



Using PDFCreator to create a PDF with password

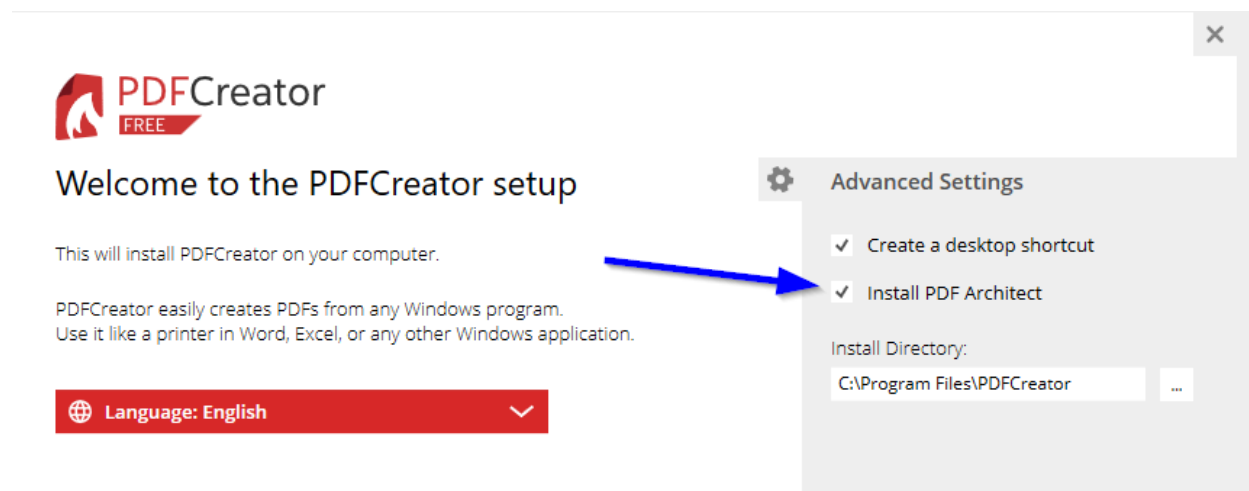
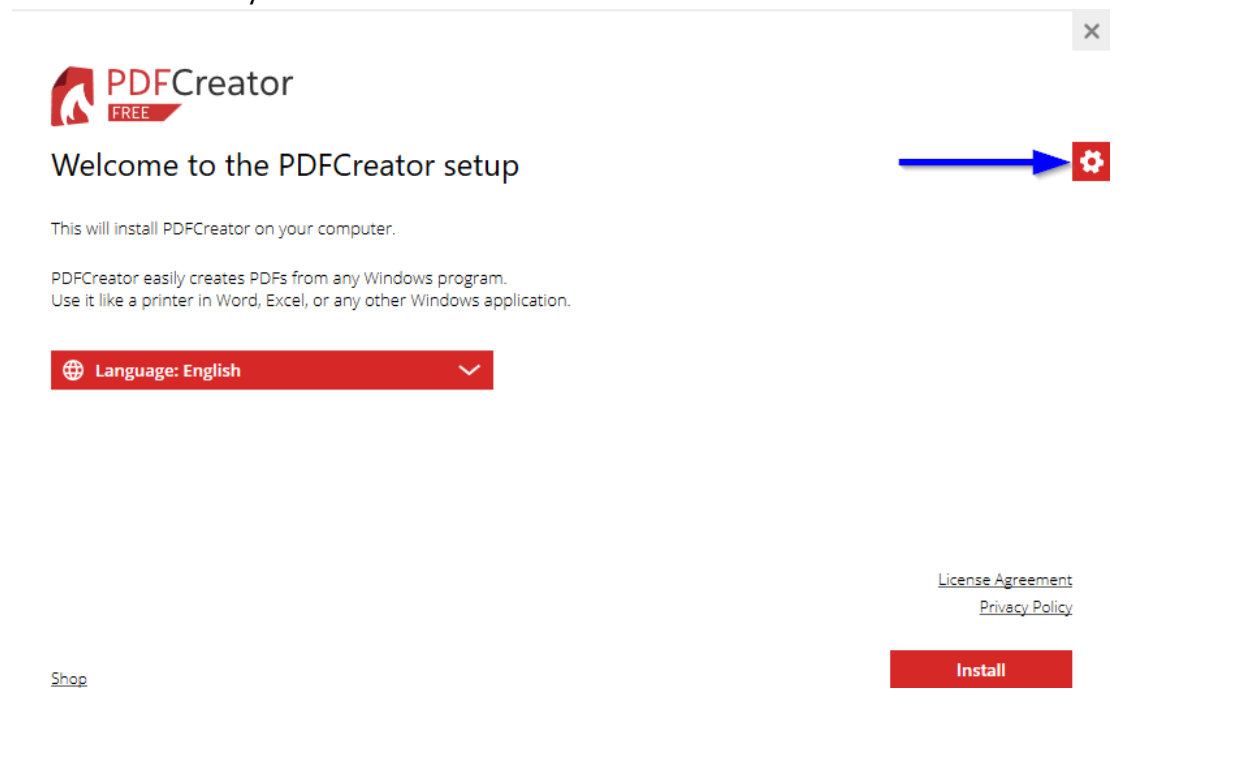
PDFCreator is a free software that lets you create PDF documents. Among its features, it allows you to secure a PDF document with a password. PDFCreator is available only for Windows, version 7 or newer.

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Installation and configuration of PDFCreator

1. Download the free version of PDFCreator available at the following address:
<https://www.pdfforge.org/pdfcreator/download>
2. Click on the gear icon to open a settings menu. Make sure the option “**Install PDF Architect**” is selected as you will need it later. Then click on “**Install**”.



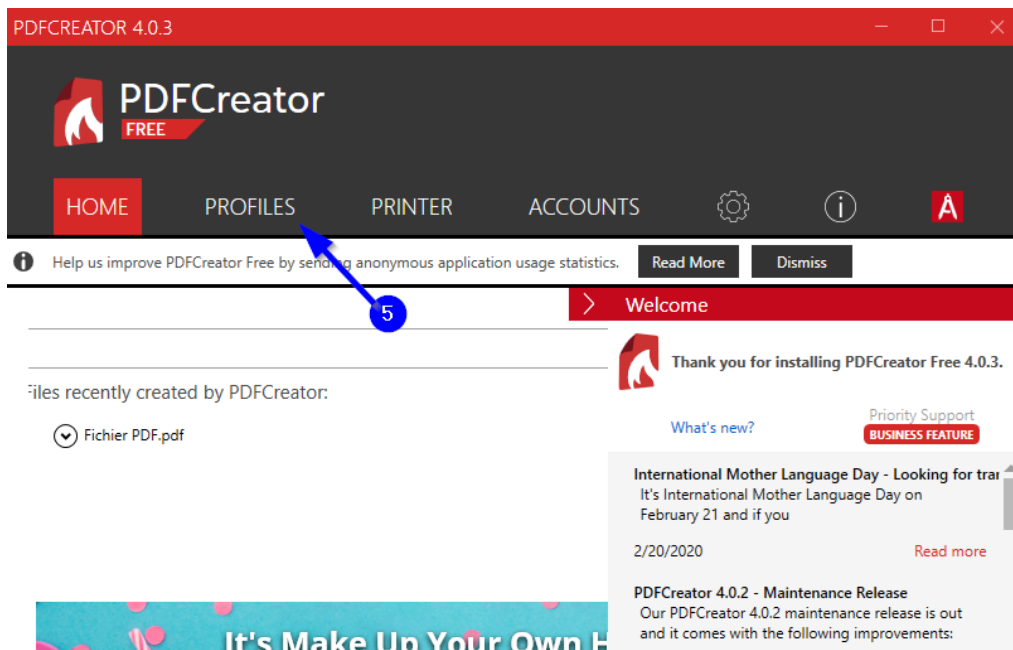
3. Click on “Decline” to prevent any additional software being installed.

The screenshot shows the PDFCreator installation window. At the top left is the PDFCreator logo with the word "FREE" below it. At the top right, it says "Optional Offer | McAfee WebAdvisor". A large grey box in the center contains the McAfee WebAdvisor logo and text: "McAfee® WebAdvisor protects you from the most common online threats. Security Check looks to see if your firewall and antivirus are activated before you surf. Safer Downloads scans your downloads and alerts you if there's a known risk. Misclick Protection blocks malware and phishing sites if you accidentally click on a malicious link." Below this text, it says: "By clicking 'Accept', you agree to McAfee®'s [License Agreement](#) and [Privacy Notice](#) and the installation of McAfee® WebAdvisor. You may uninstall the product using 'Add/Remove programs'." At the bottom, there are two red buttons: "Decline" on the left and "Accept" on the right. A blue circle with the number "3" is positioned above the "Decline" button, with a blue arrow pointing to it.

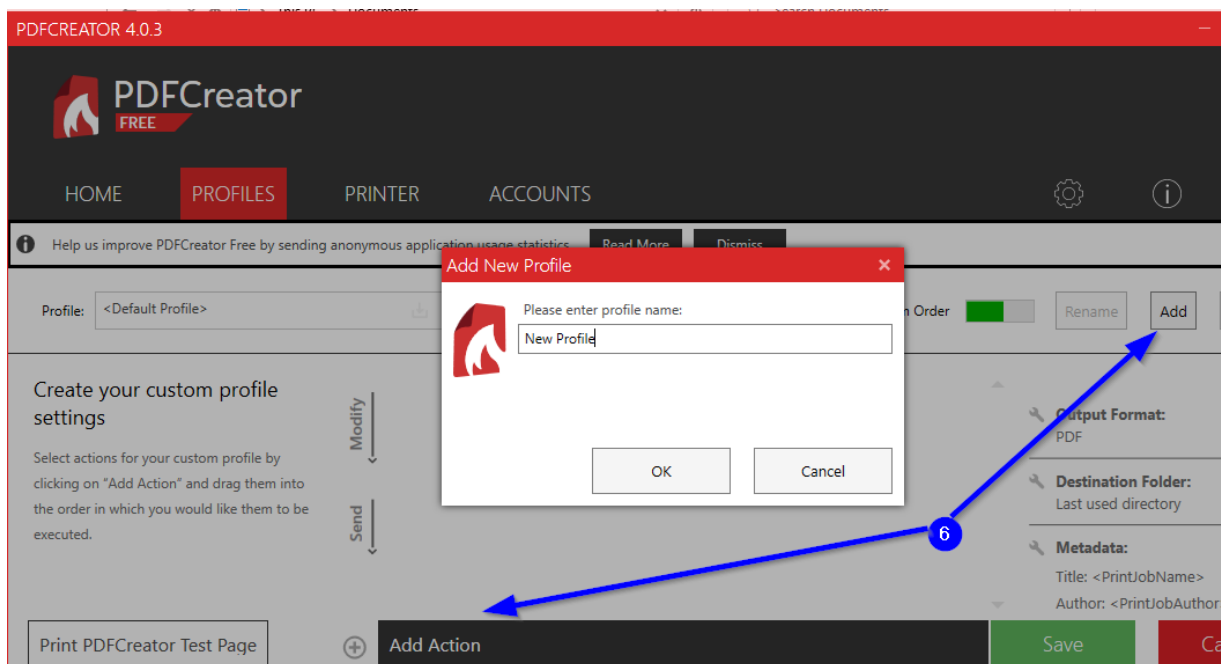
4. Click on “Start PDFCreator”.

The screenshot shows the PDFCreator installation completion screen. At the top left is the PDFCreator logo with the word "FREE" below it. Below the logo, it says "PDFCreator installed successfully!". Underneath, it says "If you need any help - you can find it here:". Below this text are four icons with labels: "User Guide" (book icon), "Knowledge Base" (speech bubbles icon), "Community Support" (people icon), and "Premium Feature Priority Support" (crown icon). A large dashed box contains the text: "Try PDFCreator Online - its free! Quick and easy, our basic PDF tools straight from your browser". Below this text is a red button that says "Try now". To the right of the dashed box is a screenshot of the pdfforge website. At the bottom left is the pdfforge logo. At the bottom right is a red button that says "Start PDFCreator". A blue circle with the number "4" is positioned above the "Start PDFCreator" button, with a blue arrow pointing to it.

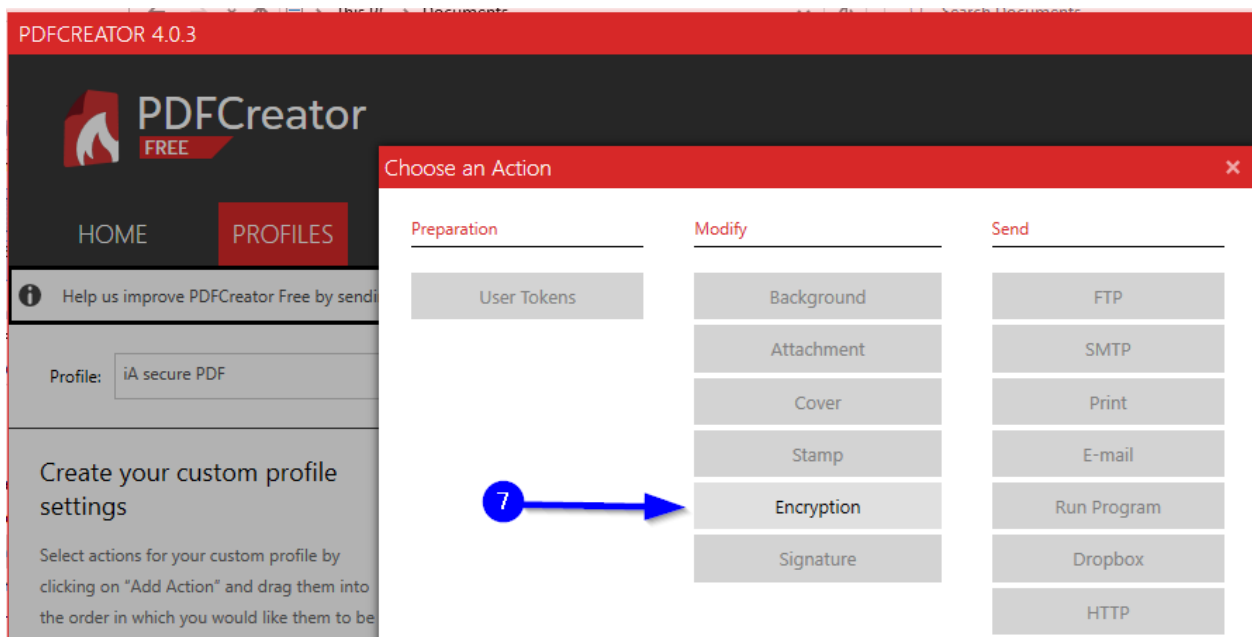
5. Click on **“PROFILES”**.



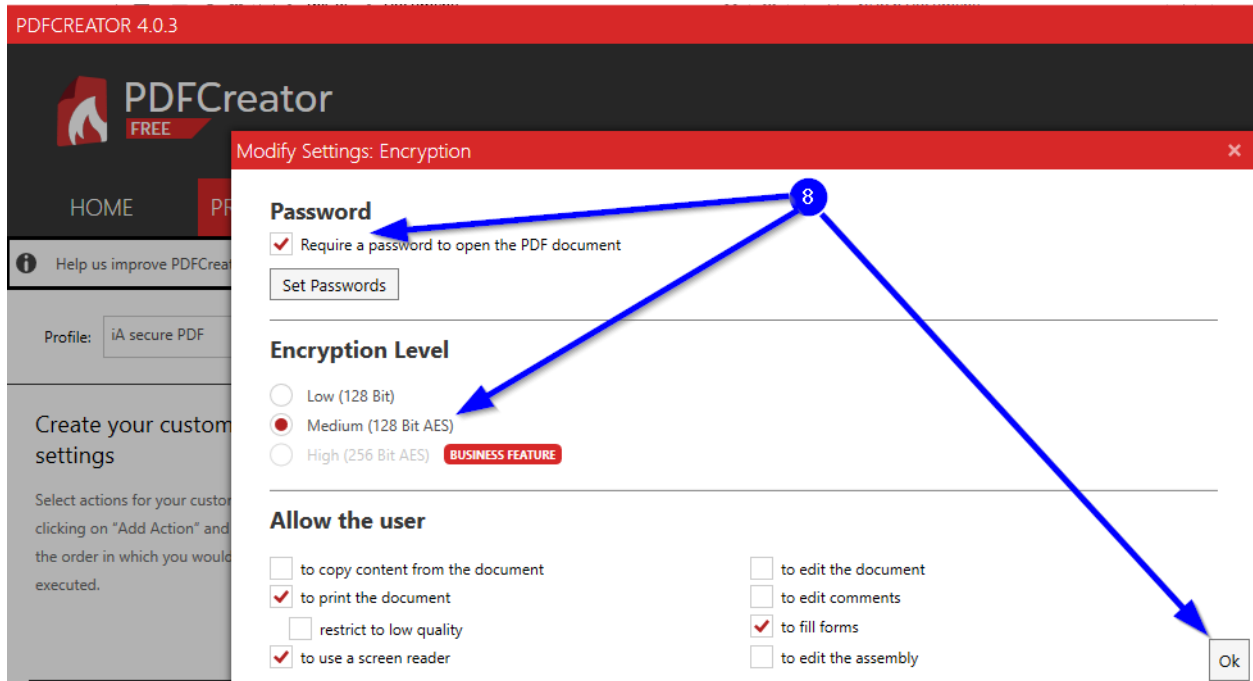
6. A) Click on **“Add”** to create a new profile.
- B) Choose a name and click **“OK”**.
- C) Click on **“Add Action”**.



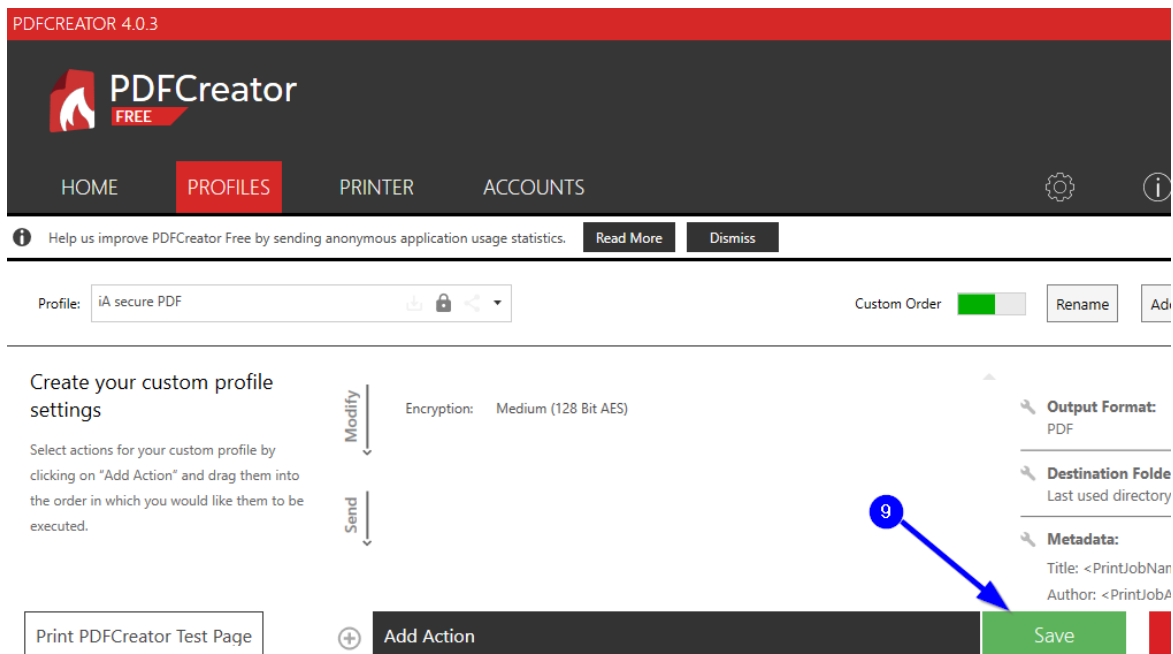
7. Click on "Encryption".



8. A) Check the box **“Require a password to open the PDF...”**.
B) Select the **“Medium (128 bit AES)”** encryption level.
C) Click **“Ok”**.

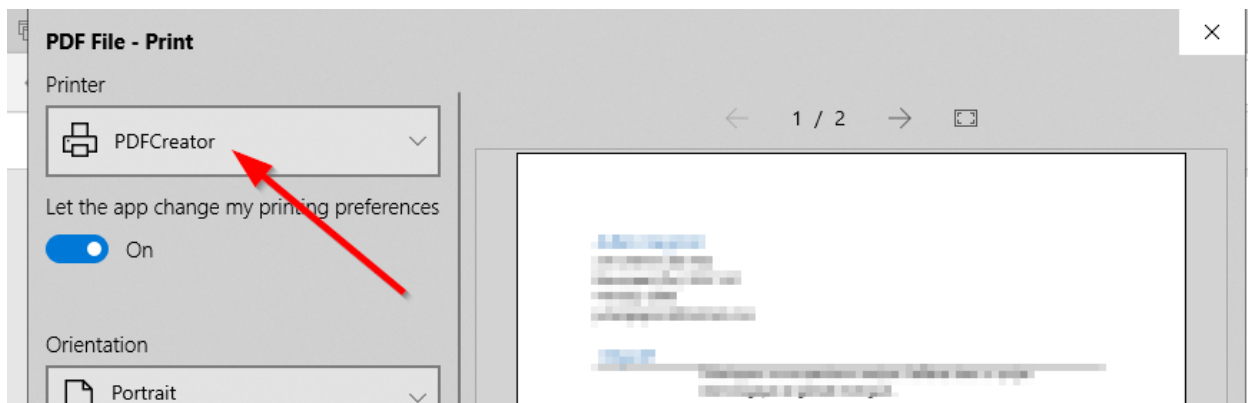


9. Click on **“Save”** to save the changes. The configuration is now complete, and you can close the PDFCreator window.



Create a PDF file with password

1. To create a password-encrypted PDF, open a document (Word, Excel, PowerPoint, an unencrypted PDF or any other document that can be printed).
2. Open the printing screen. Depending on the type of document and the software that is running, the printing option may be found in the File menu, and in a shortcut bar. This is the case of PDF files opened by Adobe Acrobat.
3. Choose **“PDFCreator”** as the printer and click on **“Print”**.



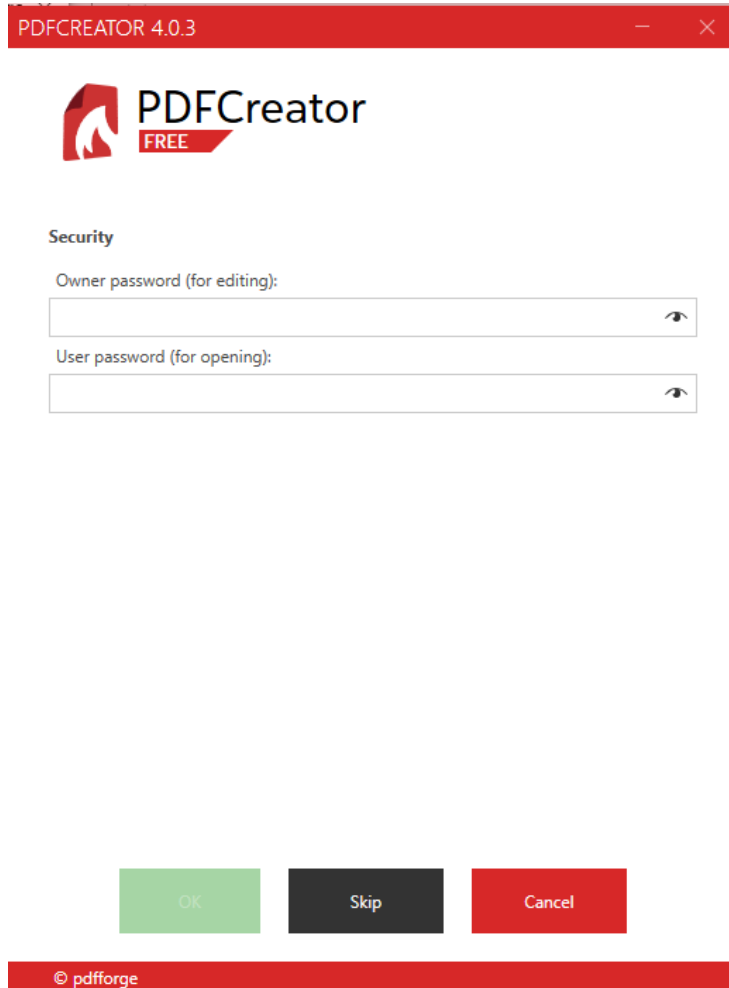
4. A) A PDFCreator window will open. Choose the profile you created previously.
- B) Choose the directory of the new PDF by clicking on "...".
- C) Then click on "Save".



- Both passwords must be entered. **Owner password** is for allowing modifications to the file. **User password** is for reading the file.

You must enter two different passwords, so that people who will have the User password can read the PDF but not modify it.

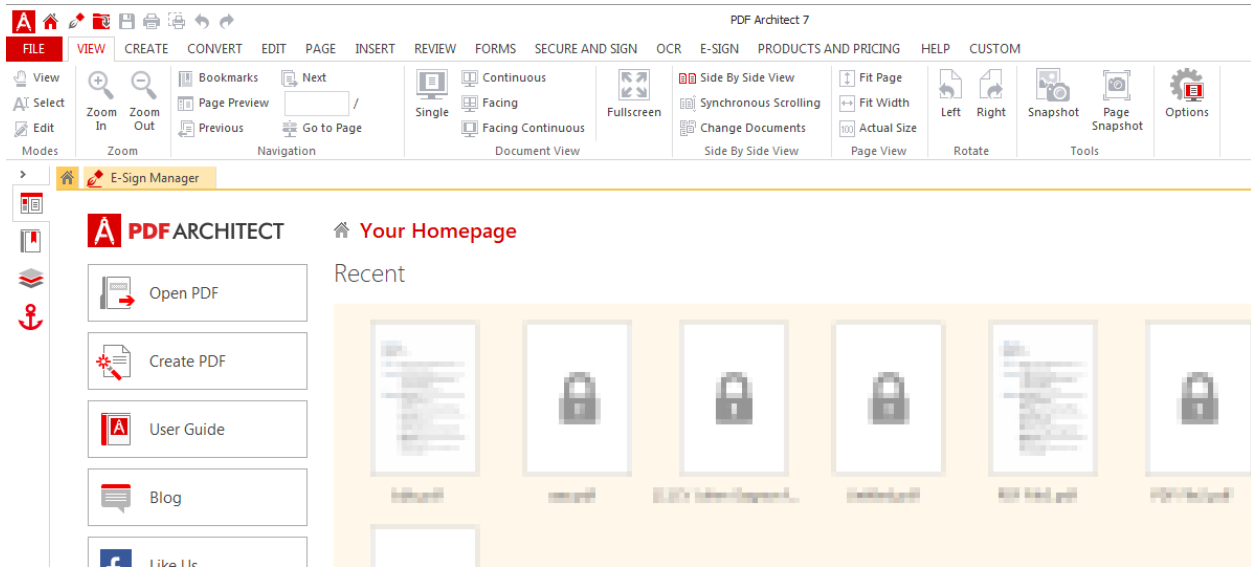
Click "**Ok**" to finish creating the PDF.



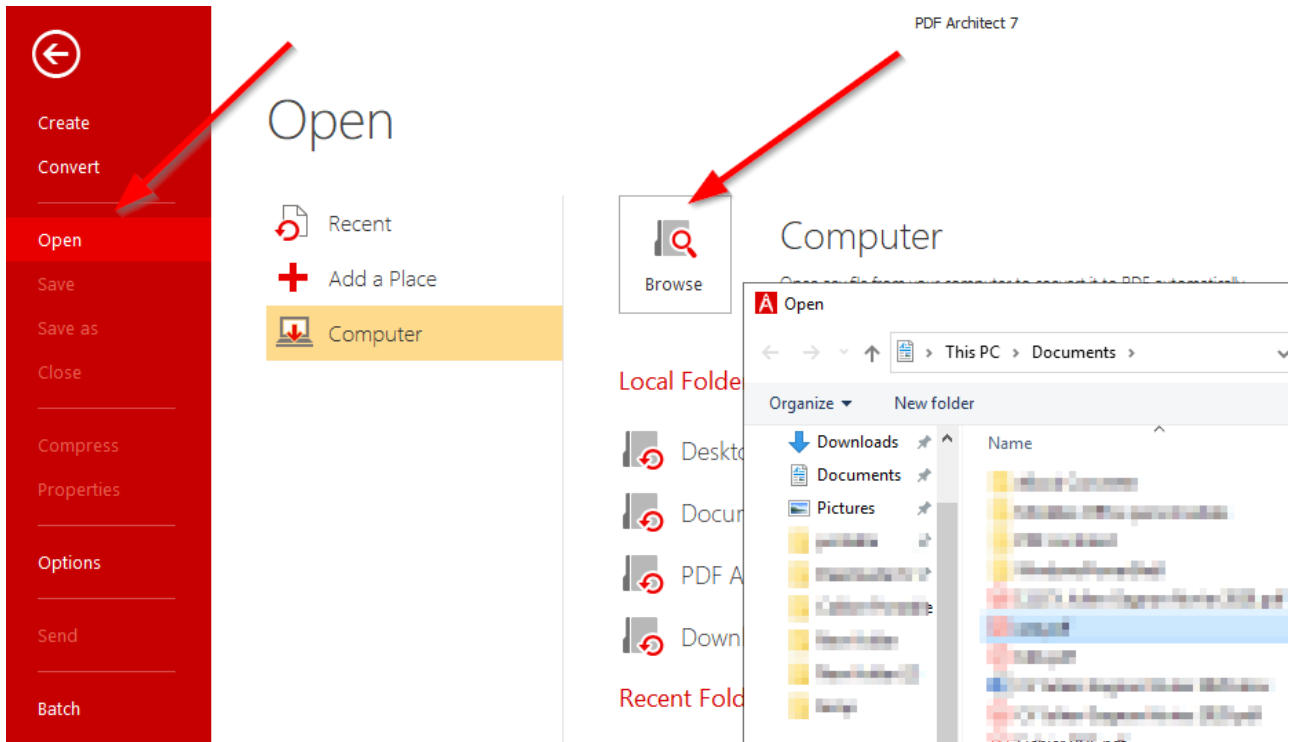
The image shows a screenshot of the PDFCreator 4.0.3 Security dialog box. The window title is "PDFCREATOR 4.0.3". The logo for PDFCreator FREE is displayed at the top left. Below the logo, the word "Security" is written. There are two password input fields: "Owner password (for editing):" and "User password (for opening):". Each field has a small eye icon to its right, indicating a toggle for password visibility. At the bottom of the dialog, there are three buttons: "OK" (green), "Skip" (dark grey), and "Cancel" (red). The footer of the window contains the text "© pdfforge".

Removing password from a PDF

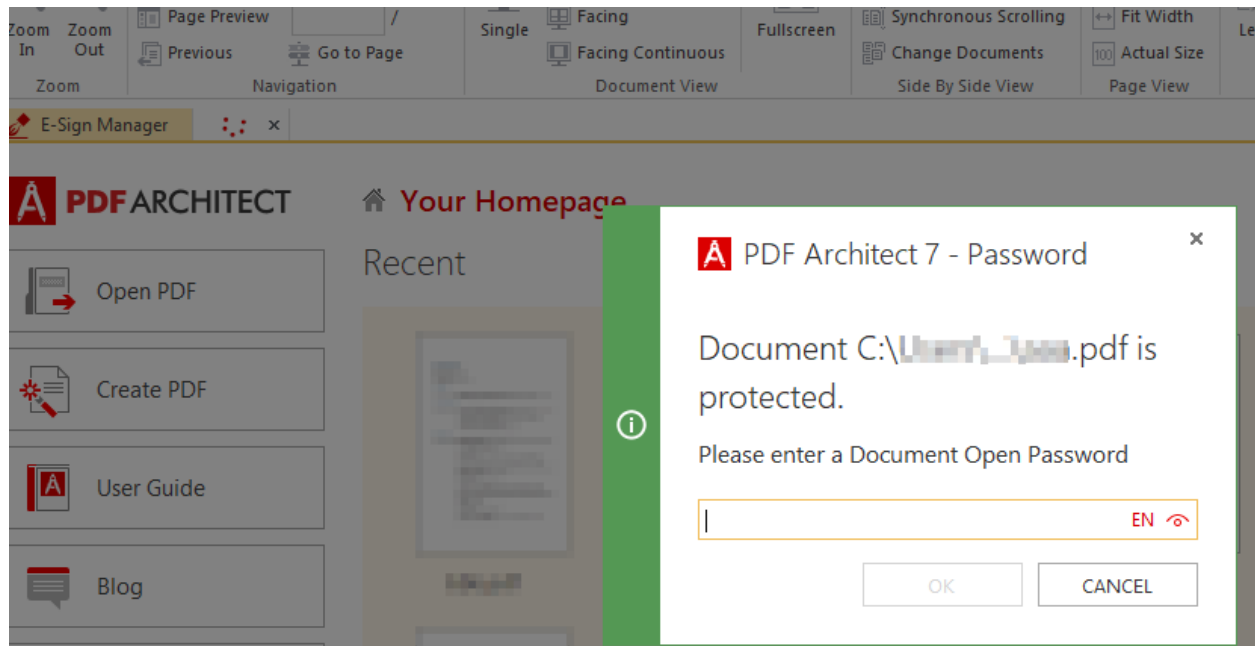
1. To remove the password from a PDF, open PDF Architect.



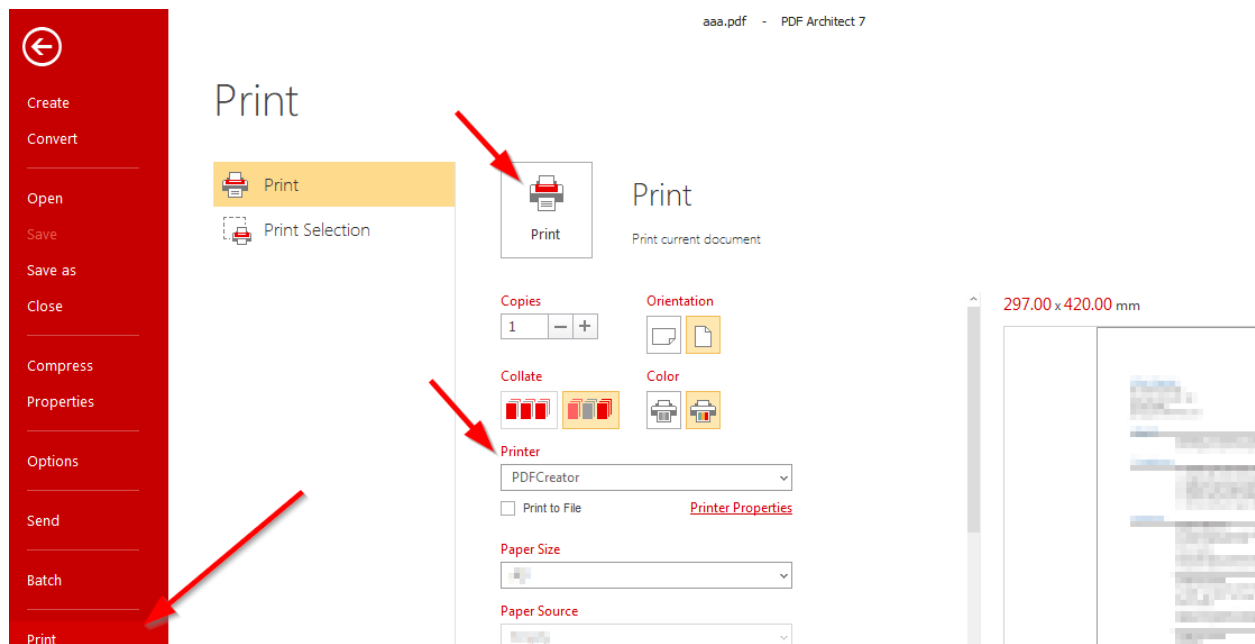
2. Click on "File" in the menu, then click on "Open" and "Browse" to select the file to open.



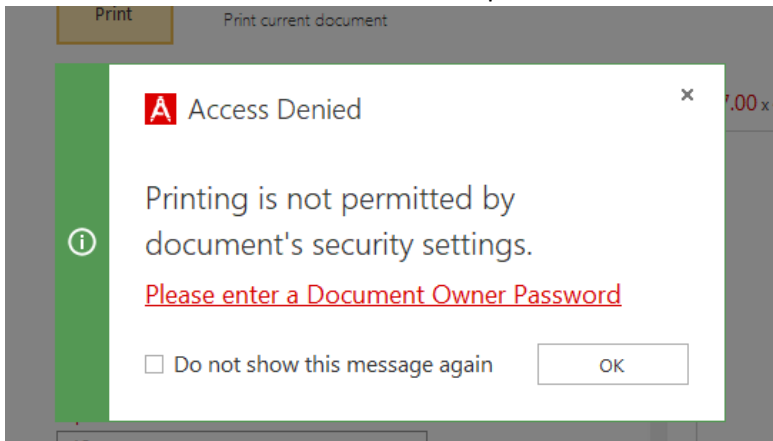
3. Enter the password for the file and click on **“OK”**.



4. Click again on **“File”** in the menu and click on **“Print”**. Make sure the printer is **“PDFCreator”** and click on **“Print”**.



5. If access is denied, you need to enter the Owner password. Click on **“Please enter a Document Owner Password”** and enter the Owner password.



6. Choose a profile like the **“Default Profile”** that has no password. Click on **“Save”** to generate a PDF without password.



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