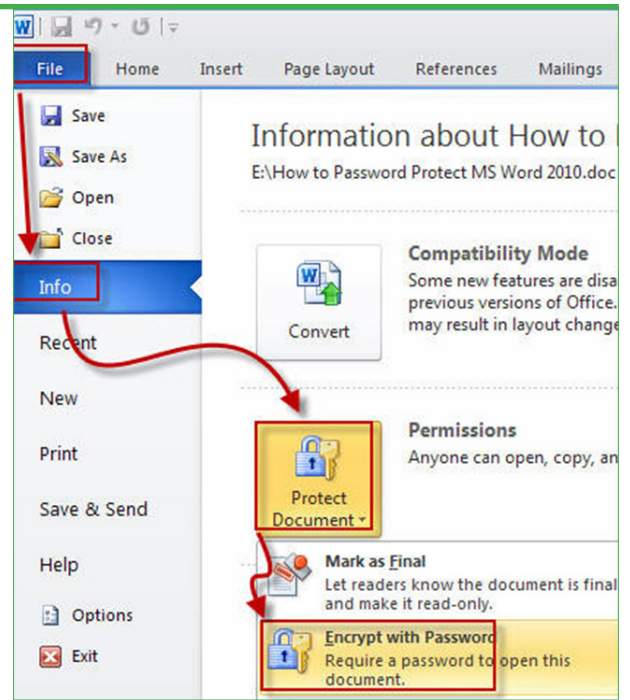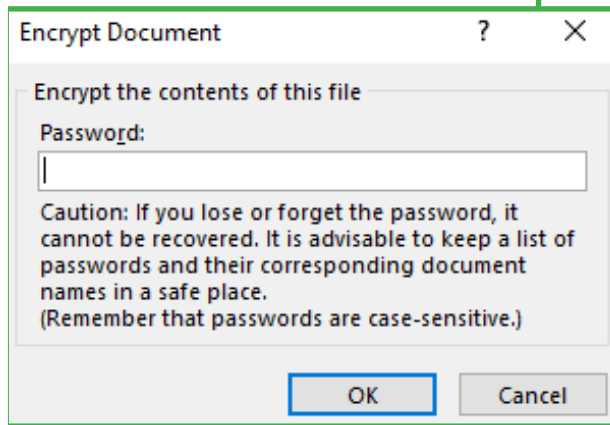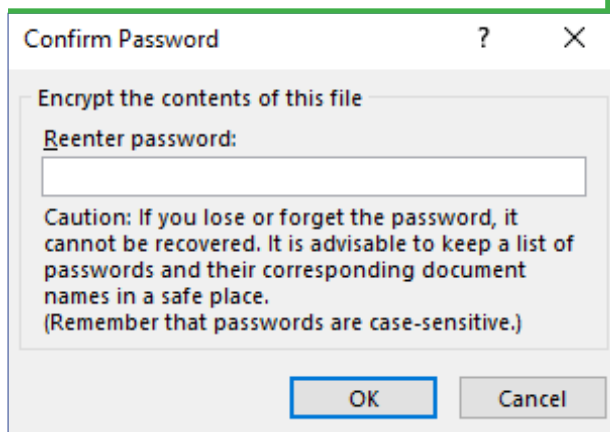
Contents

How to encrypt a Microsoft Word Document on a PC

- **Step 1.** Open your Microsoft **Word document**.

- **Step 2.** Go to **File > Info**.

- **Step 3.** Click **Protect Document**.

- **Step 4.** Click **Encrypt with Password**.

- **Step 5.** Enter a **Password**, then click **OK**.

Encrypt Document ? ✕

Encrypt the contents of this file

Password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
(Remember that passwords are case-sensitive.)

OK   Cancel

File | Home | Insert | Page Layout | References | Mailings

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Information about How to

E:\How to Password Protect MS Word 2010.doc

Compatibility Mode
Some new features are disa
previous versions of Office.
may result in layout change

Convert

Permissions
Anyone can open, copy, an

Protect Document ▾

Mark as Final
Let readers know the document is final
and make it read-only.

Encrypt with Password
Require a password to open this document.

- **Step 6.** Re-enter the **Password**, then click **OK**.

Confirm Password ? ✕

Encrypt the contents of this file

Reenter password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
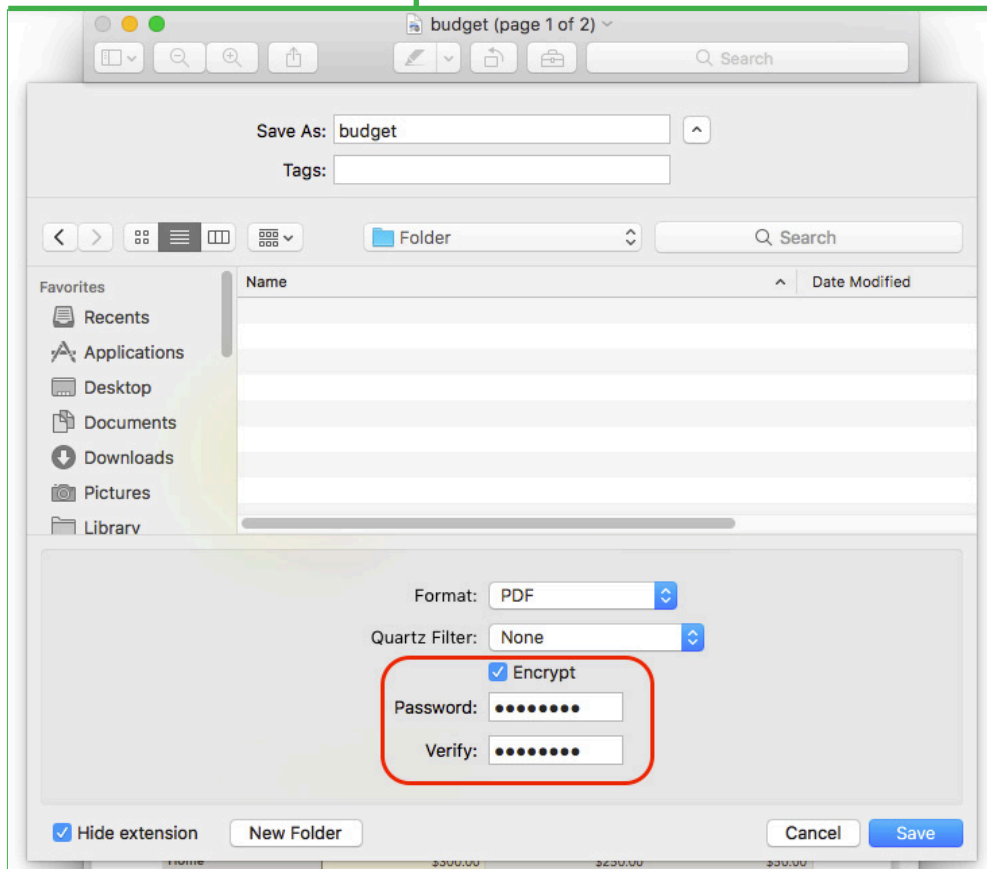(Remember that passwords are case-sensitive.)

OK   Cancel

How to encrypt a file on an Apple Mac:

- **Step 1.** Open the file you wish to password protect in Preview. You can encrypt PDF files, pictures, or other file types that you can open in preview.
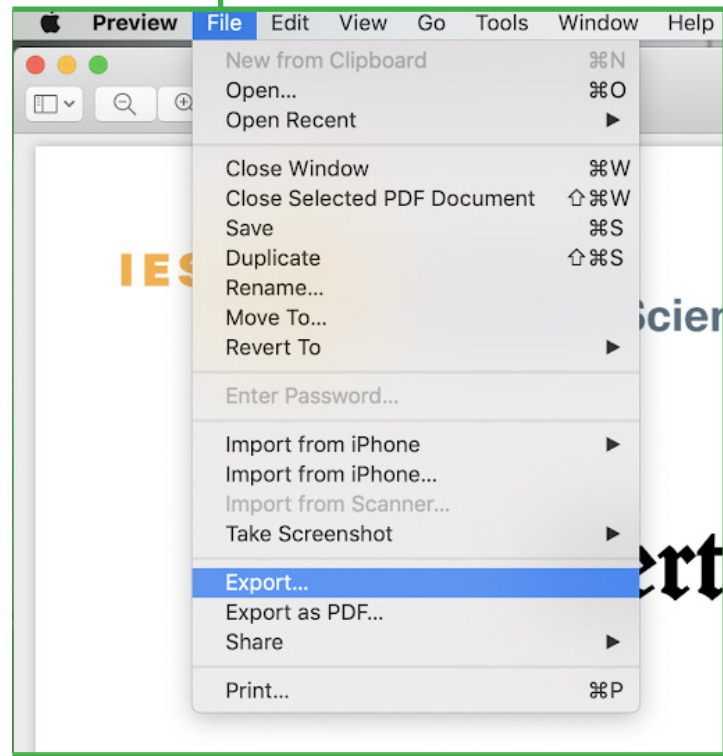
- **Step 2.** Go to **File > Export**.

- **Step 3.** Select the **Encrypt** box, enter your password, and click **Save**.
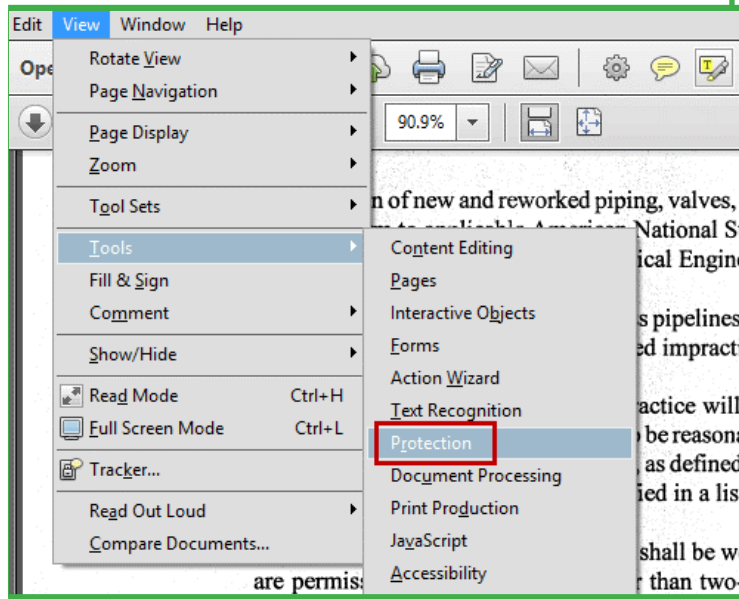
How to encrypt a PDF using Adobe:

A. How to Password Protect PDFs in Adobe READER

- **Step 1.** Open your **PDF File in Adobe Reader**.

- **Step 2.** Go to **View > Tools > Protection > Encrypt > Encrypt with Password**.

Note, these selections may appear differently depending on the version of Adobe Reader you are using.

- **Step 3.** If you receive a prompt, click **YES** to change the security on the document.

- **Step 4.** Select **Require a Password** to open the dialog box and **Type** your desired password, then click **OK**.
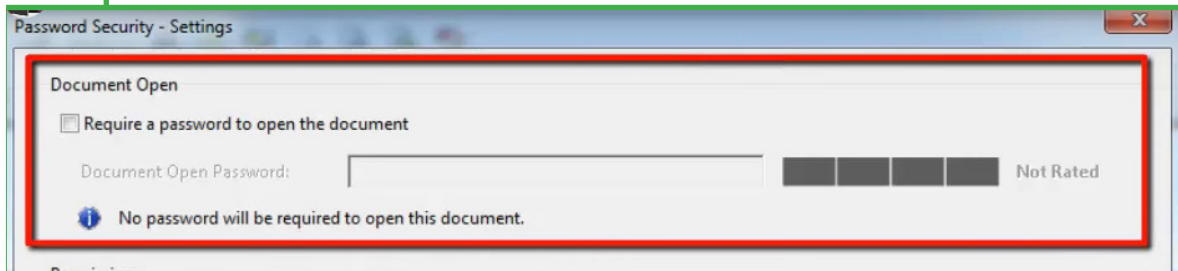
- **Step 5.** Re-enter your **Password** in the Confirm Document Open Password dialog box, then click **OK**, then click **OK** again in the next prompt.

- **Step 6.** Choose **File > Save**.

B. How to Password Protect PDFs in Adobe Acrobat

- **Step 1.** Open your **PDF File in Acrobat DC.**

- **Step 2.** Go to **File > Protect Using Password. Alternatively, you can go to Tools > Protect > Protect Using Password**.

- **Step 3.** Select **Viewing** to open the dialog box and **Type** and **Re-type** your password, then click **Apply**. Acrobat displays a confirmation message that the file was successfully protected from viewing using a password.

Protect Using Password

Requires user to enter a password for:

- ● Viewing
- ○ Editing

Type Password

[••••••••••••••] ✓ *Strong Password*

Re-type Password

[••••••••••••••]

More Options ⌄   (Cancel)   **Apply**

How to encrypt a file using WinZip:

The instructions below have been provided by the U.S. Department of Education.

WinZip Instructions for file/folder encryption and password protection

1	Open a folder to the location of the file(s)/folder(s) that you wish to encrypt.
2	Select the file(s)/folder(s) with the mouse that you wish to encrypt. Note that in order to select more than one file/folder that you will need to hold down the **Ctrl** key on the keyboard while selecting them.
3	Right-click with the mouse over one of the selected items.
4	Select **WinZip**. From the submenu that appears, select "Add to Zip File."
5	In the "Add Files" dialog box, specify a **Filename** and **Destination** (location) for the finished ZIP file.
6	Ensure that Compression Type **Zip** is selected.
7	Under **Encryption**, check the "Encrypt files" box.
8	Click the **Add** button.
9	If a popup window appears saying "You should be aware of the advantages and disadvantages of the various encryption methods before using this fea-ture. Please press the F1 key for more information, particularly if this is the first time you are using encryption." Select the **OK** button.
10	In the **Enter Password** field, enter an appropriate password. Passwords must be at least 8 characters and contain at least one (1) of each the following: a lower case character (a–z), an upper case character (A–Z), a numeric character (0–9) and a symbol character (!,@,#,$,%,^,&,*, etc.)
11	In the **Re-enter Password** field, enter the same password from step #10, and remember the password for future reference.
12	Click the **OK** button.
13	If a window comes up saying "Add Complete. Your files have been added. The files will be compressed and encrypted when saved." Click the **OK** button.
14	The encrypted WinZIP file should be in the location identified in Step #5 above.
15	The password must not be included in the same message and should either be included in a separate email or verbally given to the intended user.