

Creating a Password Protected PDF

There is a handy free program available called “PDF Mate Free PDF Merger”. This program allows you to:

- Join PDF documents together
- Remove pages from a PDF document
- Add password to PDF

Follow the steps below to install and run this program.

Step 1. Download and Install “PDF Mate Free PDF Merger”

PDF-Mate comes in both professional and free versions. For the purpose of this document we are only interested in “PDF Mate Free PDF Merger”.

1.1 Connect to the PDF Mate website (www.pdfmate.com).

1.2 Select “Downloads” from the top of the page.



1.3 This will bring you to the Downloads page. Scroll down this page until you find “PDF Mate Free PDF Merger”.

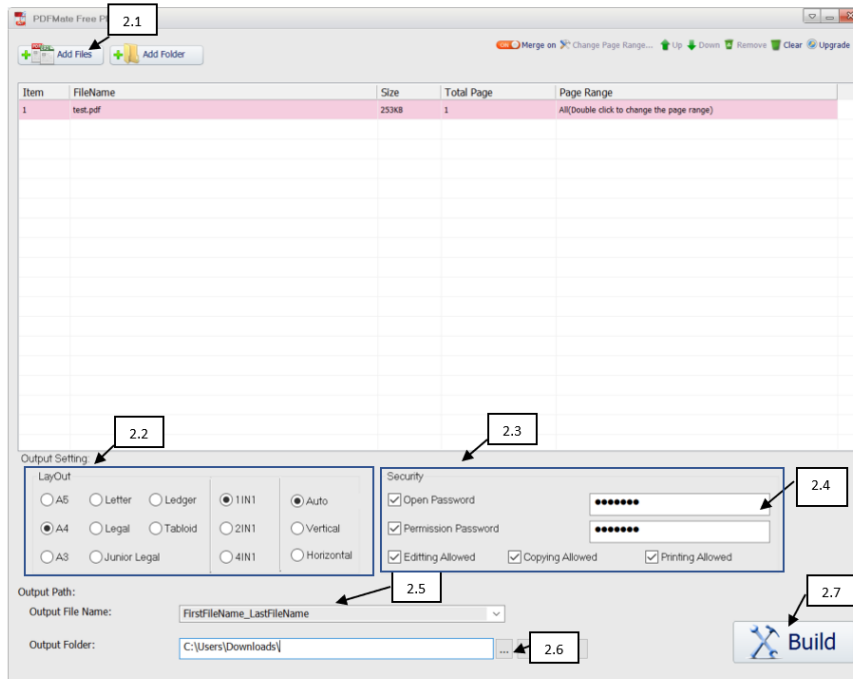



1.4 Click the “Free Download” button.

1.5 This will save a file called “setup_free_pdf_merger.exe” to your PC. Run this program to install “PDF Mate Free PDF Merger” to your computer.

Step 2. Create Password Protected PDF

The first time you run “PDF Mate Free PDF Merger” it should look like the picture below.



- 2.1 Click the “Add Files” button to add the PDF document you wish to password protect.
- 2.2 Set the layout of PDF here.
- 2.3 In order for password protection to work on both mobile phones and computers you must tick **ALL** boxes here.
- 2.4 Enter the password to you wish to use in both text boxes provided.
- 2.5 Output File Name:
Leave this setting as it is to use the current PDF file name.
To set a different filename chose “Customise” from the dropdown list and type the new filename you wish to use.
- 2.6 Click the  button to browse to the directory you wish save your PDF to.
Ignore the Open button.
- 2.7 When ready click the “Build” button to complete.
Note: Once you click build you will be asked if you wish to upgrade to professional version.
Click “Cancel” here to continue using free version.

A new copy of your PDF document will now be saved. This copy will require a password to open.

