

## Configuring

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# Adding steps to decrypt PDF files

When RICOH ProcessDirector receives an encrypted PDF file, the file must be decrypted before it can be processed.

For example, add a step at the beginning of your workflow to process password-protected PDF files.

To add steps to decrypt PDF files:

1. Click the **Workflow** tab.
2. Click the name of the workflow you want to modify.
3. **Optional:** Disable the workflow by clicking the switch to the left of the workflow name. If you do not disable the workflow while you edit it, jobs that use this workflow continue to move through steps. When you save, the workflow is momentarily disabled then enabled again. Jobs that are processing in the workflow could move into error.
4. Add a step based on the **DecryptPDF** step template to process the encrypted PDF files.  
Add the step before the first step in the workflow that opens the PDF file to prevent any processing errors. Most workflow steps cannot process encrypted PDF files.
5. In the **Decryption password** field, enter the password that was used when the PDF file was encrypted.  
If the password changes with every job, provide a way for the operator to enter the password for each job. You can add a manual step to the workflow before the **DecryptPDF** step and give it a name like **EnterDecryptPassword**. During processing, the job stops at that step. The operator opens the job property notebook and enters the **Decryption password** on the **Decrypt PDF** tab. Then the operator completes the manual step so the password is available when the **DecryptPDF** step runs.
6. Verify the location of the output file. By default, the decrypted PDF file becomes the print file in the spool directory of the job.
7. Save and enable the workflow.

Parent topic: [Preparing to use workflows](#)