

How to encrypt a PDF or Word file:

If you have access to the Microsoft Word program on either a PC or a Mac, the following tutorial will explain how to open the PDF in Word and password protect the file: www.youtu.be/q7m71LwKSKY

If you do not have access to Word, we recommend the following free website: www.smallpdf.com/protect-pdf/ The following tutorial will explain how to use the smallpdf.com website: <https://youtu.be/GQWvn7i8AkC>

Please make sure to contact the church office via phone and share your password and contact information. Please do not provide the password in an email. If you have difficulty encrypting your files, feel free to hand deliver or mail them to our church office.