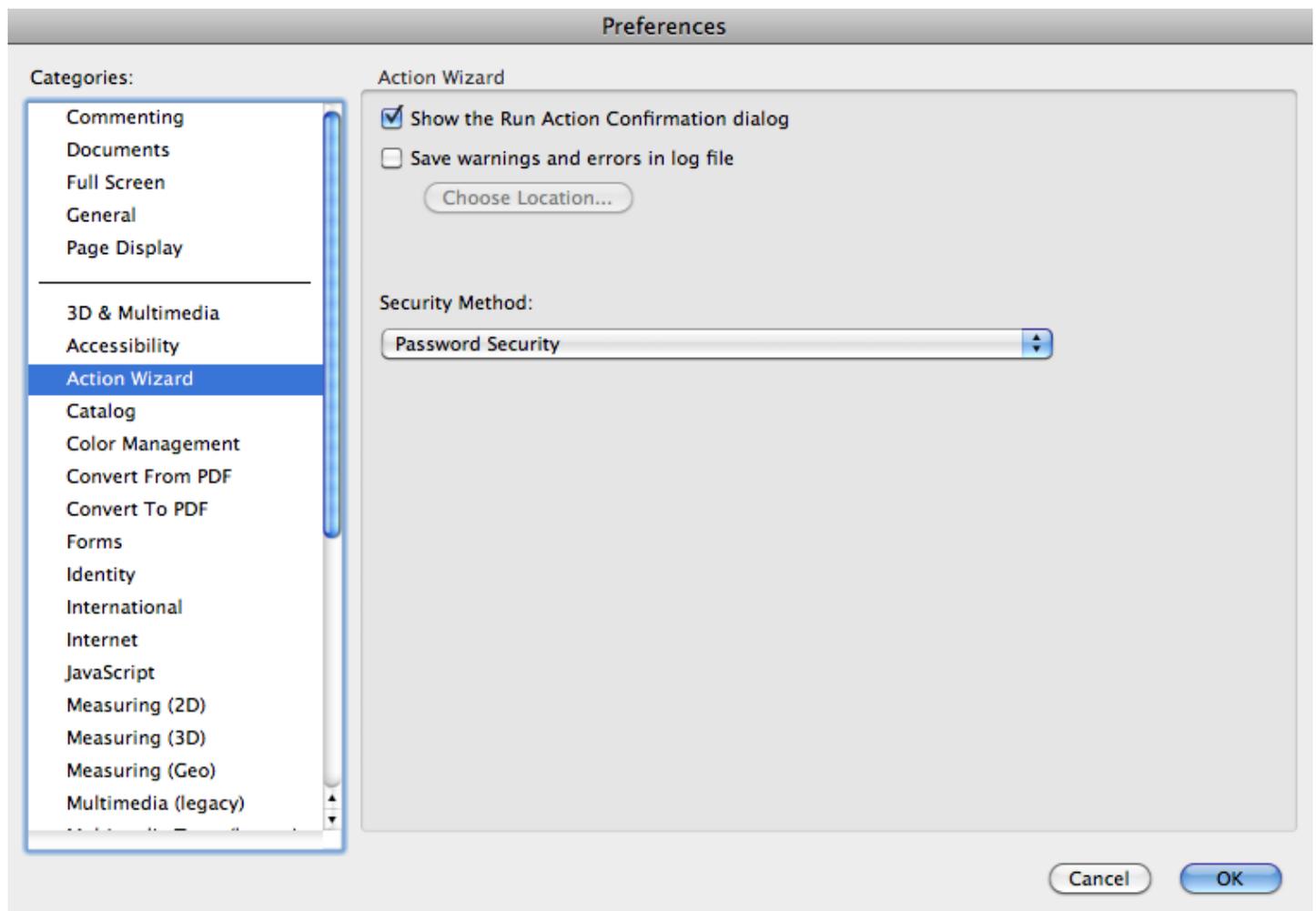# Acrobat X Action: Password Security

This action applies password security to a file or a folder of files.

How to Run this Action on Files that are Already Password Protected

This action will not work on files that are already password protected unless your preferences are set up to allow it. Go to Acrobat>Preferences (Mac) or Edit>Preferences (Win) and select Action Wizard from the Categories on the left side. Under Security Method: choose Password Security. With this preference set, when you are running an Action on a file with password security already applied, you will be prompted for the password and then the action will proceed.

How to Install this Action

If the attachments panel on the left is not already open, click on the paper clip icon to open it.
Double click on the action in the attachments panel. Select Import. Then either choose Close to save the action in the Action Wizard for future use or choose Run to run the action right away.
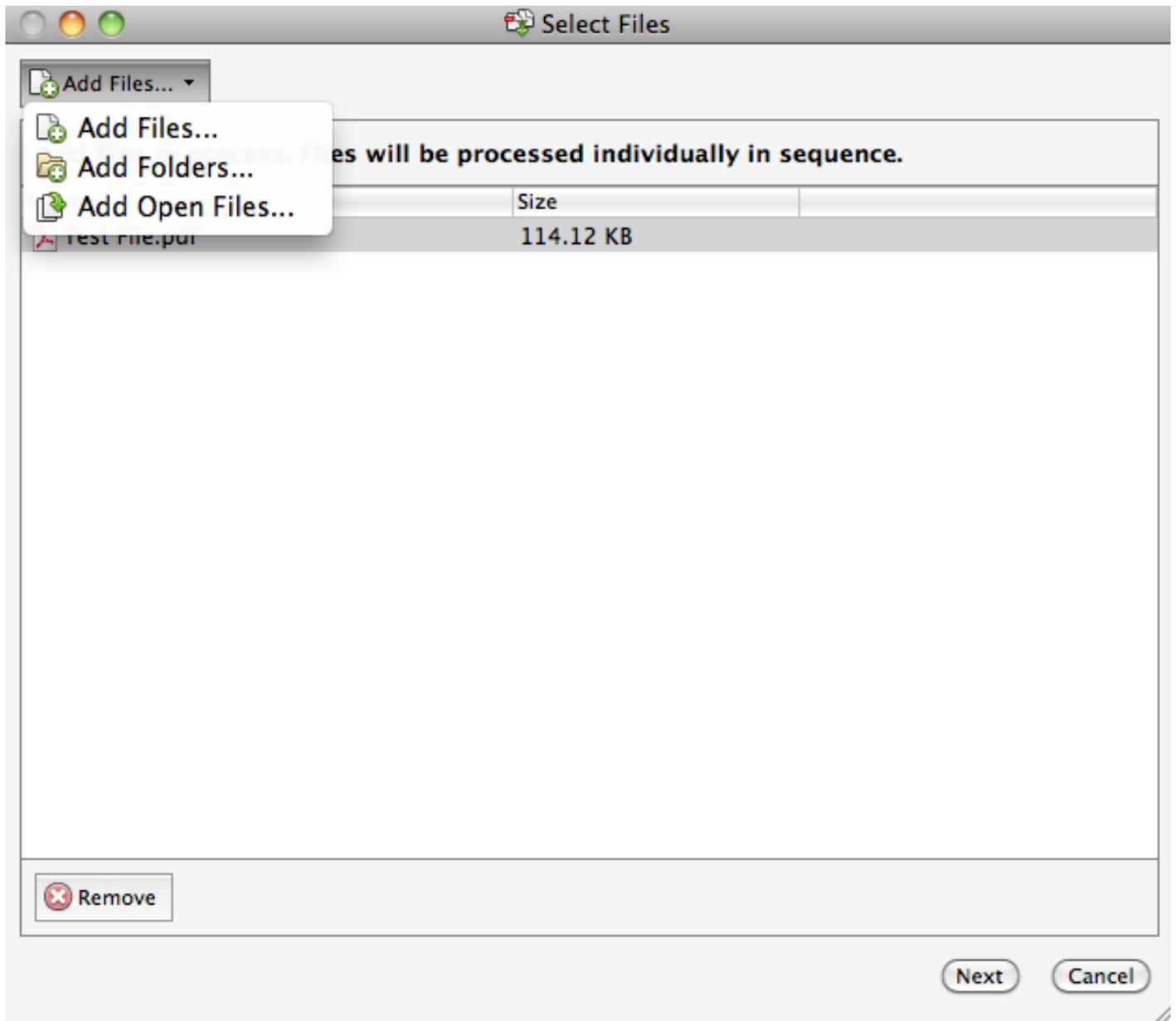
Running this Action

1. Select Tools near the right in the top menu bar.
2. Select Action Wizard in the Tools pane.
3. Select Password Security from the Actions list. You may have to select More Actions first to be able to see the Password Security action.
4. The following dialog box will appear.

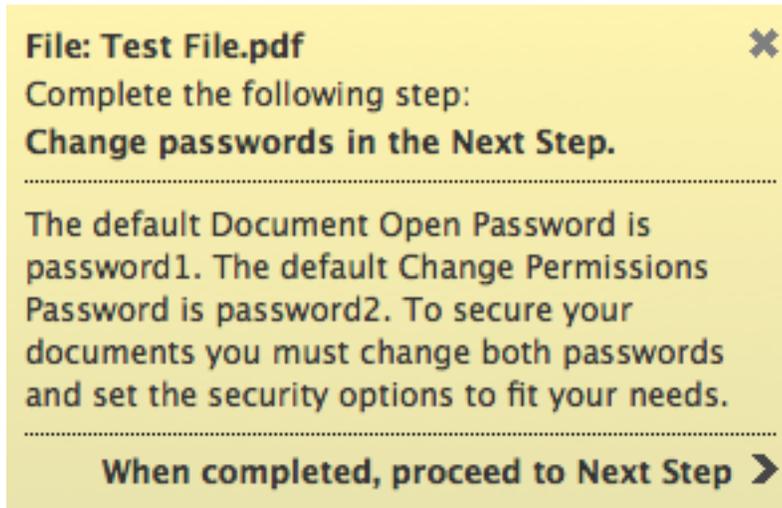5. Select Next to start the action. Once you are familiar with how this action operates, you can click the box on the bottom left that says, "Don't show again for this Action." Then when you select the action, you will move directly to file or folder selection.

6. In the Select Files dialog box that comes up next, you can select individual files or folders of files or both on which to run the action.
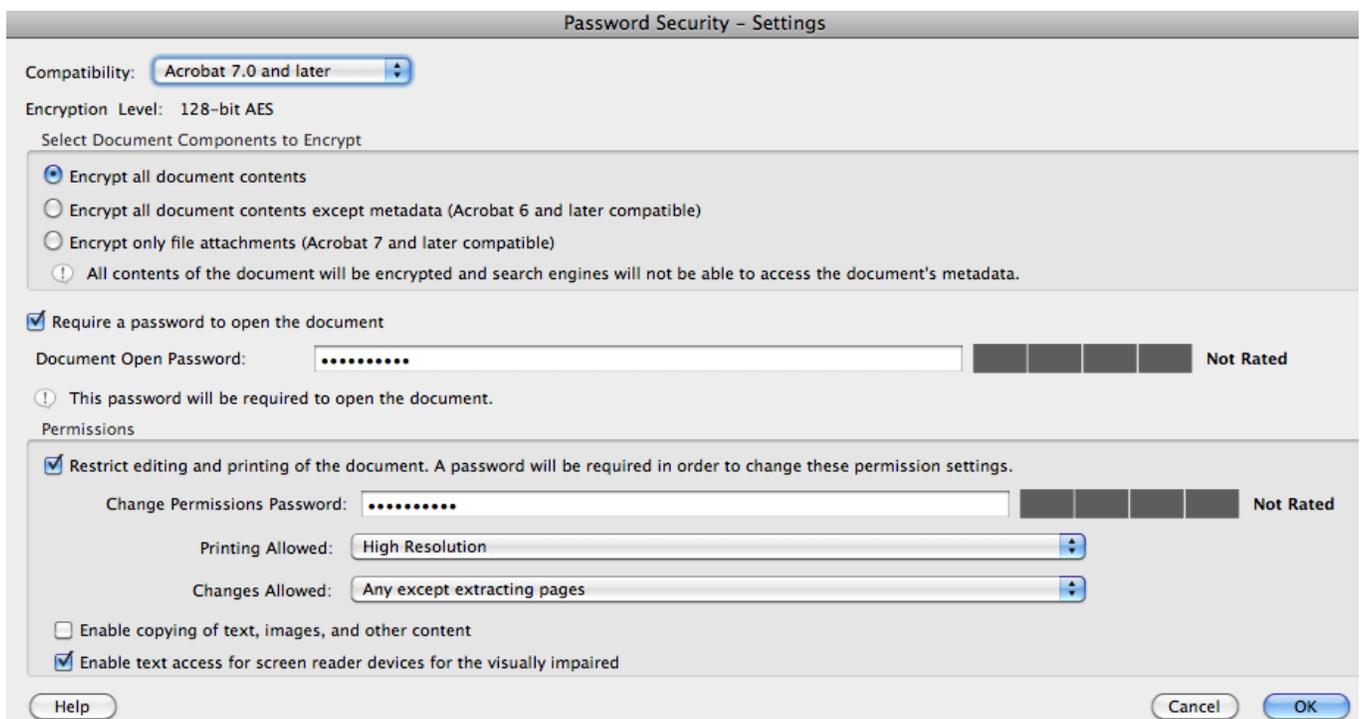
7. Once you have selected your files, the action begins. As each file opens, you will be reminded to change the passwords in the next step. Click on the bottom line in the yellow box to move to the next step.

File: Test File.pdf ✖
Complete the following step:
Change passwords in the Next Step.

···

The default Document Open Password is password1. The default Change Permissions Password is password2. To secure your documents you must change both passwords and set the security options to fit your needs.

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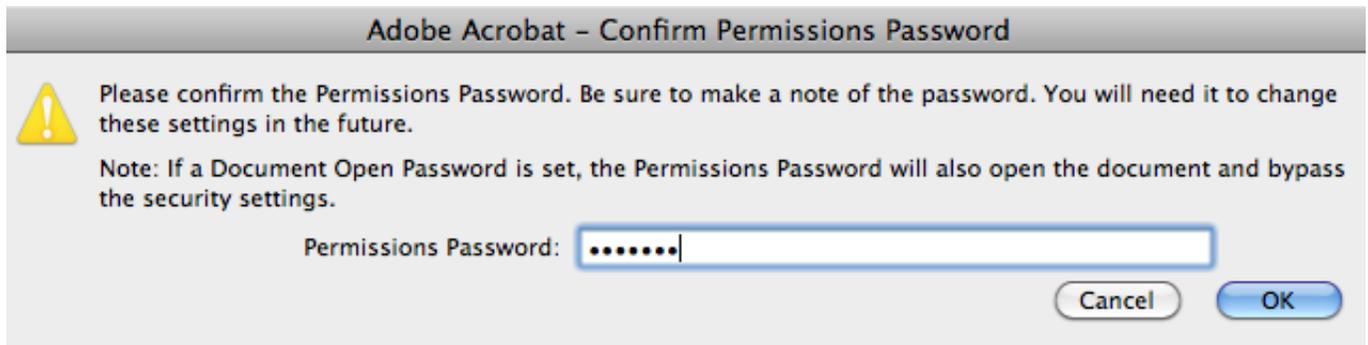
When completed, proceed to Next Step ❯

How to Speed Up this Action on Folders or Multiple Files

To run this action on a folder of files or multiple files without being reminded to change the passwords on every file, edit the action to delete the instruction step. Go to Tools>Action Wizard>Edit Actions. Select Password Security then click the Edit button on the top right. Move your pointer over the yellow bar in the Steps section. You will see an X appear on the top right of the yellow bar. Select the X to delete the instruction step. Then select Save, Save, Close and you're done.

8. The Password Security-Settings dialog box appears. Be sure to change both passwords from their defaults and change the permissions to fit your needs.

Password Security – Settings

Compatibility: Acrobat 7.0 and later ▲▼

Encryption Level: 128-bit AES

Select Document Components to Encrypt

⦿ Encrypt all document contents

◯ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

◯ Encrypt only file attachments (Acrobat 7 and later compatible)

⚠ All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

☑ Require a password to open the document

Document Open Password: •••••••••   ▢▢▢▢ Not Rated

⚠ This password will be required to open the document.

Permissions

☑ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password: •••••••••   ▢▢▢▢ Not Rated

Printing Allowed: High Resolution   ▲▼

Changes Allowed: Any except extracting pages   ▲▼

☐ Enable copying of text, images, and other content

☑ Enable text access for screen reader devices for the visually impaired

(Help)   (Cancel)   (OK)

9. Enter the new Permissions Password you just set.

Adobe Acrobat – Confirm Permissions Password

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password: •••••••

Cancel   OK

10. Now you will be prompted for a file name and save location. Enter the appropriate information.

11. After you have saved the file, you will receive a notice that your Action is Completed along with the file path showing where the new PDF is saved.

Password Security

Action Completed.

Saved To:

Close