

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**

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2. Search for the PDF Creator application in the Program list

	Panel > All Control Panel Items > Program	ms and Features				v ت	
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			2022-03-29	17.1 MB	12.0.30501.0		
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	PDFCreator	pdfforge GmbH	2022-04-06	63.8 MB	4.4.1		
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			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		
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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.



Installation and configuration of PDFCreator

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

← Company Portal			- 5 ×
■ pdf creator pdf creator	PDFCreator pdfforge GmbH		Install
묘 Devices	Overview Additional information		
A Help & support	Créateur : Tessier, David		
	Version	3.0.2	
	Date Published	2022-02-13	

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



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

PDF	CREATOR 4.4.1					
	HOME PROFILES	PRINTER	ACCOUNTS			
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				Print to 'F	DFCreator' to get started!	>
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6. Click on Add to create a new profile. Choose a name then click OK.



7. Click Add action.

HOME PROFILES	PRINTER ACCOU	UNTS
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Target Directory: Last used directory		Open File: Use PDF Architect
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8. Click Encryption.

PROFILES PRINT	Choose an Action		×		(i)	A
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		Watermark	FTP			
		Page Numbers	E-mail (SMTP)			
У		Encryption	нттр			
og ires		Signature	Dropbox			

- 9. Change the following settings:
 - a. Check the "**Require a password...**" box.
 - b. Choose the encryption level (security level) Medium (128 Bit AES).
 - c. Click **OK**

odify Settings: Encryption		×
Password Set passwords Require a password to open th	e PDF document	
Medium (128 Bit AES)		
High (256 Bit AES) BUSINESS FEATURE		
Allow the user		
to copy content from the document	to edit the document	
 to print the document 	to edit comments	
restrict to low quality	✓ to fill forms	
✓ to use a screen reader	to edit the assembly	
	Ok	Back

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

HOME PROFILES	PRINTER ACCOUN	S	¢	í	A
Help us improve PDFCreator Free by sending an	nonymous application usage statistics.	Read More Dismiss			
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Skip print dialog Skip send failures Output Format PDF Colors: RGB PDFCreator Test Page	-	¢ - Add action	Save		Cancel
odfforge			Unlock the business featur	es with PDFC	Creator Professional!

Creating a PDF file with password

- 1. To create a password protected PDF, open a document (Word, Excel, PowerPoint, a nonencrypted 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**.

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Talle Affiche Multiple	livret

- 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.

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~	PDFCreator	
Profile:		
iA secure I	PDF 🔄 🖕 🔹	Edit
PDF PDF V	Filename: FORMATION _ INSCRIPTION _ REMBOURSEMENT.pdf Directory: C:\Users\li27n9\OneDrive - Industrial Alliance\Documents	
Title:	FORMATION : INSCRIPTION / REMBOURSEMENT	
Author:	li27n9	
Subject:		
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We we with a Cance	ould like to say thank you an exclusive offer Merge E-mail Save	~
© pdfforge		

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.

Sicurity Owner password (for editing): User password (for opening): Total OK Skip Cancel	FCREATOR 4.4.1				
Security Owner password (for editing): User password (for opening): OK Skip Cancel		FCrea	ator		
Owner password (for editing): User password (for opening): OK. Skip Cancel	Security				
User password (for opening):	Owner password (for editing):			
User password (for opening):					*
OK. Skip Cancel	User password (fo	r opening):			
OK Skip Cancel					*
OK Skip Cancel					I
	© pdfforge	K	Skip	Cancel	

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.

PDFCREATOR	4.4.1 – 2	×					
PDFCreator FREE							
Quick	Actions						
PDF	Filename: FORMATION _ INSCRIPTION _ REMBOURSEMENT.pdf						
PDF	Folder: C:\Users\li27n9\OneDrive - Industrial Alliance\Documents						
	Total file size: 239.23 KB						
Don't show quick Actions until the next update							
	Send 💙 Open 💙 OK						
© pdfforge							

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.

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4. In the window that opens, enter the name of the new file without a password and choose the file location. Then click **Save.**

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- Downloads	·	0	2021-11-25 12:10 PM	File folder
Documents	*	6	2021-11-25 12:10 PM	File folder
Pictures	*	6	2021-11-25 12:10 PM	File folder
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> 🧢 This PC	~ <			>
File name:	Test PDF			~
Save as type:	Adobe PDF Files (*.pdf)			~
∧ Hide Folders			Save	Cancel

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 <u>https://docs.pdfforge.org/pdfcreator/en/pdfcreator/using-pdfcreator/merge-two-documents/</u>