Penn State Harrisburg

Training and Development Department

How to transform MS Word documents into PDFs and how to password protect them.

The following user guide will assist you in transforming your MS Word documents into PDFs. It will also assist you on how to password protect such documents.

As a requirement for the TRDEV e-portfolio you are required to upload your goals statement, your resumé, course work and work samples for the internship waiver.

In order to protect your course work, you can transform your Word document into a PDF and password protect it.

It is recommended to use a simple, easy to remember six character password, in case faculty or potential employers decide to observe any of your course work.

Recommended documents for password:

- Course work.
- Work or project samples.

These are links that may help you transform and password protect documents in older versions of MS Word and Mac computers.

https://www.youtube.com/watch?v=4VK-USQ7pnE

http://www.wikihow.com/Convert-a-Microsoft-Word-Document-to-PDF-Format

http://office.microsoft.com/en-001/word-help/convert-a-document-to-pdf-HA102850064.aspx

Mac Users:

https://www.youtube.com/watch?v=flVAIBywiyA

http://www.ehow.com/how_4777372_convert-word-pdf-mac.html

http://osxdaily.com/2013/05/29/password-protect-pdf-mac-os-x/
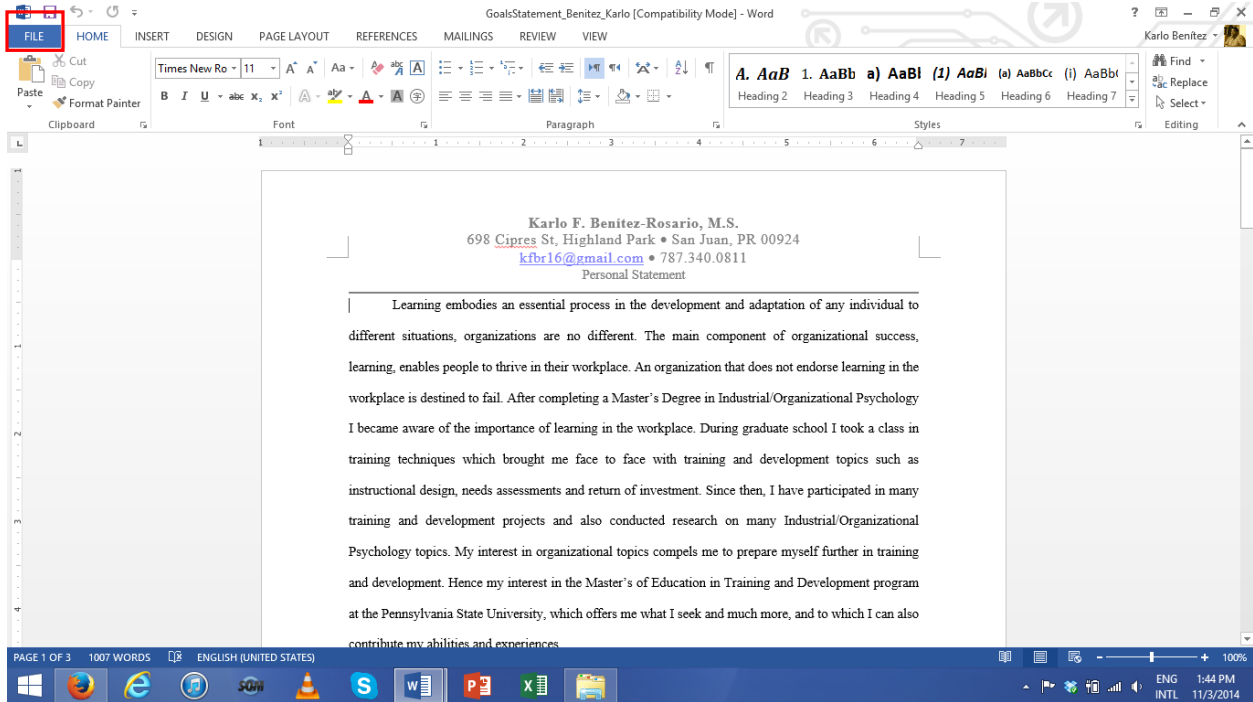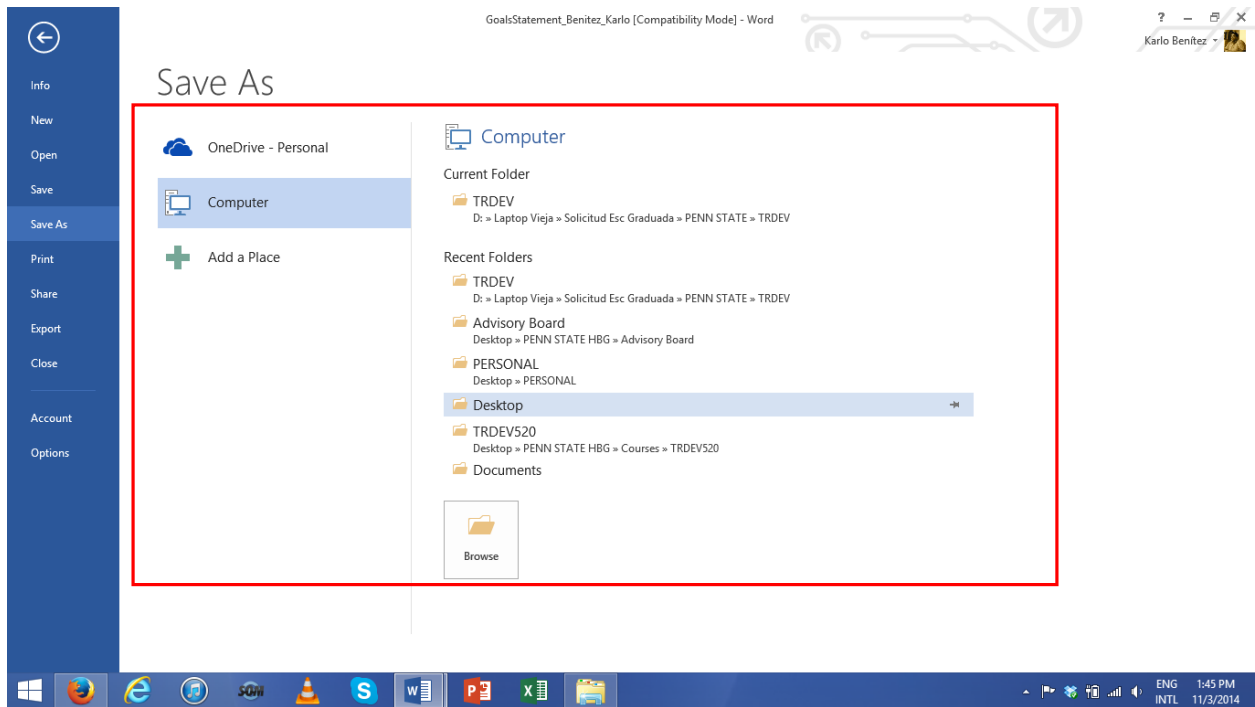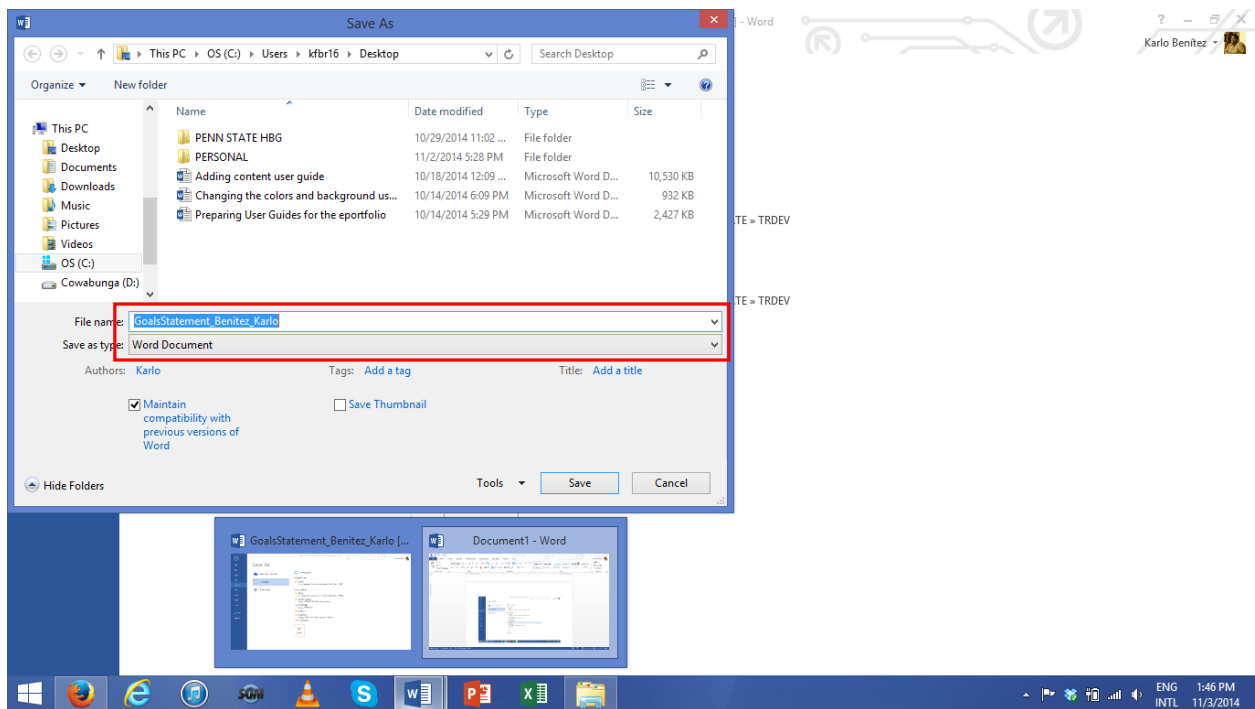
1. In the main page of the desired word document, click on "file".
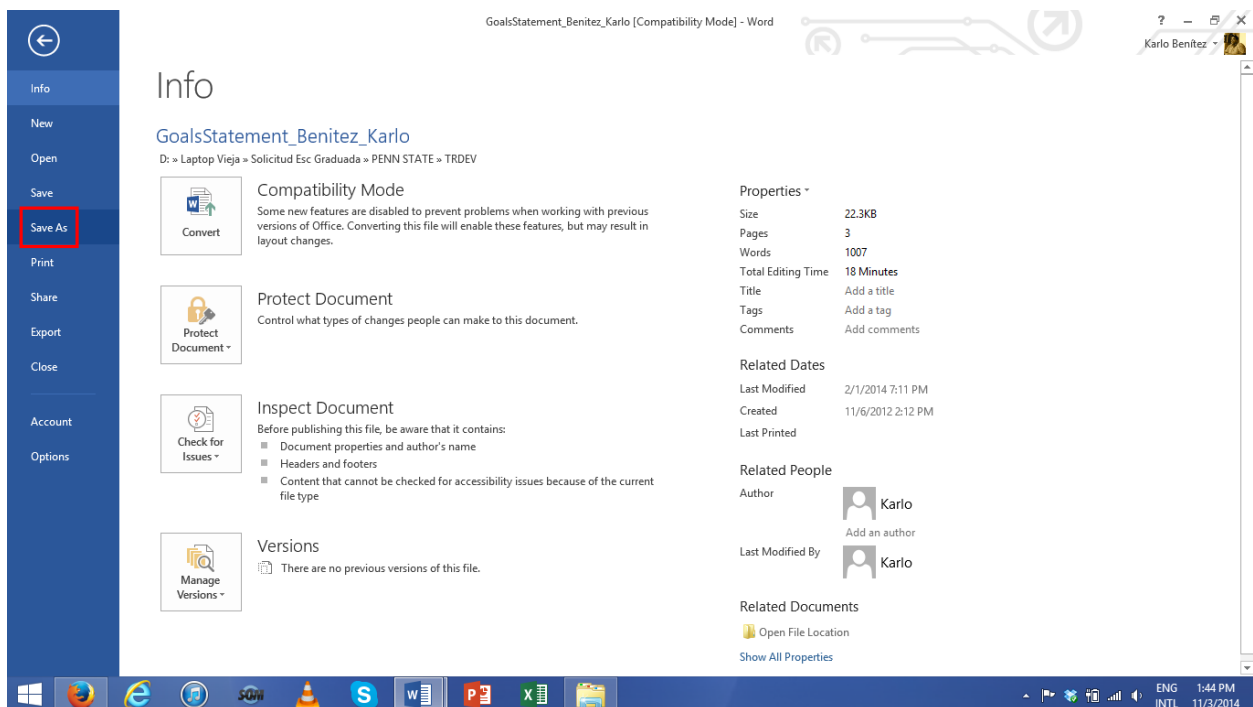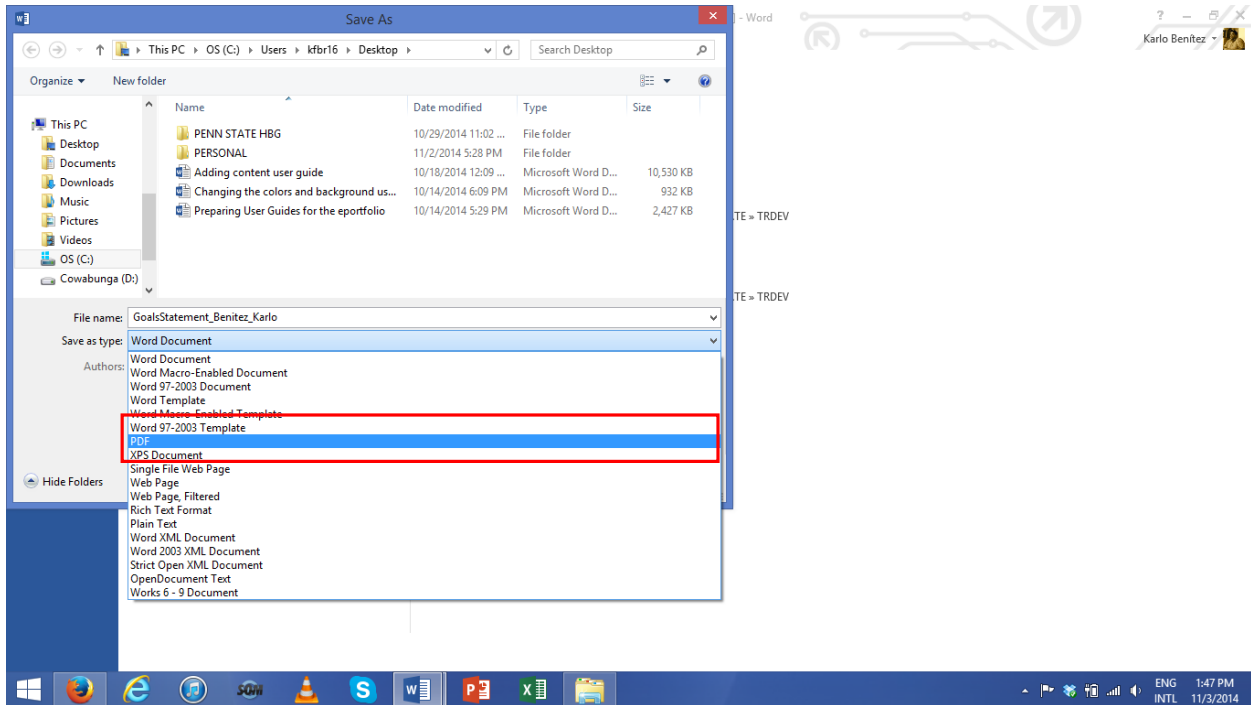

2. Click on "save as".

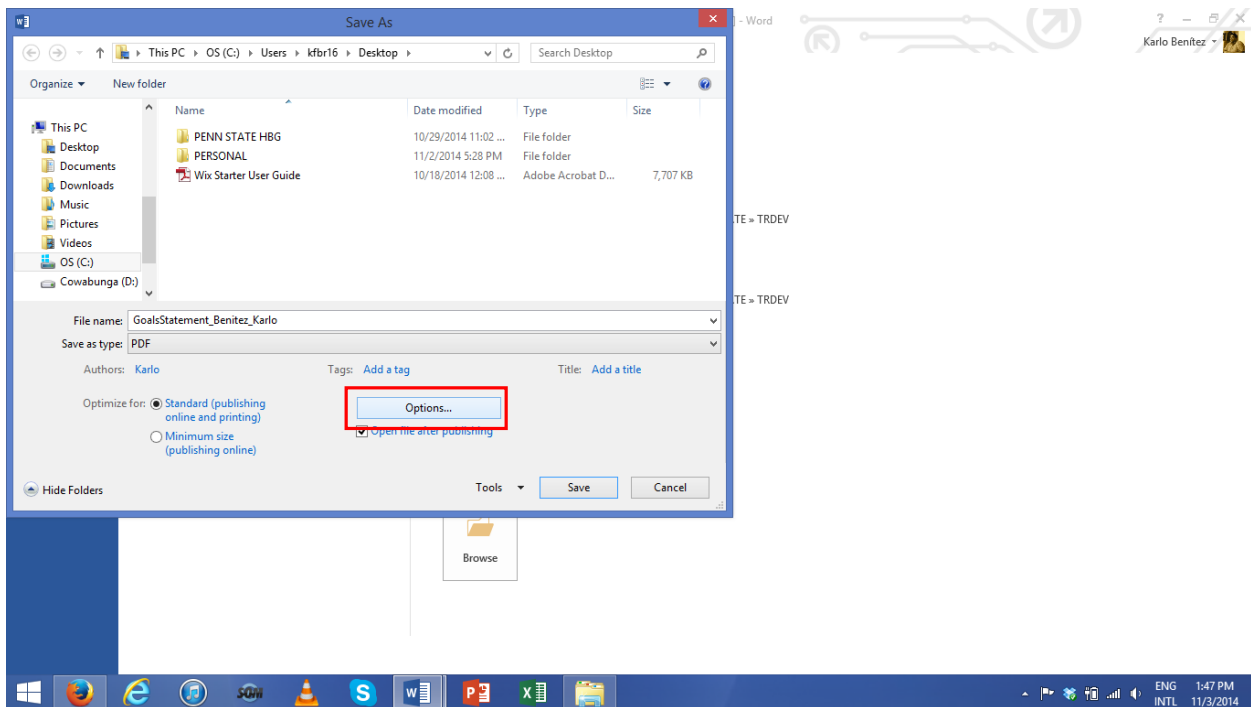3. Select where you want to save your document.

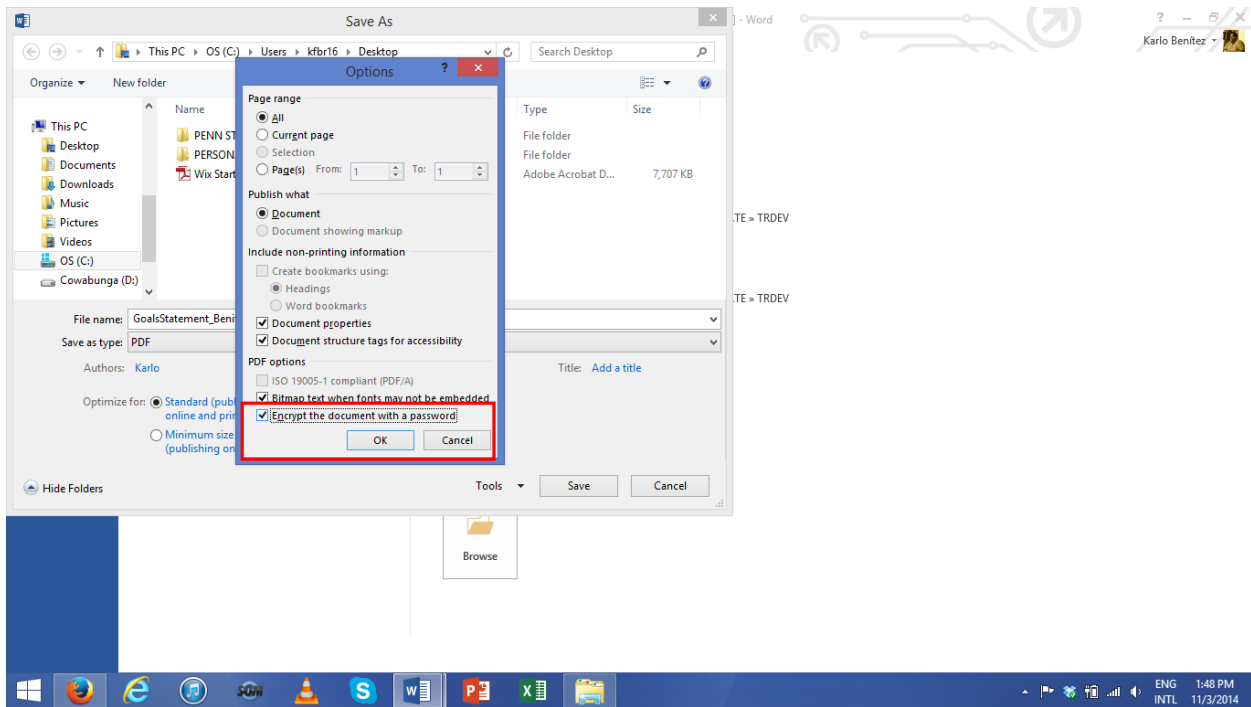
4. Change the name of the document if needed.

5. Click on the "save as type" bar.

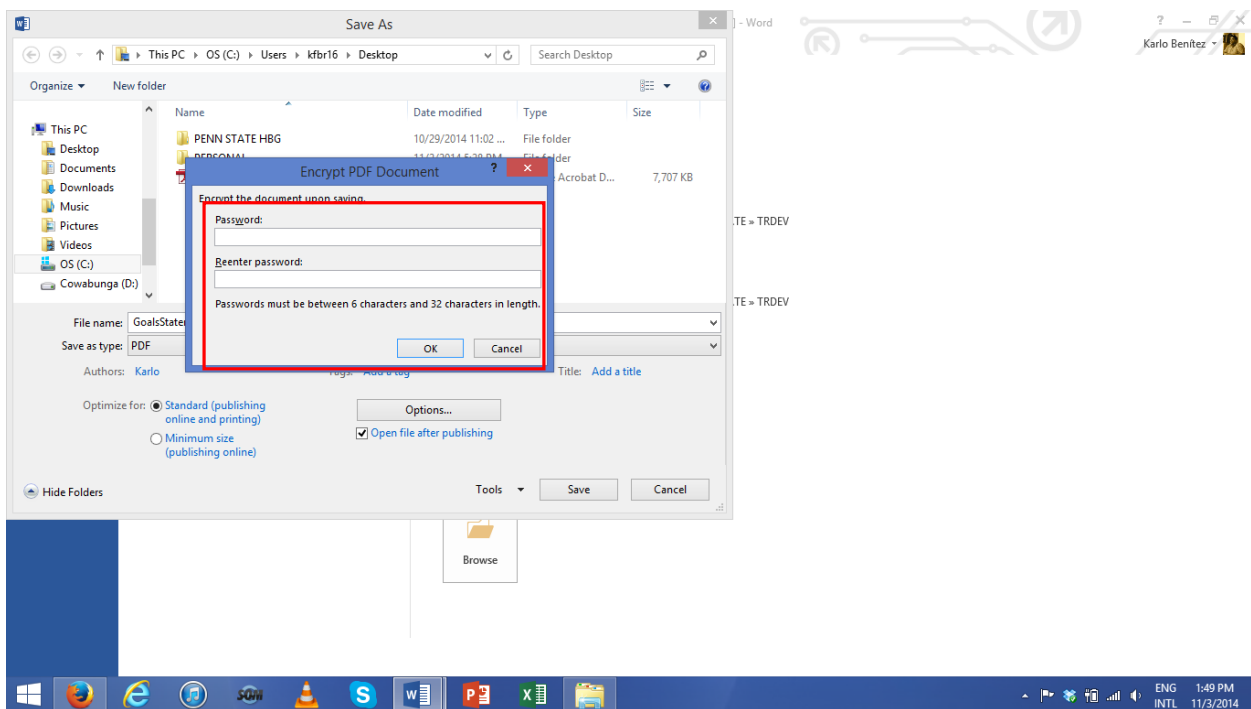6. In the drop down menu select "PDF".

7. Click on the "options" button.

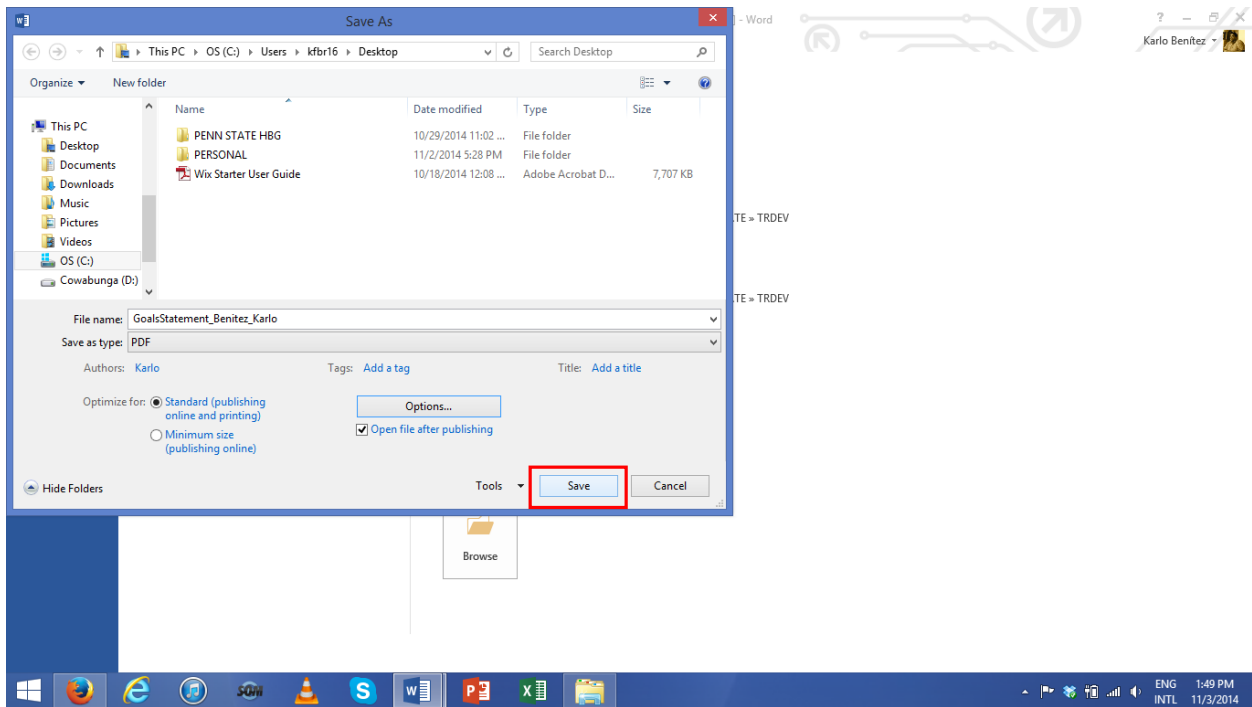8. Click on the "Encrypt the document with a password" box.
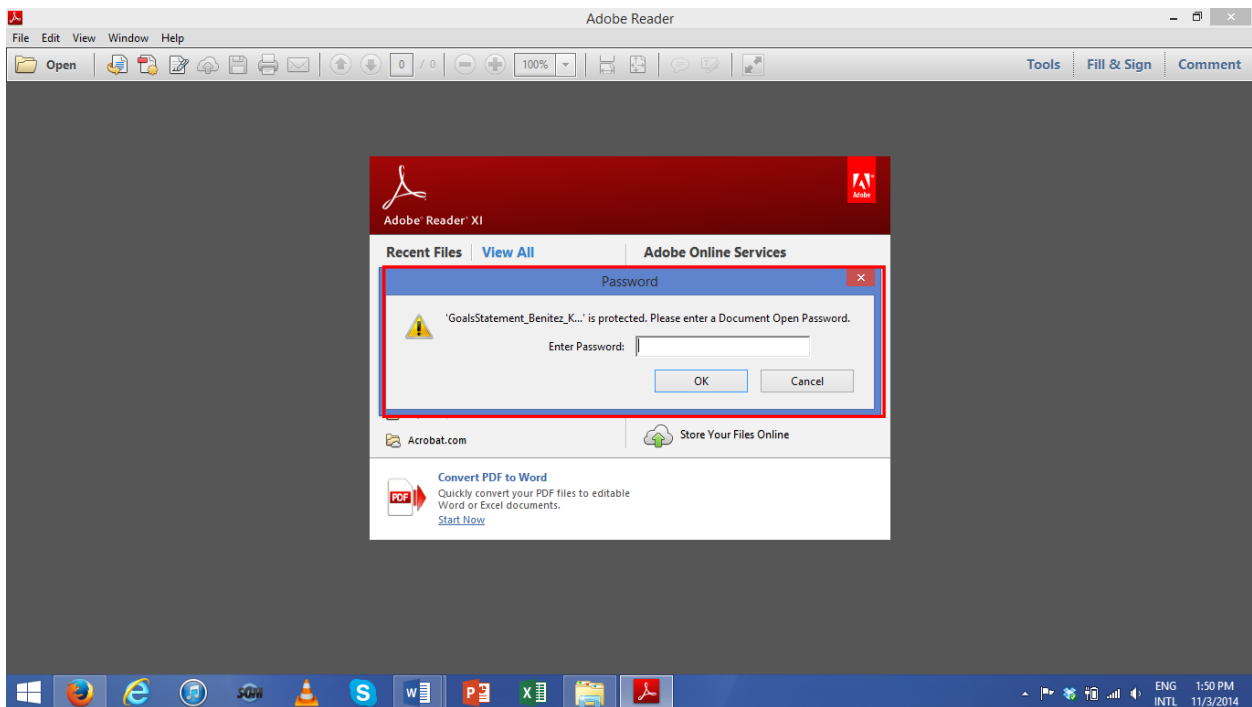
9. Click "Ok".

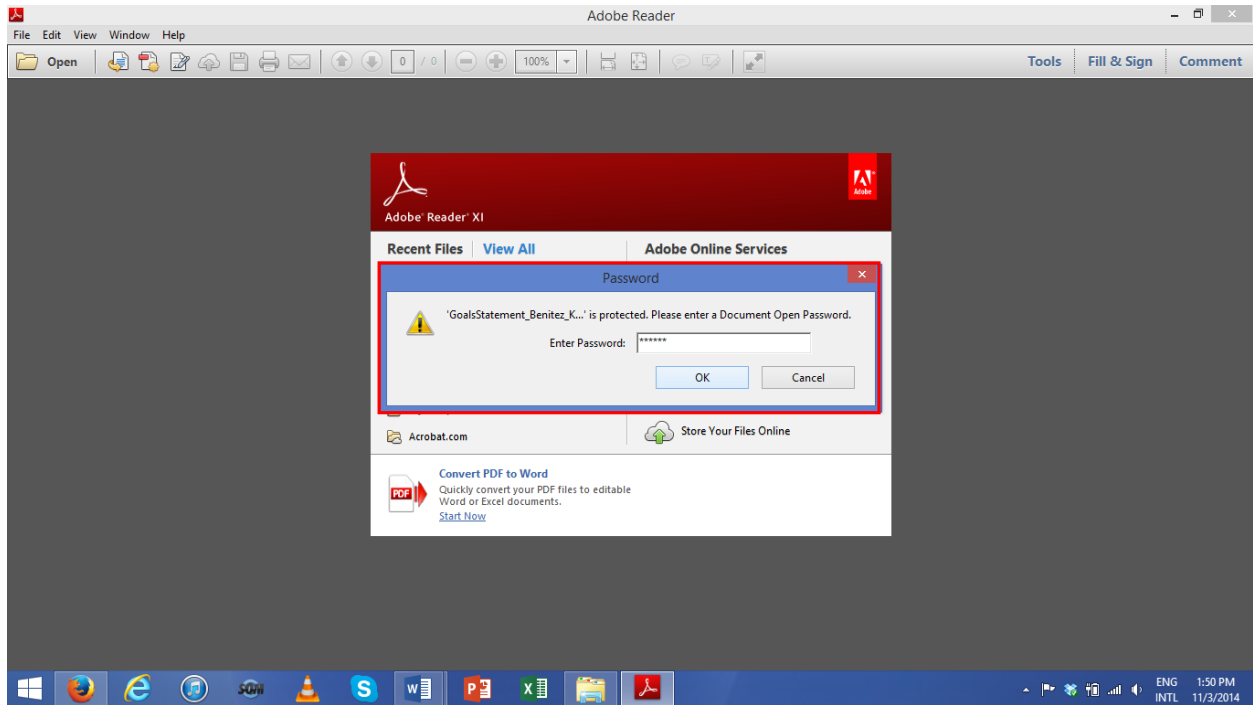10. Enter your password on the "Encrypt PDF Document" box.

11. Click "Ok".

11. Click "Save".

12. Open the PDF document and enter the password.

13. Preview document in a PDF format.