

How to Create a Password-Protected PDF on Mac

Step 1: Click the **Finder** app

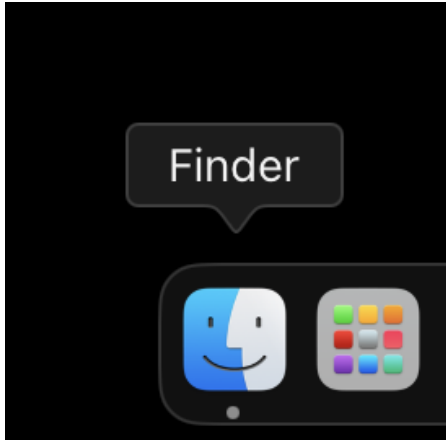


Figure 1. Picture of the Finder App in the home bar. (Source: Kenneth Nguyen).

Step 2: Locate the PDF you want to protect in Finder

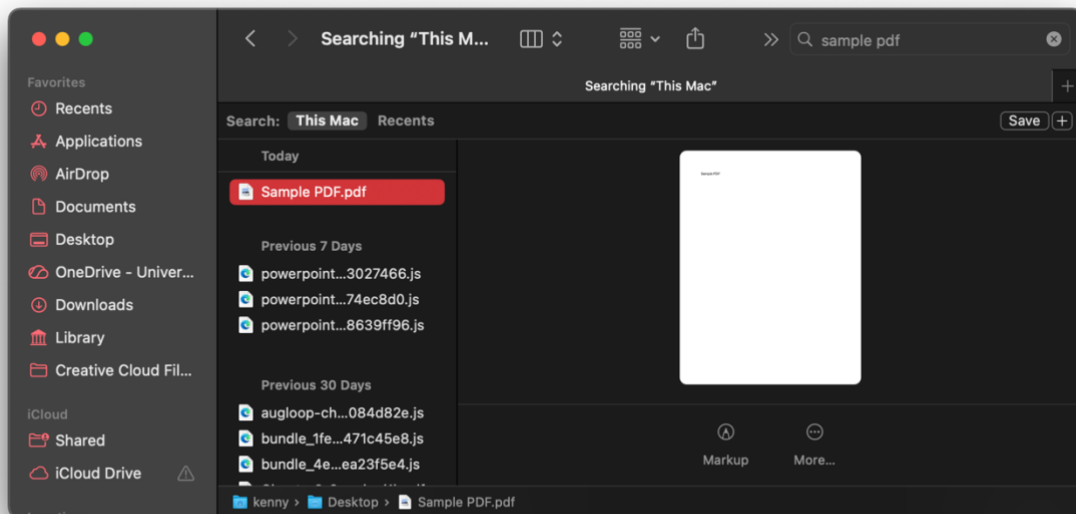


Figure 2. PDF selected in Finder. (Source: Kenneth Nguyen).

Step 3: Right-click the selected PDF

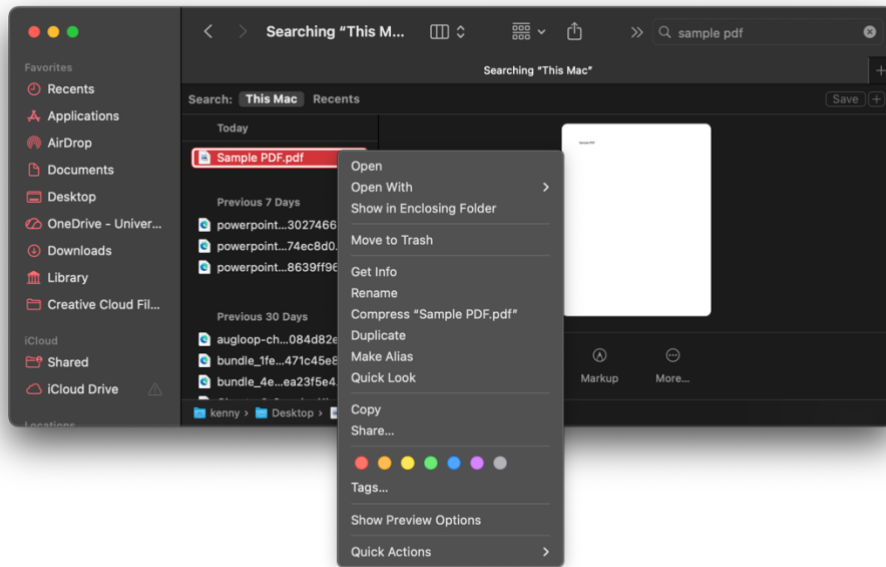


Figure 3. Dropdown menu when PDF is right-clicked. (Source: Kenneth Nguyen).

Step 4: Hover over **Open With**

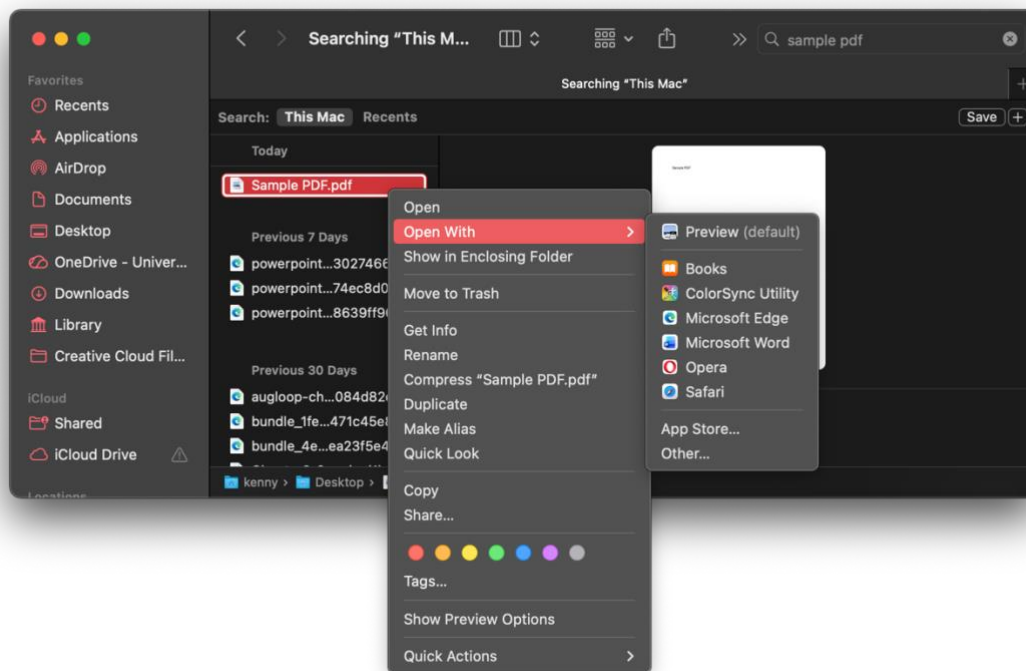


Figure 4. Secondary dropdown menu opened when hovered over Open with. (Source: Kenneth Nguyen).

Step 5: Click **Preview** from the dropdown menu

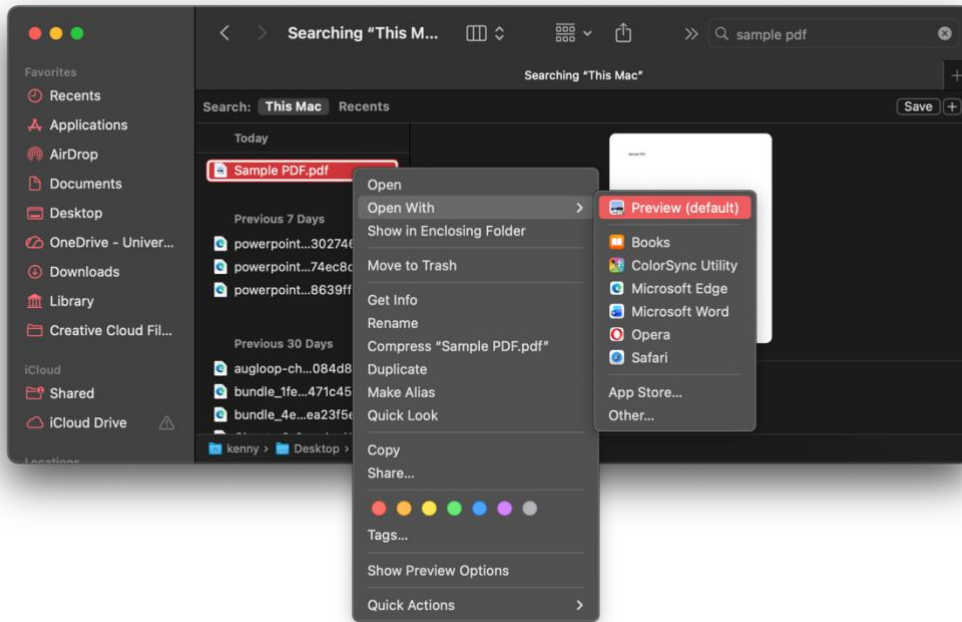


Figure 5. Preview selected from dropdown menu. (Source: Kenneth Nguyen).

Step 6: Click **File** from the menu bar

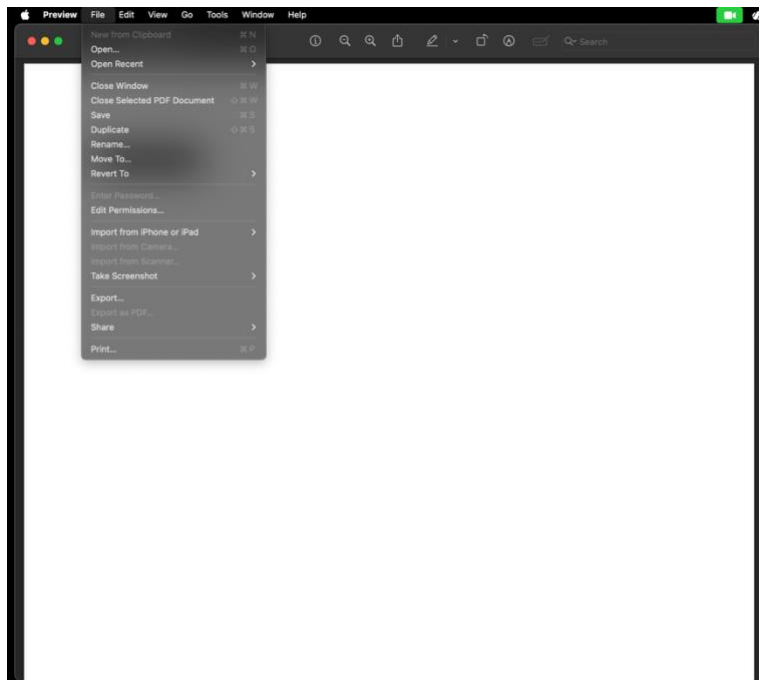


Figure 6. PDF opened in Preview and File dropdown menu opened. (Source: Kenneth Nguyen).

Step 7: Click **Export...** from the dropdown menu

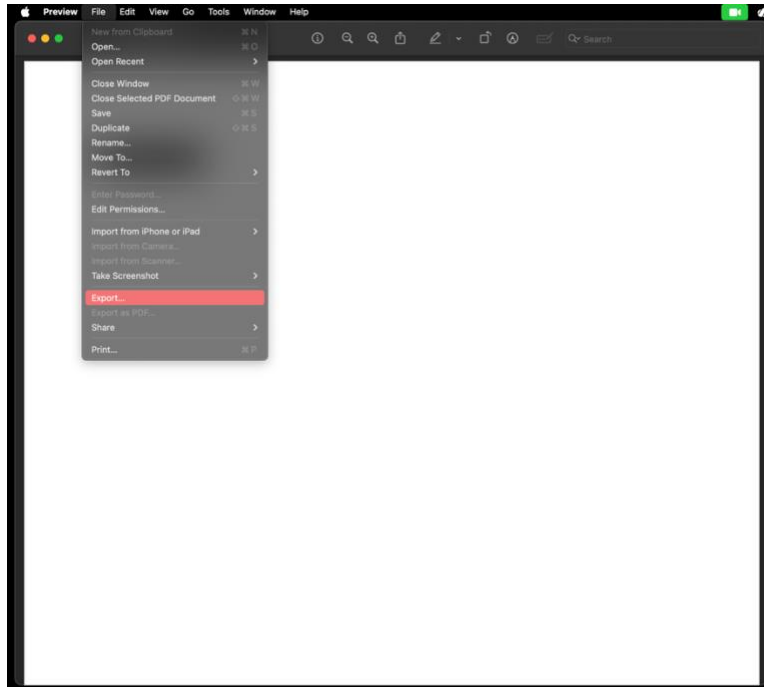


Figure 7. *Export...* hovered over in File dropdown menu. (Source: Kenneth Nguyen).

Step 8: Click the **Permissions...** button

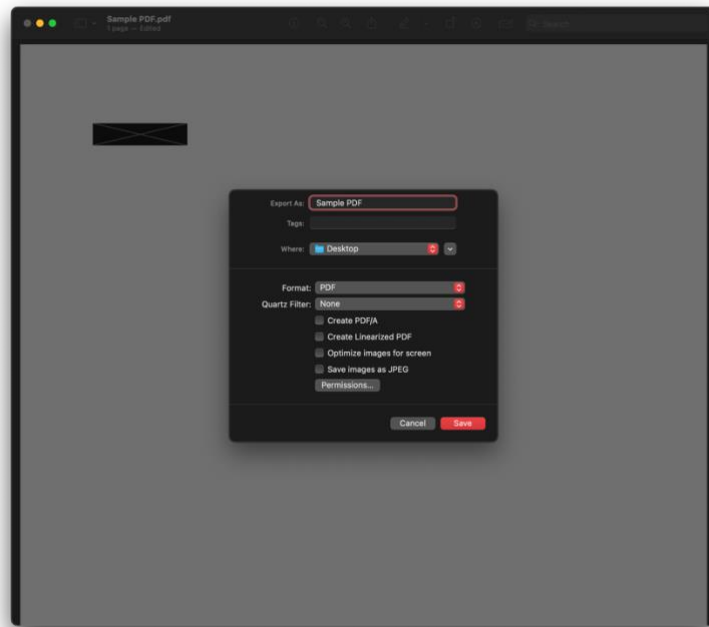


Figure 8. *Export menu.* (Source: Kenneth Nguyen).

Step 9: Check the box **Require Password To Open Document**

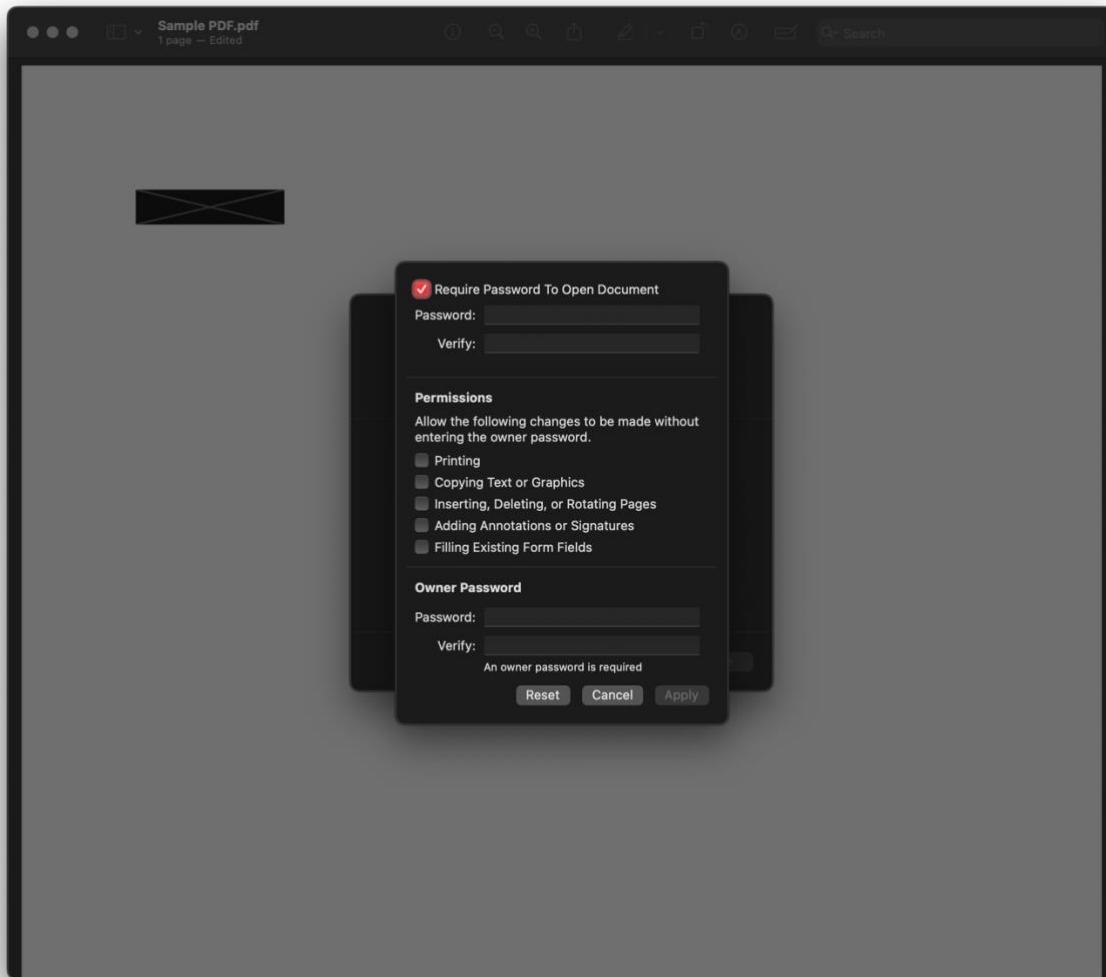


Figure 9. Permissions... menu. (Source: Kenneth Nguyen).

Step 10: Enter a password in the Password field

Step 11: Enter the same password in the Verify field.

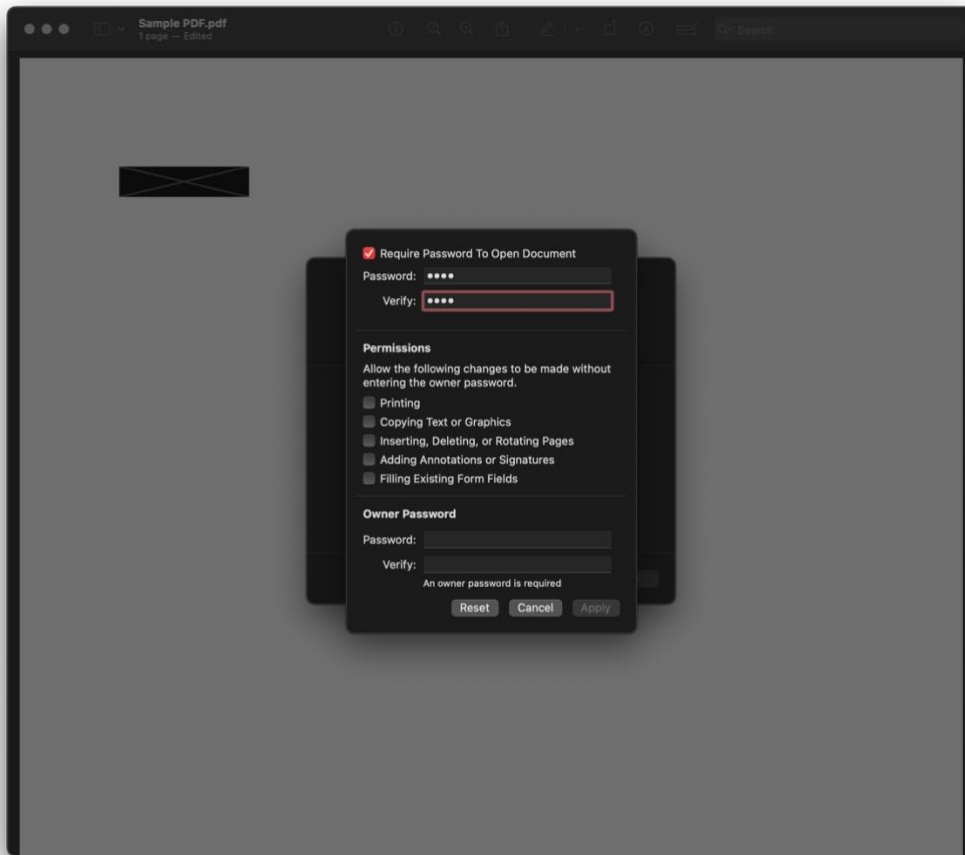


Figure 10. Password entered in Password and Verify text fields. (Source: Kenneth Nguyen).

Step 12: Enter an owner password in the bottom Owner Password field.

Step 13: Enter the same password in the bottom Owner Verify field.

Step 14: Click **Apply**

Step 15: **Save** the PDF

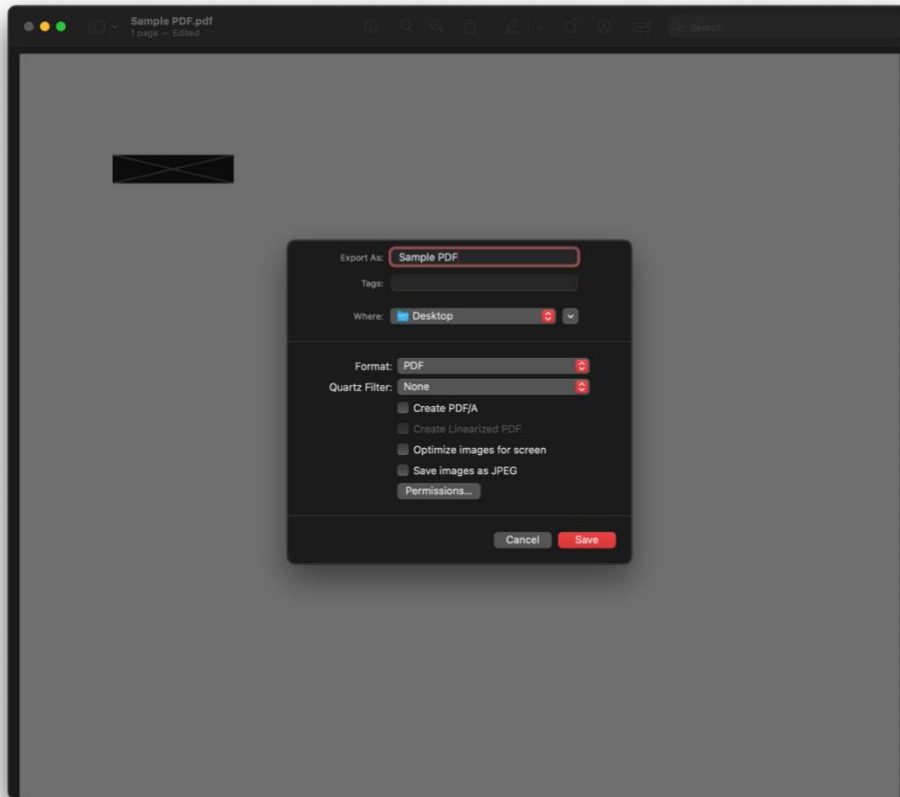


Figure 11. Back on the Export menu. (Source: Kenneth Nguyen).

End Result

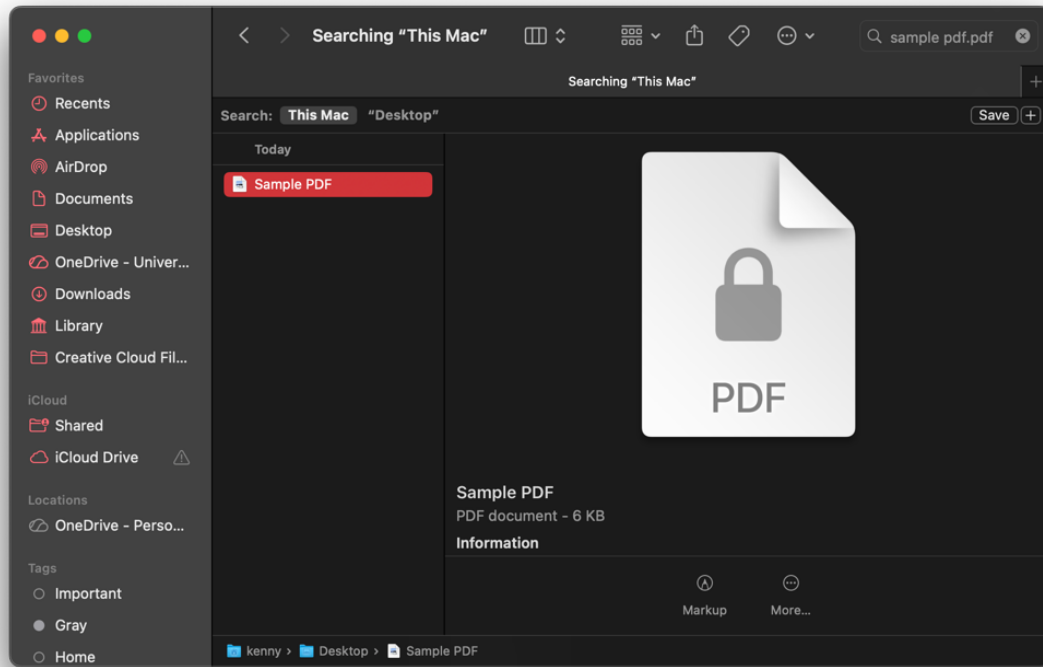


Figure 12. Protected PDF with lock symbol. (Source: Kenneth Nguyen).