PDF INTO WORD DOC FOR E-MAILING

SAVE SECNAV 5512/1 FORM AS PDF ONTO YOUR DESKTOP (JUST THE FORM)

OPEN A WORD DOCUMENT

CUT & PASTE THE PDF ONTO THE WORK DOC

CLICK FILE IN THE UPPER LEFT HAND CORNER

CLICK PROTECT DOC

SLECT ENCRYPTED WITH PASSWORD

CREAT A PASSWORD (PLEASE NO SYMBOLS)

IT WILL PROP YOU TO WRITE THE PASSWORD TWICE (HINT-WRITE THE PASSWORD ON A SCRATCH PAPER)

ONCE THAT IS DONE THE PROTECT DOUMENT BOX SHOULD BE YELLOW

THEN CLICK SAVE AS (LAST NAME, FRIST NAME) ONTO THE DESKTOP

TEST THE PASSWORD OUT BEFORE SENDING- IF OPEN

THEN OPEN YOUR EMAIL TO GET READY TO SEND THE DOCUMENT

CUT & PASTE THE WORD DOCUMENT INTO YOUR E-MAIL

SEND TO THE FOLLOWING PASS & ID STAFF:

[connie.r.rix.civ@us.navy.mil](mailto:connie.r.rix.civ@us.navy.mil)

[aimee.l.smith15.civ@us.navy.mil](mailto:aimee.l.smith15.civ@us.navy.mil)

[patricia.a.denny11.civ@us.navy.mil](mailto:patricia.a.denny11.civ@us.navy.mil)

[andrew.j.howard3.civ@us.navy.mil](mailto:andrew.j.howard3.civ@us.navy.mil)

[jackie.l.macmillan.civ@us.navy.mil](mailto:jackie.l.macmillan.civ@us.navy.mil)

OKAY, THAT IS THE 1ST E-MAIL, ONCE SENT THEN IN THE 2ND E-MAIL SEND THE PASSWORD TO THE SAME FOLKS.